



General PTO Meeting Minutes

Date: November 16, 2016

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on November 16th, 2016 at 8:52 am. The meeting convened at Cerritos Elementary School Synergy Room with President Jen Metzger presiding. A quorum was not present.

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

Minutes: Minutes of October 12th, 2016 General PTO meeting were discussed but not approved since a majority to vote was needed and not present. *Please see under Electronic Motions, pg. 5.*

Officer's Reports

President: Jen Metzger

- Jen Metzger expressed her thanks for the success of Trunk 'N' Pumpkin to Leslie Swanson, chair of the event, Renee Doty for lights and manning the craft, Rachel Schurtz for communications for the event, Amy Huffman for gift card donations, Mr. G for music, Doug for the setting up the inflatables and noodle forest, and to all the volunteers who helped run the event, and lastly to the dedicated group who made fun and interactive trunks. Appreciation was also extended for the following events: Louise Yanock and Anne Neal for organizing the food for Teacher Conference's and Leadership Day, Cristina Carter for taking pictures and the PTO board volunteers for help with duct taping Mrs. Bauer to the cafeteria wall 'Be A Beacon', Kathy G. (Grandma Kathy) for all she does to help at Cerritos.
- Jen expressed concern regarding the lack of interest from the general PTO membership and PTO board unavailability for this meeting. Discussion centered around the slowdown of events at school this month comparatively, and the fast approaching holidays.

Hospitality: Louise Yanock

- Hospitality is hosting a Thanksgiving Pie Bar on November 18th from 10:30 AM-12:30 PM. It's an opportunity for teachers and staff to pick out a pie for the upcoming holidays in appreciation for all they do at Cerritos. The pies have been purchased at this time, and Louise has help for this

event lined up. Money for the pies has been taken from the appreciation budget instead of hospitality.

- Winter Wonderfulness is planned for December 7th-9th, and will involve three days of treats for staff. Dec. 7th is a cookie exchange, where teachers choose two dozen cookies. Dec. 8th was going to be a coffee bar, but this is unavailable. Treat for that day TBD. Dec. 9th is a luncheon with a baked potato bar, which was very popular last year. Louise said she doesn't need help with setup for any of these days, just donations for cookies on Dec. 7th. SUG to recruit parent volunteers for cookies (2 dozen each) to come in the next week.
- 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: Pie Bar for staff 11/18, Parent Hike 11/18, Turkey Trot 11/23, and the next PTO meeting 12/07.
-

Treasurer: Debbie True

- Debbie communicated the monthly financial report.
- Checking Account Balance (as of Oct 31st): \$49,727.14.
- Total Income: \$5,687.18. Sources of income over the last month include:
 - \$2,042.20 Spirit Wear
 - \$543.92 Be A Beacon
 - \$736.62 Book Fair
 - \$437.50 Tuft & Needle
 - \$251.94 Fry's
 - \$100.00 Donation to Garden Club
 - \$1,500.00 Big O Tires
 - \$75.00 Fit4Mom
- Total Expenses: \$3092.60. Categories of expenditures over the last month include:
 - \$485.00 PTO Insurance
 - \$309.75 Food for Teacher Conferences
 - \$194.30 Trunk 'N' Pumpkin supplies
 - \$75.95 Ice Cream Social
 - \$237.94 Staff appreciation
 - \$250.00 Pueblo PTO donation
 - \$59.44 Book Fair supplies
 - \$914.81 Scholastic Weekly for 3rd & 5th grade
 - \$119.88 SUG renewal
 - Grants and equipment (for classrooms, playground)
- Debbie needs a board member to sign a check request for stamps.

- A second count is needed for multiple deposits. Genevieve Kennedy and Molly Wegener volunteered to assist.

Financial Secretary: Jen Metzger communicated for Sandy Morrison.

- Parent Hike is schedule for this Friday (11/18) at 9 AM at Telegraph Pass trailhead. Activity is listed on the marquee and event was sent out via teacher emails last week.
- Sandy Morrison was not present at the meeting.

Development Coordinators: Jen Metzger communicated for Amy Huffman

- Amy is working on spring carnival, but may need an event co-chair since this is a large event. This will be discussed further at the next meeting.
- Family dinner nights: Peter Piper Pizza has reached out to the PTO to inquire about doing another event at this site. Discussion was had regarding what purpose Family Dinner Nights hold, how often to have them, and what venues are appropriate. The PTO doesn't need to hold these events to raise money, but would host them as a way to support local businesses and encourage community building. It was concluded that the next event would take place after January, and then they would occur once/quarter. Venues considered were Peter Piper Pizza (plenty of seating to accommodate our group), Zeek's Pizza (local business involved in community), Native New Yorker (Jessica said we have done one here in the past), and McDonald's (if teachers can help at registers). Most people present at the meeting agreed to use Zeek's in January. Jen will communicate with Amy regarding details of what was discussed.
- Amy Huffman and Carolyn Yeretian were not present at the meeting.

