



General PTO Meeting Minutes

Date: May 10th, 2017

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on May 10th, 2017 at 11:01 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, Rachel Schurz, Amy Huffman, Abby Green, Louise Yanock, and Genevieve Kennedy. The following 2017-18 Board members were also present: Elizabeth Tudor, RaeDawn Teal, Jaime Godinez, Erika Uram, and Loretta Trynosky. Darcy DiCosmo and Courtney Bauer were also present, as were three parents from the general PTO membership.

Minutes: Minutes of April 12th, 2017 General PTO meeting were discussed.

- **Motion:** Leslie Swanson moved and it was seconded by Amy Huffman to approve the minutes from 04/12/17 General PTO Meeting. Motion carried by majority vote.

Officer's Reports

President: Jen Metzger

- Jen expressed her thanks to all the volunteers who helped with April's events. A big thanks to Amy Huffman and all the volunteers who donated their time to make the Spring Carnival a big success! Thanks to Louise Yannock for putting together the lovely raffle baskets, as well. Thanks to Erika Uram and Louise Yannock for all their work on Teacher Appreciation week. Lastly, thanks were extended to both Rachel Schurz and Christina Carter for all their work keeping the marquee updated with PTO events throughout the year.

Hospitality: Louise Yanock

- Teacher Appreciation Week went well! The events included a Trail Mix Bar on Monday, a luncheon on Wednesday, and \$25 gift cards on Friday. The teachers and staff were very appreciative of this recognition. Feedback was positive, but they would like to emphasize hand written notes to the teachers from students next year.
- Hospitality will be supplying food for the final staff meeting of 2016-17. Louise plans to assist Erika and Renee Doty with their transition as hospitality board members for next year.

Vice President: Leslie Swanson

- Leslie extended thanks to the PTO board members who assisted with the A+ Assembly. The PTO provided a balloon arch and waved foam noodles to assist with this important recognition for Cerritos.

Secretary: Molly Wegener

- Attention was brought to the following upcoming events: The HAWK dedication at 10 AM on 05/10, Yearbook distribution on 05/15, and the last day of school on 05/23.

Treasurer: Debbie True

- Debbie communicated the financial report for 2016-17:
 - Starting Balance: \$22,296.31.
 - Total Income: \$102,676.35.
 - Total Expenses: \$101,003.59.
 - Vote: To approve payment of \$54.60 to Leslie Swanson for reimbursement for the Gift of Time event in December 2016. The vote was needed since the reimbursement request was past the allowable 30-day window specified in the by-laws.
 - **Motion:** Louise Yannock moved and Abby Green seconded to approve payment of \$54.60 to Leslie Swanson. Motion carried with majority vote; none opposed.
- Proposed Budget for 2017-18:
 - Starting Balance: \$28,000.
 - Projected Income: \$96,300.
 - Projected Expenses: \$96,300.
 - Events will not change much from last year to 2017-18.
 - Spirit wear now has a line on the budget.
 - Staff Special Requests and Special Projects: This line item covers re-painting the walls this summer, Makers Space, Leadership room, etc). PTO has set aside \$1500 for Resource since some teachers are leaving and rooms may need to be restocked depending on what the teachers take with them. Darcy DiCosmo stated Resource gets money from the district, and teachers will only take their personal items. This money will get redirected within the budget.
 - Website was increased from \$300 to \$500 this year to assist with website cleanup.
 - There is an extra \$3,000 in encumbered funds that will be redirected this fall as needed. Possible events to fund would be Resident Artist, new trade books, or the marquee.
 - \$750 is allocated for repainting the wall this summer. Darcy DiCosmo doesn't have an estimate yet.
 - Leadership room: PTO gives \$50/month to buy supplies, and Karol Pacheco supplies the rest individually. She is given a stipend of \$1,500 for running this program, but her position is being cut by site council since there weren't enough tax credit donations. The money allotted for the Resource room under the Staff Special Requests budget line could be redirected to cover her stipend.
 - **Motion:** Amy Huffman moved and Genevive Kennedy seconded to spend \$1,500 for Karol Pacheco's Leadership Room Coordinator Position. Motion passed with majority vote; none opposed.
 - **Motion:** Amy Huffman and Louise Yanock seconded to approve the 2017-18 budget as proposed. Motion carried with majority vote; none opposed.
 - For further details, see attached reports.

Financial Secretary: Sandy Morrison.

- Nothing to report.

