



General PTO Meeting Minutes

Date: December 7, 2016

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on December 7th, 2016 at 8:52 am. The meeting convened at Cerritos Elementary School Synergy Room with President Jen Metzger presiding. A quorum was present for the voting portion of the meeting.

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

Minutes: Minutes of November 16th, 2016 General PTO meeting were discussed.

- **Motion:** Leslie Swanson moved and it was seconded by Genevieve Kennedy to approve the minutes from 11/16/16 General PTO Meeting. Motion carried by majority vote.

Officer's Reports

President: Jen Metzger

- Jen Metzger expressed her thanks to all PTO board members and volunteers for the coordination success of all PTO sponsored events from August through November!
- Thank you's were specifically extended to Louise Yannock and Anne Neal for the yummy Pie Extravaganza during November Staff Appreciation, and to those who volunteered for the Turkey Trot. Jen read a detailed note from Mrs. Martin, the staff member in charge of the Turkey Trot, and she expressed her appreciation for the help PTO board members and volunteers donated to make this event a huge success.
- Jen reminded PTO board members to pick up their new Cerritos T-shirts to increase visibility at future PTO events.

Hospitality: Louise Yanock

- Nothing to report.
- Anne Neal was not present at the meeting.

Vice President: Leslie Swanson

- Nothing to report

Secretary: Molly Wegener

- Attention was brought to the following upcoming events: Winter Wonderfulness 12/7-9, Gift of Time 12/13, Class Parties 12/15, and the next PTO meeting 01/11/17.

Treasurer: Debbie True

- The following check requests were made from Leslie Swanson: \$52.00 (Kindergarten orientation), \$146.33 (Trunk 'N' Pumpkin).
 - **Motion:** Genevieve Kennedy moved and it was seconded by Molly Wegener to accept the above check requests. Motion carried by majority vote.
- Debbie communicated the monthly financial report.
- Checking Account Balance (as of Nov. 30th): \$40,874.01.
- Total Income: \$2,229.44.
- Total Expenses: \$10,815.57.
- For further details, see attached report.

Financial Secretary: Jen Metzger communicated for Sandy Morrison.

- There was some confusion regarding the date of the next Parent Hike. There was not one on the PTO schedule for December, due to a short month for winter break. The next hike is scheduled for January 13th, 2017.
- Sandy Morrison was not present at the meeting.

Development Coordinators: Jen Metzger communicated for Amy Huffman

- Nothing new to report.
- Amy Huffman and Carolyn Yeretian were not present at the meeting.

Communications: Rachel Schurz

- Research into logo redesign continues to progress with Left Angle Graphics. The cost for this consultation is \$150, which was approved by the PTO at the November meeting. Rachel is meeting with Jessica Harris following the PTO meeting regarding the details of how to progress; she will have a sample to show at the next meeting.
- Newsletter comes out this Friday, and will emphasize Gift of Time so parents are aware of this volunteer opportunity.
- The marquee will change next week to highlight the restart of school after break as Tuesday, January 3rd. There was discussion about replacing the aging marquee. Altadena replaced theirs last year for the cost of about \$10,000. Corporate sponsors may need to be tapped since this is an expensive item. More discussion to come.

Volunteer Coordinator: Abby Green

- Nothing to report

Historian: Genevieve Kennedy

- The yearbook continues to progress without incident. Genevieve has not nothing new to report.

- There was discussion regarding who should be nominated for the Volunteer Spotlight this month. Genevieve suggested Stephanie Rody, who helps run the Running Club. The membership agreed.