Communications: Rachel Schurz

- Research into logo redesign has progressed. Jessica Harris said the individual she was working with through the district turned in her redesign idea, but it was decided that the design wasn't a significant change from the current logo.
- Cerritos staff agreed that it likes the circle design with the road runner head versus a whole body road runner for ease of use and simplicity. But Spirit Wear sales were low this year, and this may be due to the need to reimagine the road runner logo. Rachel Schurtz and Jessica Harris discussed collaborating on this agenda item.
- Left Angle Graphics will be consulted for \$150.
 - **Motion:** Electronic vote to use \$150 for logo redesign will be taken since there wasn't a majority present to vote.

Volunteer Coordinator: Jen Metzger for Abby Green

- SUG for Turkey Trot is live.
- The next SUG that will go live is for Winter Wonderfulness, and Abby is working on this currently.
- Abby Green was not present at the meeting.

Historian: Genevieve Kennedy

- Deadlines for event have been consistently met, and overall the yearbook going well.
- Cover art for the yearbook and love notes from 5th grade parents will be due at the end of this month. Emails have gone out to notify parents of 5th graders regarding this deadline. Genevieve would like to change the way the 5th grade cover art is voted upon this year. Last year, it was open to the staff and became too complicated to manage. Discussion regarding the best way to keep the vote fair centered around having PTO board members vote (as long as they don't have a 5th grader), or the lighthouse kids decide on the finalists (as long as they aren't a 5th grader). It was decided the lighthouse kids will vote.
- Event pages: Each person has one month from the event date to submit pictures; no exceptions will be made. Renee Doty stated she will do the Trunk 'N' Pumpkin page, but needs photos from parents attending since she was doing the craft and doesn't have many. Photos for this event have been uploaded by Genevieve for Renee's use.
- Deadline reminder: one month from event date to submit pictures; no exceptions will be made. All classes have a yearbook person now. Classroom pages are due March 1, 2017.

Principal's Report: Jessica Harris for Mrs. DiCosmo

- Jessica Harris says there is nothing new to report. Darcy DiCosmo was pleased with Leadership Day and how it was executed. Her intern, Wanda Wright works for the Veteran's Department, so a few veterans were present at Leadership Day. Guests included a Tuskegee airman, a representative from Governor Ducey's office, and school board candidates. The staff is looking forward to Spring Leadership Day, which may include will involve Cerritos parents as guest. Genevieve volunteered to help get media coverage for this. The purpose of having guests on Leadership Day is teach local businesses about the '7 Habits' philosophy Cerritos has adopted, for the kids to demonstrate what leadership looks like in our school based on this philosophy, and to create community connections.
- Darcy DiCosmo was present at the meeting after the Principal's report was given.

Old Business

- **Trunk 'N' Pumpkin:** This event was well attended and a considered a huge success. Leslie Swanson was pleased the turnout, and the spacing of the trunks worked better with cones and volunteers directing traffic. Discussion was had about the wait times and lines at each trunk as the evening went on. Next year, it would help to increase the amount of trunks from 11 to 12-16 to decrease these issues. Leslie had 12 people committed to doing trunks; 11 showed up. The Pumpkin Walk was popular and well supplied with contestants; voting went smoothly. Chick Fil-A was a great addition as a cash food option as well.
- **Teacher Conferences:** Hospitality provided food from Zooper's and Jason's Deli for teachers in the teacher's lounge during conferences on Oct. 19th and 20th. The staff expressed appreciation for the meals during this event.

