



General PTO Meeting Minutes

Date: September 7, 2016

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on September 7th, 2016 at 8:48am. The meeting convened at Cerritos Elementary School Synergy Room with President Jen Metzger presiding. A quorum was present.

Members in Attendance: The following 2016-17 Board members were present: Jen Metzger, Leslie Swanson, Janie Miller, Deb True, Genevieve Kennedy, Amy Huffman, Rachel Schurz, Abby Green, and Anne Neal. Darcy DiCosmo, Courtney Bauer, Jessica Harris, and Wanda Wright (administrator intern) were also present. Eight parents from the general PTO membership were also present.

Minutes: Minutes of August 10th, 2016 General PTO meeting were discussed.

Motion: Leslie Swanson moved and it was seconded by Debbie True to approve the minutes from August 10th, 2016 General PTO Meeting. Motion carried by majority vote.

Reveal of Leadership Room: Jessica Harris shared a video from Karol Pacheco highlighting her newly designed Leadership Room. Ms. Pacheco also provided a tour of the new room showing how the money that the PTO invested in the room would be used on an ongoing basis to encourage creativity, brainstorming, public speaking and other leadership initiatives at the school. Doug also expressed a desire for the school to find ways to encourage hands-on activities for those students who might be more drawn towards blue-collar trades.

Introduction of new administrative intern: Darcy DiCosmo introduced Wanda Wright, her new intern.

Officer's Reports

President: Jen Metzger

- Jen Metzger expressed her thanks for all the August work performed by various members of the PTO and the Executive Board. The Hospitality Coordinators (Louise Yanock and Anne Neal) were thanked for the meals they provided staff on Curriculum Night. Recognition was also made to those who volunteered for hearing and vision screenings as well as school picture day. Jen also thanked everyone for attending the Back-to-School Bash at Peter Piper Pizza night and special thanks went

out to Jen Matthews and Riley Snickles for working at the PTO table throughout the evening. Acknowledgements were also made to the Be a Beacon / Roadrunner Race fundraising team of Janie Miller, Rachel Schurz, Leslie Swanson, and all the volunteers who contributed by processing donations, working the Prize-a-Palooza cart in the heat, marketing and communicating details relating to the event, and volunteers who made the fun run a success.

- Jen also passed around thank you cards from students and teachers for the Roadrunner Race. Some discussion was had relating to an issue of some of the fifth graders being too rough on the obstacles. Ideas were shared about perhaps sequencing the fifth graders last in the run, having a separate course for older students, or making the obstacles more “kid-proof” in the future. Overall though, the PTO felt it was a great success and received feedback that parents, students, and teachers all enjoyed it.

Vice President: Leslie Swanson

- Leslie Swanson thanked Jen Metzger for all her hard work, dedication and time for Be a Beacon and all the other PTO activities she oversaw in August.

Secretary: Janie Miller

- Nothing to report

Treasurer: Debbie True

- Debbie True communicated her monthly financial report.
- Current Balance: \$37,563.45 (Checking) + \$2,548.46 (Savings)
- Total Income: \$30,044.11 Sources of income over the last month include:
 - \$25,543.52 Be a Beacon
 - \$1,387.50 Corporate Sponsors (Tuft & Needle, Betty Theille/Edward Jones, Eden Law)
- Total Expenses: \$14,467.78 Categories of expenditures over the last month include:
 - \$25.60 in Bank Fees – Debbie met with Chase and had them remove a 40c per transaction fee for month with over 200 transactions. (Debbie may look to switch banks over the summer. Wells Fargo and MidFirst Bank were suggested for her to look into.)
 - Hospitality (for Curriculum Night meals)
 - Paint (for classrooms)
- There was some discussion surrounding how profitable Tuft & Needle relationship has been. Several PTO Board members have purchased T&N mattresses and have been pleased. Abby Green also added that T&N is now offering pillows and beanbags. A reminder was made to be sure to use the Cerritos Tuft & Needle link when ordering from them in order for Cerritos to get a % back.
- Renee Doty inquired as to how much her budgeted expenses are for the fall book fair. Debbie and/or Jen to look into and respond back to Renee at a later time.