Principal's Report: Darcy DiCosmo

- Dr. Mark Knight, assistant superintendent, accompanied Darcy DiCosmo to the meeting. He was visiting Cerritos today to see what is happening at school.
- Crosswalk Update: A Listserv has gone out to parents regarding construction of The Hawk, an electronic crosswalk across from Cerritos. Traffic around Atladena and Cerritos has been an issue for five years, but the state didn't have enough money to approve a change until now. This will be the 32nd Hawk installed in the state. Reasons for installation are a high volume of pedestrians crossing the street, distracted drivers that don't obey the speed limit, creating a dangerous situation for the children, adults, and crossing guards. The district originally addressed this issue by painting an additional cross walk and assigning a new crossing guard by Altadena's upper entrance. But when school is in session, drivers are still driving too fast and kids/adults can't safely cross. The Hawk only flashes to slow traffic when a pedestrian pushes the button to cross, and it can be seen from a long distance, so the upper crosswalk and crossing guard will no longer be needed. But by law, there can't be two 'slow downs' in one area, so once it's installed, the 15 mile/hour school zone speed limit will be removed. As a community, Cerritos parents can request school hours zoning, like what is in place at Monta Vista. Dawn Cross at the district office is the contact for requesting school hours zoning. Cerritos will still have a crossing guard in morning's once the install is complete. Work on The Hawk will continue over break and is projected to be completed in March. Discussion was had regarding training for how to use The Hawk for both parents and student. Darcy said instructions and training on The Hawk are planned once construction is complete.
- Play Works Update: This program seems to be going well, per the staff. It is helping the school meet it's 90-day plan for kids to not be excluded at recess and for there to be less physical issues during recess games. Coach Katie is at Cerritos 1x/month. Fifth grade Junior Coaches have been trained and are helping at recess, although there is a new process for their training.
- 90-Day Plan Update:
 - Decrease behavior referrals. This goal is being met, with the help of Play Works.
 - Write on Wednesdays: This is an opportunity for kids to write about topics related to the 7 Habits in a low stress fashion. Work is not graded and kids share it with their accountability buddies. Some teachers are giving out CARE slips to encourage participation. The goal of WOW is to increase writing scores by March. Discussion was had about whether the teachers are addressing how to write in paragraph form and complete sentences, and if there. Jessica Harris is working on finding a way to educate parents and students new to the school about the 7 Habits through New Parent Night at Cerritos.
- Cerritos is working towards it's A+ application at this time as well.
- Cerritos has received Lighthouse Recognition for the 3rd time! Darcy will tell the lighthouse kids tomorrow, and together, they will plan a celebration for this achievement.

Old Business

- **November Staff Appreciation:** See President's report on page 1.
- **Turkey Trot:** See President's report on page 1.
- **Running Club:** This weekly opportunity to run laps is under way, with many kids in multiple classes earning both their necklaces and additional foot charms for each completed mile. Stephanie Rody continues manage the PTO participation in conjunction with Mrs. Brynn-Quinn. The only issue is that kids need to remember to wear tennis shoes on Tuesdays!
- **Parent Hike:** See Financial Secretary's report on page 1.
- **Maintain, Don't Gain- Biggest Loser:** This event to encourage teachers to maintain their weight and not gain over the holidays is under way. Funding was approved in the previously via email.
- **Spirit Wear:** Discussion was had about whether to place one final order for 2016, since many parents and staff have requested additional shirts past the order deadline. The PTO spends money only to fill only the orders that have been placed, with a few shirts in reserve for late requests. There are 15 shirts left in a variety of sizes and shirt styles. Parents have turned in 13 order forms past the deadline, and staff members have requested an additional 16-17 shirts. All The cost of each shirt is \$16. Discussion continued to include the efficacy of ordering extra shirts for inventory since the logo design will change in 2017, the types and sizes of shirts needed, and the estimated total shirts that would sell. It was decided that 50 shirts would be sufficient. There is also extra inventory from previous years, including sweatshirts. Genevieve Kennedy suggested raffling off extra inventory for participation in #tellsomethinggoodtuesday. Jen Metzger will talk to Courtney Bauer about the raffle idea. Prior to voting, it was brought up that although Logo redesign spending has already been approved it has not come out of the Spirit Wear budget yet.
 - **Motion:** Genevieve Kennedy moved to transfer \$800 from closed savings account to the Spirit Wear budget line, and it was seconded by Leslie Swanson seconded. Motion carried with majority vote.
 - **Motion:** Rachel Schurtz moved to spend \$500 or less to fill the final Spirit Wear order of 2016, and it was seconded by Leslie Swanson. Motion carried with majority vote.
- **Lack of Forum:** Discussion was had regarding low numbers of PTO board members at the last two meetings, since voting cannot take place without a quorum.
- **Electronic Motions:**
 - **Ms. Epting's organizer/cubby:** A motion was made Nov. 20th by Leslie Swanson and seconded by Anne Neal for no more than \$130.00 from the Staff Special Request budget line be used to purchase a paper organizer/cubby. *
 - **Cerritos Logo Redesign:** A motion was made Nov. 20th by Leslie Swanson and seconded by Anne Neal for no more than \$150 from the Spirit Wear budget line to be used to redesign the Cerritos Logo. *
 - **Maintain, Don't Gain, Biggest Loser:** A motion was made Nov. 20th by Leslie Swanson and seconded by Anne Neal for purchase of gift cards for the winners of this program from the Health and Safety budget line. The amount needed for gift card purchase is

dependent on teacher participation and is as follows: \$100 for 15 participants, \$150 for 20 participants, \$200 for 30 participants. *

- **Final email from Jen Metzger indicates all the above motions passed unanimously with none opposed.*