Communications: Rachel Schurz

- Spirit Wear designs for 2017-18: Rachel is pre-ordering the shirts now so they will be available at Meet Your Teacher Night. This year's cost per shirt is \$10.61 for a youth T-shirt, \$15.70 for adult T-shirts. Short sleeve shirts will be the only kind offered, with youth shirts in white and adult shirts in black. She is buying 187 youth and 45 adult shirts. The shirts were sold for \$12 during the 2016-17 school year. Last year, the PTO spent \$3,567 and broke even on income/expense. Should we raise the price of youth shirts to offset the cost of the adult shirts and buying staff shirts? Discussion followed. Most members felt the price for youth shirts should stay at last year's price of \$12. Some members suggested buying less adult shirts, but some children need the adult sizes. The majority agreed that any extra cost of adult shirts sizes needed for students should be absorbed by the PTO. Debbie True said we could move \$600 out of encumbered funds to cover this expense. Any extra inventory could then be sold throughout the year at various PTO events. It was decided that Rachel will order the shirts as stated above, and a vote will be taken if extra funds are needed. She is paying for the shirts out of her personal account, and will be reimbursed in August.
- Marquee- clean/repair/replace: The marquee is aging. Current issues include a breaking locking mechanism and the amount of dirt on the marquee. No hose will reach that far to clean it. Rachel will research the cost to replace it. More discussion at a future date.
- Communications Coordinator Board Position is still open. More discussion of this topic to come.
- Website Programmer Update: It will cost \$120 for a one time cleanup of the website (programming, backups, plug ins, updates). Issues that would be addressed include the PTO Board thumbnail pictures that are currently too small, and integrating the new roadrunner on the site. Monthly maintenance is expensive, so the 2017-18 Board decided not to fund this. Instead, a parent volunteer will be trained on installing monthly updates. FB page updates could also be a duty of the parent website volunteer. This is currently performed by Jessica Harris, so if she steps up to fill the open Communications position, this will be one less duty for her to perform.
- Rachel needs new board members to do a picture and a quote for the website.

Development Coordinators: Amy Huffman & Carolyn Yeretian

- Spring Carnival was a big success! Nothing more to report on this PTO event.
- Amy attended the most recent district meeting, and spoke with Sandra, owner of Be An Artist. She is interested in coordinating school family art night events. The cost would be approximately \$20/couple or child. Would we want to sponsor an event like this next school year? Discussion followed. Most board members felt that the 2017-18 PTO schedule is too full. The purpose of the event would be community building versus a fundraiser. More discussion to come at a meeting in the future.
- 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.

Volunteer Coordinator: Abby Green

- Nothing new to report.

Historian: Genevieve Kennedy

- Genevieve brought the completed yearbook for the board to view. It looks great! There was only one minor typo. She will be selling the extra yearbooks at pick up and drop off on May 15th and 16th. Students will be signing yearbooks at school on May 23rd. Discussion about whether a vote was needed for \$100 in petty cash for yearbook and EPI kits sales the week of May 15th. Debbie True said we have sufficient funds; no vote needed.

Principal's Report: Darcy DiCosmo

- Makers Space Update: The empty preschool room has been designated for the Maker's Space room. Dough Maldonado has been approached about building the shelving, and is willing to help with building this room. The Pinterest page lists supplies that are needed, including old batteries, keyboards, etc. Amy Huffman will look into corporate help from Home Depot for paint and supplies. The overall goal of this space is using purposeful play and problem solving to increase math and science application in a STEM environment.
- Trade Books: Cerritos is starting a new ELA curriculum next year, and the trade books we have now won't align. Will PTO help with resupplying these? Cost is \$300/grade level for one set of books. Every grade level needs books.
- Play Works: This organization will be hired again next year. The staff felt it was a successful program, with reports of student transitioning more easily from recess to classroom, increasing the participation at recess, and working through conflict. Fifth graders will have the option of becoming Junior Coaches again, as well.
- Artist in Residence: Darcy DiCosmo proposed the idea of hiring an Artist in Residence with the goal of improving writing and speaking. Steven Krasner, whom she met at a conference, has a program where he teaches kids to write by creating a play, writing a script, and acting it out. His background is sports writing, and his website is Nudgingtheimagination.com. The grades targeted at Cerritos would be 4th and 5th, and the process is three days. The cost is \$24,000, but she has negotiated it to 5,000. Parent questions/concerns included cost, the amount of time spent writing versus acting, comparison quotes from other professionals, and when to schedule this program. Questions about the Art Masterpiece Program also arose. It was a parent led art program, but the school struggled to recruit enough volunteers and discontinued the program. More discussion to come later.

Old Business (Jen Metzger)

- Spring Carnival: See Development Coordinator report on page 3.
- Staff Appreciation: See Hospitality report on page 1.
- Tuft & Needle: This business generously gave away two mattresses for two teachers for staff appreciation week. Thank you, Tuft and Needle!
- Mr. Gilbert: This is his final year at Cerritos. He is taking a position elsewhere within the district. The PTO sincerely thanks Mr. Gilbert for all the work he did that was above and beyond his job description. A thank you card was passed around and signed by the PTO board and parents at large. He will be greatly missed!