Development Coordinators: Amy Huffman & Carolyn Yeretian

- Amy Huffman provided an update on the corporate partnerships she has established for this school year. Amy has secured five platinum level sponsors at \$1500 each. Four gold level sponsors at \$750 each, and one silver level sponsor. Since we have done away with PTO monthly Beep Beep newsletter, Amy will change the way she recognizes the partners for their support. Amy will forward a list of partners to Rachel Schurz for acknowledgement in future communications and on the marquee. Amy will also be making banners for the platinum level partners to display throughout the school year. These will be re-useable banners for years to come. Amy will be working closely with Carolyn Yeretian to ensure stewardship of the donor requirements are met.
- Although it is early, Amy has begun the preliminary planning for the Spring Carnival and will be securing the inflatables, bounce houses, and carnival rides.
- Family Dinner Nights were also discussed. Amy will be setting the next one up in early November. She is working with several businesses that would like to give back to the school through Family Dinner Night type events including Fired Pie, Unwined, Yoasis and Water & Ice.
- Cristina Carter inquired about whether or not we would be doing a garage sale again this year. Amy does not currently have the bandwidth to do this. Since last year's sale had predominantly clothes, Amy does not think we bring in enough larger items to justify the amount of labor involved in planning and executing it.
- Jen Metzger brought up an idea from another local PTO of creating a marketing type video promoting the PTO, explaining where money is being spent, and recognizing corporate partners. It was mentioned if anyone is interested in being a part of this to please contact Jen.
- Carolyn Yeretian was not present at the meeting.

Communications: Rachel Schurz

- Some maintenance-type work needs to be performed on our PTO website. Rachel will be requesting funding for an hour of website programming time. She will obtain a quote from our website design company for consideration/approval.

Volunteer Coordinator: Abby Green

- Abby will be releasing Sign Up Genius emails for Ice Cream Social, Book Fair, and Fall Party Sign-In.
- Abby will also forward sign-up for ice cream social to Altadena NJHS sponsors to invite middle school students to volunteer at the event.

Historian: Genevieve Kennedy

- Genevieve has completed the yearbook layout. If anyone is interested in signing up for their classroom page or any other specific page, please see Genevieve prior to her Volunteer Training next week.

- Emails will be going out to the teachers to contact Genevieve with any parents who are interested in doing their class's yearbook collage page.
- Jessica Harris offered to include the Pictavo link in her Friday weekly news list serv for parents to upload photos.
- Yearbook training will be held on 9/14 at 9am by the yearbook company.

Hospitality: Louise Yanock and Anne Neal

- Anne Neal provided the Hospitality update. Staff birthdays will continue to be recognized with the special apple filled with candy. Thank you to Jessica Harris for keeping Anne and Louise updated with the birthdays of new hires.
- Anne and Louise will be able to handle the three days of winter wonderland in December without need for additional volunteers.
- Hospitality will continue to provide snacks for teacher staff meetings.
- Louise was not able to attend the meeting.

Principal's Report: Mrs. DiCosmo updated the group on several items:

- **#tellsomethinggoodcerritos** – Every Tuesday the school pauses to celebrate the good things going on around them to encourage a positive mindset– at school, in classroom, at home, in after school activities/sports, etc. Jessica Harris discussed how the school is more actively using twitter with the call sign of @cerritoselem. She encouraged all parents to use the hastag #tellsomethinggoodcerritos when posting on social media things from school or family news.
- The Cerritos Math Coach is currently hosting three math nights – one for Kinder/1st grade, one for 2nd/3rd grade, and one for 4th/5th grade. In these sessions, she shares the developmental process of why they teach math the way they do now (and not just the traditional algorithm method that was taught when parents were young.)
- Mrs. DiCosmo also discussed Lunch on the Lawn. Unfortunately, Desert Vista is no longer able to fund their choir to come two times to Lunch on the Lawn. The DV Choir group will be able to come one time throughout the school year. Mrs. DiCosmo wondered whether we should consider moving it from December to January. Most parents were in support of this as December is a busy month. Someone also suggested using the Altadena choirs as they would not need transportation. Mrs. DiCosmo will be contacting DV and Altadena to determine schedule. She may also book another Lunch on the Lawn in April after testing is completed.
- Mrs. DiCosmo also brought up some staff changes. Anne Wills has been moved to another school due to reduced need. Su Holmes has also decided to retire at the end of September. Mrs. Huber (new kindergarten teacher) is on leave for a two-week period. Angela Cochran is her long-term substitute teacher.
- Mrs. DiCosmo also shared that in her grade level chair meeting, it was discussed that this year's PTO has been recognized as one of the most selfless groups of people.

Teachers and staff are very appreciative of all that PTO does for the school and how they go above and beyond in their efforts including the Beacon Drive and the Roadrunner Race.

