



Executive Board Meeting Minutes

Date: December 12th, 2013

Call to Order: An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on December 12th, 2013 at 7:08 pm. The meeting convened at Cerritos Elementary Media Center with President Laura Wallis presiding. A quorum was present.

Members in Attendance: The following members were present: Jennifer Bhagat, Heidi Grant, Natalie Hansen, Jazmyne Ivey, Janie Miller, Angie Parnell, Laura Wallis, Kari Watson, Darcy Dicosmo, and class representatives Hilary Lutes and Leslie Swanson.

Minutes: Minutes of November 14th, 2013 meeting were read and accepted.

- ❖ Motion: Angie Parnell moved and it was seconded to approve the Board Meeting Minutes from November 14th, 2013 meeting. Motion carried by majority vote.

Officer's Reports

President: Laura Wallis

- Need to vote on adopting the new revisions and additions to the Bylaws, which were presented to members by the Bylaw committee at the November 14th, 2013 General Board meeting. Per Robert's Rules of Order, the Executive Board agreed to vote on the adoption of the revised Bylaws as a "whole" document.
 - ❖ Motion: Angie Parnell moved and it was seconded to approve the adoption of the revised Bylaws as written in its entirety. Motion carried by a unanimous two-thirds vote via "show of hands".
- Taste of Kyrene: The Kyrene foundation "provides needy families access to resources which meet their basic needs: food, clothing, shelter resources, medical support." The Kyrene School District has approximately 30% of its students on free and reduced lunches and Cerritos itself has about 14%. The "Taste of Kyrene" on February 28th, 2014 is one of their biggest fundraisers and they are in need of our support to help sell tickets. It was proposed that the PTO send out fliers the week of January 13th to the parents of Cerritos to help facilitate and raise awareness of the Foundation and to help sell tickets for the Taste of Kyrene. On Friday January 17th, Cerritos will raise awareness regarding the Foundation

and celebrate giving back to our community. Darcy will have music playing for the students during lunch on that date. Information will also be written up in the Newsletter.

- Read-A-Thon Awards: Will begin February 3rd through the 21st. Any student can participate. The Read-A-Thon will be publicized via letters to teachers, a PowerPoint to show the students, and announcements reminding them to read. As a PTO, we just have to remind kids to read once the paperwork has been passed out. How it will work is that students can choose to get donations for the minutes read or they can choose not to fundraise at all. Those that turn in their Read-A-Thon forms by Tuesday, February 25th (the week of the Book Fair) will be up for an award. This year, all awards are coming from the Book Fair. We are anticipating \$4500 dollars to come in from the spring Book Fair. According to Tracy Nordahl, success from the fall book fair resulted in her needs being met for the time being. Therefore, she suggested that we give as many scholastic dollars as we can to students and teachers.

Student Awards:

- Students will receive gift certificates for the book fair
- Minutes read: There will be 2 student awards per class
- Money Raised: Anyone who raises money will have their name submitted for a drawing to win a \$50 gift certificate (2 winners for the school)
- Every child that participates in the Read-A-Thon and turns their forms in by Tuesday the 25th, will receive a "brag tag" and Peter Piper Pizza has donated gift certificates for free pizza and tokens

Teacher Awards:

- 1 teacher per grade will receive an award of \$50 scholastic dollars for the most classroom minutes read
- Resignation of Kim Young from the board. Thank you Kim for all that you have done!

Vice President: Angie Parnell

- Establishment of an Election Committee: A group of at least 3 people that gathers the officer's job descriptions and finds members interested in holding office for the next term. Kari Watson will be on the election committee. Hopefully, we will have some non-board members be a part of the committee of three. The president cannot participate and/or reside on the Election Committee. This process needs to be in place for the February meeting so that we can have a slate and/or ballot that has been verified and presented for the elections, which will be held in March. Kari and Angie will be contacts for the committee.

Treasurer: Annette Montgomery

- Current Balance: According to the bank statement ending 11/30/2013, the balance in savings is \$27,504.20 with interest of \$2.40 and the balance in checking is \$14,369.41.
- Updated Financial Report: See attached document.
- Proceeds received from Amazon were \$197.17.
- We have officially met our fall donation drive goal.

Communication: Janie Miller

- General Communication Update (newsletter, website, etc.): The 15th is when the December newsletter will be sent out. She is now trained on the website.
- Workroom Days Update: It is a struggle to make sure the work is being done; therefore, the responsibility is falling a lot on Janie to follow up. This is mostly due to the inconsistency of there being days where there is or isn't work in the bin. We have days with work in the bin and no volunteers and days with 2 volunteers and no work in the bin. Still looking for parent volunteers to help in the workroom. Publicizing for parent volunteers through teachers and the Newsletter.
- School Supply Kits: Will begin the bidding process in January for the school supply list. We will start selling them after Spring Break.

Hospitality: Jen Bhagat

- Introduction of New Hospitality Co-Chair: Natalie Hansen. She will not assume a Board position at this time.
- "A Gift of Time" week: Tuesday the 16th is the "Gift of Time" and we are still in need of wrappers! We are also in need of salads for Wednesday, December 18th. The lunch set up will begin at 10:00 am. Also in need of "check in" volunteers for winter parties.

Principal's Report: Darcy Dicosmo

- Update on the Garden: No change with the garden. It is emptied, but there have been hoof prints from javelina. We are in need of a fence around the garden. February is the earliest that we can start planting. It has turned out to be a much bigger project than expected.
- Tax Credit: We are not receiving tax credit money like we have in the past. We had a table given to us at the Festival of Lights, in which Cerritos students promoted the Tax Credit. Tax credits fund all of the extra-curricular activities (clubs, field trips, etc.) and a large decrease can have a significant impact on these activities.

New Business

- 4th Grade Team would like to attend a conference in Phoenix on the 14th of January. It is \$150 dollars per person. They are asking the PTO to help cover the cost. "Text Complexity and the Common Core" to help them selecting appropriate reading materials for students.
 - ❖ Motion: Angie Parnell moved and it was seconded to give each member of the 4th grade team a \$150 for the conference on January 14th, 2014 under the Teacher Development Fund. Motion carried by majority vote.

Announcements

Next meeting is scheduled for February 13th, 2014 at 10:00 am at Cerritos Elementary.

Meeting Adjourned At: 8:34 pm

- ❖ Motion: Angie Parnell moved and it was seconded to adjourn the meeting on December 12th at 8:34 pm. Motion carried by majority vote.

Minutes Compiled By: Kari Watson, Secretary

The foregoing minutes were approved by the Executive Board on **February 13th, 2014.**

Kari Watson

Kari Watson, Secretary

Attachment: Financial Statement