- Ms. Corrion's Retirement: The PTO is assisting with a surprise gift. There will also be a bench placed in the Cerritos school garden in her name.
- 2nd Count needed today for deposits to be made. Volunteers can see Jen after the meeting.
- Vote: A proposal was made to amend the PTO By-Laws on April 12, 2017, stating: "Any board position may be extended temporarily to a maximum of up to the first meeting based on circumstances, should that position not be filled for the following school year." This proposal was made in writing more than 21 days prior to this general meeting, per the By-Laws.
 - **Motion**: Rachel Schurz moved and Debbie True seconds the above proposal as stated. Motion passed with majority vote; none opposed.
- Electronic Votes That Passed Since the Last General Meeting:
 1. Motion to approve the transfer of \$300.00 from the Spirit Wear budget line and place the funds into the Family Fun Night budget line. We over estimated the cost of the additional staff spirit wear purchased, and would like to place the extra funding in the Family Fun Night budget line. This will help create a realistic budget for this event.
 2. Motion to create a new budget line for Carnival Raffle Classroom Basket Donations. Funds collected from Cerritos Families for Carnival Raffle Classroom Baskets will be placed in this budget line. Reimbursement requests for Carnival Raffle Classroom Basket Expenditures made by PTO will be taken from this line.
 3. Erika Uram submitted receipts for Staff Appreciation reimbursement, totaling \$182.56, 60 days past the event. Motion to approve reimbursement was made.
 - a. **Motion**: Leslie Swanson moved and Louise Yanock seconded to approve the above motions as stated. Motion passed with majority vote on April 29, 2017. None were opposed.
- School Supply Kits: EPI kits will come on flats the week before school starts, and won't be organized. Erika Uram will need volunteers to help sort these into classes. Order forms are in teacher mailboxes, and extras will be available at the tables for yearbook sales. Erika negotiates each year for the price of kits, and did a great job since only one kit went up in price, and all other grades decreased in price. The kits cost \$28-48, and the PTO buys 5 extra kits/grade level. EPI also supplies 1 free kit/grade level, bringing the total extra kits to 6 per grade level. These are sold at Meet Your Teacher Night, and extras that don't sell are distributed among that grade level mid-year to replenish supplies. Discussion about decreasing the number of extra kits we order from 5 to 3 followed. The decision was made to decrease the number next year.
- Miscellaneous: There is a Tuft and Needle raffle basket from the Spring Carnival that hasn't been claimed in the front office. Amy Huffman will check with Jessica Harris to see what needs to be done about this. Other random items have been found in the front office and need to be removed by the last school day.

New Business (Leslie Swanson)

- Teacher Back to School Week: Teachers return to school the week of July 24th. Hospitality will organize events that week, and will supply food for the staff meeting. This is when grant checks are passed out, so some PTO board members will be present at meeting. Darcy DiCosmo would like PTO representatives to give out the list of 2017-18 PTO events as the checks are presented, to encourage teacher participation in PTO events. Emails for board volunteers to come.
- Meet Your Teacher/Kindergarten Orientation: This event takes place on July 27th. Kindergarten Orientation is held one hour before Meet Your Teacher Night. The kindergarteners tour each

class and the building, and conclude with a Chick-Fil-A meal. Heat is issue at this event, especially for the outdoor portion of the tour. If it's too hot, guides will shorten the outdoor portion, and just show where buses arrive and the location of parent drop off/pick up. Leslie needs a chair for this event, who is willing to work on the details over the summer. Amy Huffman volunteered to chair, and Erika Uram will coordinate with Chick-Fil-A. The PTO needs additional helpers for planning and the night of the event. Lisa Ramirez plans to organize goodie bags for kindergarten kids. Leslie will contact kindergarten teachers for feedback on last year's event, and notify the chair of any changes that need to be made.

- Be A Beacon Drive 2017: Rachel Schurz and Jen Metzger are chairs for this event on August 14th-September 8th. Some changes are coming. The plan is for raffle baskets to be given away every Friday. Instead of a bracelet for a minimum \$10 donation, they plan to give out a vinyl decal or a keychain for backpacks. Kids will need to have their decal or keychain to redeem their daily prize, but there won't be a prize cart this year. A decal or keychain will be easier to bring and harder to lose than the bracelets, since kids bring their backpacks to school each day. Rachel is looking for a way to have a rolling advertisement that will be easily moved around the school and to drop off/pick up. More details to come.
- Back to School Bash: At Peter Piper Pizza Aug. 31st. PTO makes \$600 on this event, but the purpose is to create community.
- Fall Book Fair/Ice Cream Social: Einat Orler is the chair for the book fair, which will take place on Sept. 15th-22nd. She is waiting for PTO calendar to be finalized to close the dates and move forward with her planning. Einat is looking for a co-chair for the book fair since this is a big event twice a year. Molly Wegener will co-chair the Ice Cream Social again, but is looking for a co-chair. Louise Yanock volunteered.
- PTO Event Calendar: The board is meeting May 15th to finalize the dates. They are meeting in the Synergy room and anyone is welcome to attend.
- Spirit Wear: See Communications report on page 2.
- Website Updates: See Communications report on page 2.
- Budget Approval: See Treasurer report on page 2.

Announcements: REMINDER: LAST DAY OF SCHOOL ON TUESDAY MAY 23RD! First PTO meeting of 2017-18 will be on Wednesday, August 9th at 8:30 AM.

Meeting Adjourned At: 12:23 PM

Minutes Compiled By: Molly Wegener, Secretary

The foregoing minutes were approved by the Executive Board on August 9th, 2017.