Old Business

- **Be a Beacon Donation Drive:** Janie Miller shared the results of the fundraising drive. The total raised was \$27,549.18 to-date. The anticipated employer matches are included in that figure and those checks should come through over the next couple months. Our goal for the drive was to raise \$20,000 so it was a huge success and we came in at 138% of goal! Some discussion was had as to what crazy stunt Mrs. DiCosmo and Mrs. Bauer might do for the students for hitting their goal. Last year's stunt was kissing a pig which everyone enjoyed! Grade level classroom winners and Roadrunner Race Sponsor Contest winners will be announced via list serv today.
- **Roadrunner Race** – The event was held last Tuesday, August 30th and was a great success. Janie will put together a survey for parents and teachers/staff for feedback relating to the Be a Beacon Drive and the Roadrunner Race.
- **Back-to-School Bash at Peter Piper Pizza** was a huge success generating over \$3000 in revenue that night. PPP will be cutting Cerritos PTO a check for over \$600. PPP has also volunteered to provide pizzas for an upcoming staff meeting at no charge.
- **Watch D.O.G.S. Pizza Party** – Thanks to John Schurz, the Watch D.O.G.S. are off to a good start. There was a great turnout for the kickoff event and many men have signed up to participate in the program. A few dates remain available, so please sign up if you are interested.
- **Leadership Room** – Discussed earlier. Thanks to Karol Pacheco and all her hard work in completing this project!
- **DD Basketball Hoop** was donated by the Wegener Family. Thank you!
- **Gate Keeper** – Loretta Trynosky has volunteered to be the morning gate keeper. She will close the gate at 7:40am when the bell rings to ensure the safety and security of our students. Thanks, Loretta!
- **Box Tops** – Jessica Harris and Jenna Alanis have agreed to co-chair this activity for the PTO. Ziploc bags with instructions on how to clip the Box Tops (along with a sweet treat) will be distributed to all students next week. Collection boxes will be placed in each classroom. A contest will be held monthly and the grade level that collects the most box tops will win music during their lunch. November and March are the times when the Box Tops are shipped off for redemption. Jessica also mentioned that they will be having some student leaders who help with collection, clipping, and perhaps even a bulletin board to track progress.

- **Staff Appreciation Chairs** – Erica Rathje and Jen Matthews will be co-chairing this activity. Their plan is to provide staff appreciation on a quarterly basis. More info to come.

New Business

- Tonight is the **Dessert Night for New Cerritos Parents** at the Morrison's house.
- **Ice Cream Social** is being chaired by Sandy Morrison and Molly Wegener. Planning is moving forward. They also plan to incorporate some lawn games to provide simple entertainment for students (beyond music and book fair). Molly also mentioned that they are having students assist with making of posters advertising the event around school.
- **Fall Book Fair** is being chaired by Renee Doty and Einat Dolev. "Book-aneer" is the theme (pirate theme). Renee intends to incorporate the Junior Crew in creating marketing decorations. She will coordinate recruiting of the junior crew volunteers through Jessica Harris. She plans to start working with junior crew members Friday but Jessica suggested giving the teachers a few days to gather their volunteers and start next week. Renee also discussed a treasure chest idea and collecting change for the "All for Books" donation box (where all change donated goes to Cerritos library).
- **Spirit Wear:** Mikel Anne Arnce discussed her plans for the spirit wear t-shirt options including a different color and a different design for this school year. She will be finalizing the costs and sending the images and costs over to Jen and Rachel to include in Spirit Wear Order Form. Janie offered to forward the data from last year's spirit wear order to provide an idea of volume of shirts purchased last year. A shirt for the PTO board was also discussed. Jen suggested that be brainstormed further outside of the meeting.
- **Trunk n' Pumpkin** – The event was discussed and some discussion relating to the time of the event was had. 6-8pm was decided upon for the time of the event. Leslie said that the trunks are the heart of the event, so she is hoping for a good turnout in trunks this year. Doug also offered to bring his inflatables and lights from Estrella but wants to be sure they will be used before making the effort to transport them. Jessica Harris suggested running the inflatables past Mrs. DiCosmo for approval as the school wants to ensure that the event is not scary for the younger children. Leslie will also set up a planning meeting for anyone who is interested in being a part of this event planning team. Date/time to be scheduled.
- John Jurik brought up the need to spread the word about **Amazon Smile** and to advertise the link more. Only currently generating \$43. Rachel will ensure it is on future communication / flyer.

Meeting Adjourned At: 10:23am

Minutes Compiled By: Janie Miller, Secretary

The foregoing minutes were approved by the Executive Board on October 12th, 2016.