- **Mrs. Bauer Duct Tape Challenge:** The students had a blast duct taping Mrs. Bauer to the cafeteria wall during lunch with multi-color tape. She was a great sport during this lengthy event!
- **Spirit Wear:** It is scheduled to arrive 11/16 or 11/17. Jen will need assistance to sort and distribute the orders. Girls On The Run was going to provide help, but found another service project.
- **Leadership Day:** Please see Principle's Report for details of this event.
- **Electron motions:**
 - Pueblo Field Day: On Oct. 12th, 2016, the PTO voted to purchase \$250 of Harkins Theatre gift cards and cups to support the Resource Classrooms and their Field Day. It came to light later that Harkins was only giving \$1 back per item purchased. A motion was made on Oct. 24th by Genevieve Kennedy and was seconded by Sandy Morrison to donate \$250 directly to the Pueblo PTO for field day and not purchase Harkins gift cards.*
 - Money for Spirit Wear Budget: A motion was made on Oct. 24th by Genevieve Kennedy and seconded by Sandy Morrison to move \$300.00 from the closed PTO Savings Account to the Sprit Wear budget line to cover cost of the staff shirts for new hires.*
 - Money for Kyrene Foundation: A motion was made on Oct. 24th by Genevieve Kennedy and seconded by Sandy Morrison to move \$200.00 from the closed PTO Savings Account to the Charitable Gifts budget line for use in a raffle for the Kyrene Foundation at the Taste of Kyrene event.*
 - Teachers Pay Teachers: A motion was made on Nov. 2nd by Louise Yanock and seconded by Genevieve Kennedy to purchase \$600.00 from the Staff Special Request budget line to be used to purchase eight \$75.00 Teachers Pay Teachers gift cards for Kindergarten and 1st-5th grad PODS, pre-K and Resource classrooms.*
 - October 12, 2016 Minutes Approval: A motion was made Nov. 20th by Leslie Swanson and seconded by Anne Neal to approve the minutes from October 12, 2016 General PTO Meeting.* Please see attached.
 - **Final email from Jen Metzger indicates all the above motions passed unanimously with no opposed.*

New Business

- **Staff Appreciation:** This event takes place on Friday, Nov. 18th. Please see Hospitality report for details.
- **Turkey Trot:** This event takes place on Wednesday, Nov. 23rd. Each class will get a certain amount of time to run laps around a course set up on the Altadena track. Parents have the opportunity to support fitness as a family by running or cheering for their children during this event. Abby Green has SUG for Turkey Trot set up, and oranges have been purchased by the PTO for \$100. The cafeteria staff will prep the oranges prior to the event. A volunteer is needed to have the oranges brought from the MPR to the outdoor location. Renee Doty volunteered to oversee this. Jessica Harris said there is a List Serv reminder for this event coming also, and the event is listed on the marquee.

- **Running Club:** Starts Tue., November 29th 10:30 AM-12:30 PM. Mrs. Brynn-Quinn decided it will only be one day/week this year on Tuesdays, instead of Tuesday and Thursday. This is a group that is working to promote kids being active during recess. Four laps around the course is equal to one mile, and for each mile run, the students receive a silver foot to put on a chain. Discussion about the need for permission slips to participate was had between Mrs. Bryne-Quinn and Stephanie Rody, but it was decided that since kids run at recess, it was unnecessary. Jessica Harris will put this online in the weekly school news as well to raise awareness.
- **Parent Hike:** The next Parent Hike takes place November 18th at 9 AM. Hikers will meet at the Telegraph Pass trailhead. Sandy Morrison will oversee this event.
- **Maintain, Don't Gain- Biggest Loser:** This event supports healthy choices for Kyrene staff through the holiday season. Each school has team of teachers that volunteer to record their starting weight at the beginning of the event and ending weight at the end. Participation is voluntary, and each participant is entered into a raffle sponsored by the district. Cerritos has asked the PTO to help with an extra incentive, in addition to the district raffle, to help boost low participation numbers from last year. More information and an electronic vote for this item will be coming via email, as there was not a majority present for voting at the meeting.
- **Winter Wonderfulness:** This event takes place Dec. 7th-9th. Darcy DiCosmo suggested notifying the teachers of this event on Friday Dec. 2nd, rather than waiting until Monday, Dec. 5th since this is a busy season. Please see the Hospitality report for details.
- **Gift of time:** This event takes place on December 13th, and enables our busy teachers to drop off 10 gifts to be wrapped by volunteers. Leslie Swanson is chair for this event, and plans to email teachers before November 24th the details. Gifts will be dropped off in the PTO room. There is still a lot of gift wrapping paper from last year, but donations will be needed for gift bags, additional wrapping paper, and gift tags. Jen Metzger will communicate with Abby Green regarding SUG for these donations. Jessica Harris has placed a reminder on the staff calendar to encourage participation, and plans to send out a staff email the week of the 13th. Rachel Schurtz is editing the invite and this will be printed in color and placed in staff mailboxes prior to the 13th.
- **Family Fun Night In January:** See Development Coordinator report.
- **4th Grade Cubby Paper Organizer:** Mrs. Epting came to the PTO to ask for funds for an electronic cubby paper organizer for 4th grade class. The item is estimated to cost \$120. An electronic vote will be coming on this item since a majority wasn't present for voting.

Announcements: Look for emails regarding electronic motions in the near future.

Meeting Adjourned At: 9:45 AM

Minutes Compiled By: Molly Wegener, Secretary

The foregoing minutes were approved by the Executive Board on December 7th, 2016.