

General PTO Meeting Minutes

Date: April 12th, 2017

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on Aprilth, 2017 at 8:51 am. The meeting convened at Cerritos Elementary School Teacher's Lounge with President Jen Metzger presiding. A quorum was present.

Members in Attendance: The following 2016-17 Board members were present: Jen Metzger, Leslie Swanson, Molly Wegener, Debbie True, Sandy Morrison, Rachel Schurtz, Amy Huffman, Abby Green, Louise Yanock, and Genevieve Kennedy. Jessica Harris and Darcy DiCosmo were also present, as were four parents from the general PTO membership.

Minutes: Minutes of March 15th, 2017 General PTO meeting were discussed.

- **Motion:** Louise Yanock moved and it was seconded by Genevieve Kennedy to approve the minutes from 03/15/17 General PTO Meeting. Motion carried by majority vote.

Altadena PTSO Visit

- Monica Gelman, from Altadena's PTSO, presented information about how 5th grade parents can be involved next year in middle school. Opportunities include: Harvest Festival, Candy Grams, a dodge ball tournament to raise money for underprivileged district families, and monthly hospitality luncheons where parents serve teachers. The following PTSO Board positions are open for next year: Vice President, Financial Secretary, Communications Coordinator (website, FB), and Volunteer Coordinator.
- The last general meeting is Tuesday, May 2nd at 8:45 AM, and all 5th grade Cerritos parents are invited to attend.

Principal's Report: Darcy DiCosmo

- *Begin with the End in Mind: Opportunities for STEM activities in 2017-18*
 - Darcy DiCosmo reported about a conference on supervision and curriculum she attended that addressed integrating STEM into the curriculum. She would like to create a 'Maker's Space' room, tailored after the Revolution of Maker's Space Program. Buckets of screws, bolt, wires, tools, and batteries would hang on peg board walls for building. The room would be available for teachers to schedule a time to solve problems through building, experimenting, and cause/effect. Then kids would use technology to bring their invention 'alive'. The purpose is to integrate multiple disciplines (social studies, science, and math) in a hands-on way.

- The PTO can help through funding and making connections with hardware store or army surplus supply stores. Doug (Cerritos parent who helped build items for Be A Beacon), may be able to assist with putting room together once we have supplies. Amy Huffman will talk with Home Depot regarding supplies since they have donated to our school in the past. Would Intel or other local technology companies have any leftover mother boards or supplies that could help our school? Christina Carter's husband works at Intel and will find out if they can donate in some way to help this program. A technology educated person would be needed to instruct the teachers. Genevieve Kennedy's husband works at Intel, and there is a committee for outreach in the community, so she will check into their availability. A Pinterest page for Cerritos will create awareness and list the supplies needed. Individuals or businesses can donate. Two grants requests have been written to assist with funding for next year.
- The following questions/concerns were raised by parents and PTO members: Is there a committee set up to coordinate this large project? Perhaps Watch Dogs could be involved next school year. Is this afterschool based project or will it take place during school day? Plan is to use it during the school day. Some schools do this at lunch time, but Darcy didn't this idea since it decreases recess. When is this program being implemented? Darcy would like to work on developing this idea over the summer so it can be utilized next school year.
- Wallpaper at Cerritos is being taken down this summer! All the walls will need to be painted over the summer.

Officer's Reports

Development Coordinators: Amy Huffman & Carolyn Yeretian

- *Spring Carnival is tomorrow!*
 - Raffle baskets: The baskets have been put together by Louise Yanock and look great! Community room is open for viewing, and tickets are selling. Baskets will move to the Synergy Room for teacher preview day, then they will be moved outside. Amy is using the arrow sign to draw attention, and there are sandwich boards with balloons by pick-up. If there are not a lot of pre-sales, she will need a person to man the ticket sale table at the carnival. Tickets are \$1 a piece, or 6 for \$5. Amy will relay the list of winners to Mr. G by 8:30 pm. In addition to raffle baskets, there are auction items donated by local businesses.
 - Volunteers: There are some times that aren't covered by, but Amy plans to recruit parents at carnival if needed. There will be a floater at the volunteer booth to walk volunteers to their station, and instruct them to stay the entire shift. There is overlap in shifts this year so 2nd shift volunteers check in before the 1st shift leaves. The site map will be completed today. Bumper cars is a new ride that needs a solid surface; Amy is still deciding where to put it.