New Business

- **Winter Wonderfulness:** This 3-day event to express thanks to the Cerritos staff starts today with the Cookie Craze. Staff members will be able to pick up 2 dozen donated cookies as a throughout the day today. Darcy DiCosmo expressed her thanks for Louise including the bus drivers and crosswalk guards today, as they often get left out of staff events. Dec. 8th hospitality will be putting on a Baked Potato Bar, which was very popular last year. SUG has been up and running, but Louise still needs donations for big items like chili. Leslie Swanson volunteered to make the chili for tomorrow's event. The event will wrap up Dec. 9th with a Staff Breakfast, including coffee, donuts, bagels, and fruit.
- **Gift of Time:** Leslie Swanson, chair of the event, requested help spreading the word about this event on December 16th to wrap presents for the teachers. It runs from 11 AM-2 PM, and although SUG is full for the morning time slots, additional people are welcome to come. Leslie has plenty of wrapping paper, and will buy additional supplies for the event with her budget. There was a suggestion to use text remind to encourage parents to come, even if they haven't signed up.
- **Class Parties:** These are taking place December 16th. The office will handle sign in/out for parents. PTO helps with this on occasion, but it is not an official PTO duty.
- **Bike Safety Day:** Jessica Harris suggested this opportunity to promote improved decision making on bikes since many kids at Cerritos ride bikes to school. Kids would bring their bikes, officers would give a talk on safety, and there would be an obstacle course. Discussion followed on these topics: what time of the year would be optimal, potentially combining this idea with another exiting PTO event (i.e: Spring Carnival), how to recruit enough volunteers since numbers have been low the last month. More information to come soon, as no concrete decision was made.
- **Pueblo Field Day:** Resource Field Day is taking place in January and being sponsored by Cerritos PTO (donation was \$250). It will occur at Colina Elementary School. Amy Dawson chairs this event at Pueblo Elementary school, and is looking for volunteers from the Cerritos PTO to help since our school has two resource classrooms and will participate in this event. If anyone is interested in helping with this, please contact Jen Metzger or Amy Dawson.
- **Funds for Leadership Room:** Karol Pacheco has requested PTO funds to assist with funding activities in the Leadership room. Each month, Karol sends out a newsletter to the staff monthly with a theme and activity for kids. Karol then assembles the supplies during her leadership time each day, so the activity is ready for each class that participates. Then, teachers sign their class up sometime during the month to complete the leadership activity. In November, the kids made cards in honor of Veterans Day, and Karol sent them off to local veterans. In December, kids will be making snowflakes and blankets for veterans. The Leadership Room is also used for

various student led leadership activities, including student help with box tops and lighthouse kids. Karol is asking for \$50-100/month to cover supplies for the rest of the school year. Discussion followed, and it was decided that \$50-75/month would be sufficient to cover her costs. Debbie True, Treasure, said it would be most appropriate to take funds from the Extracurricular Special Projects budget line. There is currently \$1,500 in this line item.

- **Motion:** Genevieve Kennedy moved to give Karol Pacheco \$375 for Leadership Room supplies for January through May, 2017, and Leslie Swanson seconded. The motion carried by majority vote.
- **School Directory:** Erika Uram proposed creating a Cerritos directory that would give parents the opportunity to list and highlight their businesses. This would be a “Parents Helping Parents” type of yellow pages of Cerritos businesses. The directory would be free of charge, with the intention of raising awareness of these local business. Participation would be voluntary, and parents would have the option to ‘opt out’ of the directory at their discretion. Erika’s idea was born out of her frustration in finding local businesses for her family’s needs when she was new the area and to Cerritos. A main area of concern is creating competition with corporate sponsors, who pay money to support Cerritos and, in turn, receive name recognition through school banners, FB, online and paper advertising. The PTO needs corporate sponsors for funding, and doesn’t want to risk losing sponsorship. Discussion was had about whether teachers with businesses could participate, a school disclaimer that Cerritos is not endorsing any of the businesses, and paper versus online production of the directory. Darcy DiCosmo stated that including teachers should not be a conflict of interest. Jessica Harris suggested using the name “Cerritos Community Connection” for the directory to distinguish between advertising businesses and connecting the Cerritos community. It was decided that paper versus social media may be less of an issue with corporate sponsors for publication. Jessica Harris informed the PTO that this idea would have to be approved through Cerritos administration, and Jen Metzger recommended Erika reach out to Amy Huffman, PTO Development Coordinator, to clear up any issues related to corporate sponsorship. More information to come on this topic later.

Announcements: See PTO December 7th agenda for important dates. Winter Break is December 16th, 2016-January 2nd, 2017. School resumes Tuesday, January 3rd.

Meeting Adjourned At: 10:02 AM

Minutes Compiled By: Molly Wegener, Secretary

The foregoing minutes were approved by the Executive Board on 01/12/17.