- Food: Renee Doty is confirming with all the food trucks. Lisa Rameriz is coordinating baked goods for the Cake Walk, and plans to pick up donations from Safeway as needed. The PTO will be selling water and soda and hotdogs, in addition to whatever beverages/food is available on the food trucks. Food trucks include: A grilled cheese truck, hamburgers, popcorn, and Queso Good. Glow in the dark items and marshmallow shooters are non-food items that will also be for sale.
- Set-up: This will take place as soon as lunch and recesses are complete. Volunteers will transport 50 tables outside. Amy needs caution tape from the PTO room for set up; Jen Metzger will find this for her. Student council will also be helping with set-up after school. Sponsor banners need to be hung today.
- Be a Beacon Drive: Barefoot Pools is donating \$2,000 for an iPad or prize for next year's funding drive!
- Carolyn Yeretian was not present at the meeting.

President: Jen Metzger

- Jen expressed her thanks to all the volunteers who helped this month. Thanks to Molly Wegener for the coffee and snacks for our meeting today, Lunch on the Lawn volunteers who signed in parents, Christina Carter for updating the marquee, for all the carnival volunteers, and for Denise, Jenna, and Jessica in the front office. We couldn't do all these events without our volunteers!

Hospitality: Louise Yanock and Anne Neal

- Louise has requested the exact amount of her remaining budget as she and Erika Uram coordinate Teacher Appreciation week. Debbie True will get her the exact number after the meeting. The Hospitality funds will be used to pay for the teacher luncheon and trail mix bar. Teacher Appreciation's remaining budget will fund gift cards for the teachers.
- Teacher Appreciation will include a Trail Mix Bar on Monday the 1st, Luncheon on Wednesday, May 3rd, and gift cards will be given to the teachers on Friday May 5th. Surveys have been sent out to staff regarding preferences for gift cards. Invitations have also been sent to bus drivers, Kids Club employees, school counselors, crossing guards, lunch and recess monitors, and Play Works employees for Appreciation Week events.
- Jen Metzger brought up that a luncheon on Wednesday may not work since it's an early release day. Louise and Erika will work on this.

Vice President: Leslie Swanson

- Nothing to report.

Secretary: Molly Wegener

- Attention was brought to the following upcoming events: PTO Board Elections today, Spring Carnival 04/13/17 from 5:30-8:30 PM, No School Friday 04/14/15, and the last PTO meeting of the school year on May 10th at 8:45 AM.

Treasurer: Debbie True

- Debbie communicated the monthly financial report:
 - Checking Account Balance (as of March 30th): \$35,224.53.
 - Total Income: \$5,617.81.
 - Total Expenses: \$7,021.89.
 - For further details, see attached report.

Financial Secretary: Sandy Morrison.

- Nothing to report.

Communications: Rachel Schurz

- Spirit Wear designs for 2017-18: Rachel is working with Mikel Anne for designs for the PTO logo with new Road Runner. PTO shirts will be white, school shirts will be black, and the only kind available will be short sleeve. She is pre-ordering all shirts before this school year ends, so they will be ready in August. Rachel needs 2017-18 PTO Board members to send her sizes via email. Is the Cerritos staff designing their own shirts? Jessica Harris will confirm.
- Cerritos PTO website: Rachel currently updates this as she is able. The woman who did the logo redesign might be able to help Cerritos clean up the website. Cost is estimated to be \$35-145/month for maintenance. This needs to be done to manage the website. Jessica Harris will track how many unique visits the website receives to see if this is cost effective. Jen states a budget line will need to be created for this. Although Jen can help create this now, it may be taken out by next year's board during the budget meeting. Should we do an electronic vote to move this along? Rachel will check into actual cost, and an email about voting will follow.

Volunteer Coordinator: Abby Green

- Nothing new to report.

Historian: Genevieve Kennedy

- Genevieve reported the yearbook is done and orders have been taken. Thanks to Jessica Harris and Denise Farmer for processing the orders! Ordering goal was \$375, and that goal has been met.

Old Business

- Amendment of PTO By-Laws – A proposal was made at the last PTO meeting on 03/15/17 to amend the by-laws, extending the term for Development Coordinator and Co-Chair to serve no more than 4 consecutive terms in the same office.
 - **Motion**: Genevieve Kennedy moved and Rachel Schurtz seconded to approve the above amendment. Motion carried by majority vote.
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- Electronic Vote:

- On March 17th, a motion to approve the transfer of \$500.00 from the Donation Drive budget line and place the funds in the Staff Special Requests budget line was made. Rachel Schurz motioned and Genevieve Kennedy seconded it. The motion passed with majority vote. The funds were used to provide train tickets for the Resource Students on their March 20th field trip to the Phoenix Zoo, and provided transportation for the Kindergarten classes to the Federal Court House.
- Staff Appreciation Week
 - See Hospitality Report, page 3.

New Business

- 2017 -18 PTO Board Elections
 - The list of 2017-18 Board Nominees has been posted on the PTO website and sent via email to Cerritos parents. **See attached for names and positions held.*
 - **Motion to vote in 2017-18 PTO Board Nominees as listed:** Leslie Swanson moved and it was seconded by Rachel Schurtz to accept the board nominations as listed. Motion carried with majority vote with none opposed.
 - Volunteer Coordinator Carissa Gardener-Bolton was accidentally left off the list emailed to parents. Rachel Schurtz sent out a communication to parents yesterday, and apologized via phone with Carissa that she was left off the initial email.
 - Communications remains unfilled. Jessica Harris has interest in this position, but she is also on site council. The PTO by- laws state no one can be a site council and PTO board member. If no one is nominated from the school body by the next meeting, Jessica can be voted in.
 - Treasurer will be filled by RaeDawn Teal, an incoming Kindergarten parent. According to the by-laws, each officer needs to be a parent/guardian of a student at Cerritos. Her child's registration was not completed by today, so she cannot be voted onto the board with the slate of nominees. Debbie True's term ends May 31, 2017, and the new treasurer can't assume her role until Debbie goes with her to the bank to change the name on the debit cards. That leaves this board with no treasurer to create a budget and get it approved before May 31st. Typically, the new budget is proposed and approved before the end of the previous school year. Failure to create a budget before the end of the current school year affects grant checks, the PTO calendar, Be a Beacon, and Meet the Teacher Night. Debbie's term ends May 31st, but she is willing to stay on until the first PTO meeting on August 3rd. After the meeting on Aug. 3rd, Debbie could resign and RaeDawn Teal could be voted in as the new treasurer. Discussion about amending the by-laws followed. Can we vote to extend the term versus adding one additional year to the treasurer term? Research of the by-laws does not specify a restriction on extending terms. The proposal to amend must be made in writing 21 days prior to the next scheduled general meeting. Then it can be approved at the following general meeting on May 10th. Wording of the proposal was discussed. To avoid this problem in the future, we would like to remove the enrollment stipulation. This would avoid any gap in leadership at this vital role.

- **PTO By-Law Amendment Proposal:** Any board position may be extended temporarily, to a maximum of up to the first general board meeting based on circumstances, should that position not be filled for the following school year.
- We will vote on this amendment at the May 10th meeting.
- The new board officially starts May 10th. Once the new board starts, meeting will be held to create a budget and set the PTO calendar for 2017-18.
- **Vote:**
 - **3Screen Assembly**
 - This is a multi-media message with a positive and motivational theme. The PTO funded it last year, but there is no line item this year. Jessica Harris needs to sign the contract, but cannot do so unless the PTO creates a line item to support it.
 - **Motion:** Rachel Schurtz moved and it was seconded by Amy Huffman to cover the cost of a 3Screen Assembly for the Cerritos student body, not to exceed \$600.00 cost of 3Screen Assembly for Cerritos Student Body. This will be placed under the Special Projects budget line. Motion carried by majority vote with none opposed.
 - **Spring Carnival Budget**
 - Amy Huffman can go over her budget by no more than 20%, and she is close to exceeding this.
 - **Motion:** Genevieve Kennedy moved and it was seconded by Leslie Swanson move \$1000.00 from Be A Beacon Drive budget line to the Spring Carnival budget line. Motion carried by majority vote with none opposed.

Announcements: REMINDER: NO SCHOOL FRIDAY, APRIL 14TH (GOOD FRIDAY)!

Meeting Adjourned At: 10:32 AM

Minutes Compiled By: Molly Wegener, Secretary

The foregoing minutes were approved by the Executive Board on May 10th, 2017.