



## **Kyrene de los Cerritos Leadership Academy**

### **PTO Executive Board Meeting Minutes**

**Date: October 14, 2014**

**Call to Order:** An Executive Board Meeting of the Kyrene de los Cerritos Leadership Academy was held at Unwined on Tuesday October 14, 2014. The meeting convened at 8:10 pm with President Shannon Smith presiding and Amy Perciballi as Secretary.

**Members in Attendance:** The following members were present: Shannon Smith, Jessica Harris, Amy Perciballi, Tracy Jelenik, Jane Miller, Jen Metzger, Amy Perciballi, Heidi Grant. A quorum was present.

#### **Officer's Reports**

**President:** Shannon Smith: There will be a concentrated effort made to keep PTO board meetings to one hour. Updates given by committee chairpersons will be limited to 5 minutes and Shannon and Jessica will work with the committee chairpersons to field their additional questions and concerns and help them stay within the time limit.

For all future email communication within the PTO, Shannon has requested that the subject line include PLEASE REVIEW/RESPOND or VOTE if the email needs immediate attention.

**Vice President:** Jessica Harris: Cindy Westlund has preparations for the Pumpkin Walk organized and under control. The workroom days are not being utilized by the teachers and it was suggested that these be either scaled back or canceled for the remainder of the fall and revisit it in the spring, pending teacher feedback.

**Secretary:** Amy Perciballi: Family Dinner Night (FDN) is scheduled for Zoe's kitchen on Friday October 17, 2014. Parents will not need to present a flyer from the school, and a container will be present to collect receipts from customers. Cerritos will receive 15% of the total of these receipts at the end of the night. FDN is scheduled for Panda Express on Saturday November 8. It was suggested that the December FDN take place at a pizza place to facilitate carryout during a potentially busy month for families. Amy

will check into having a family event at the Main Event. Perfect Pair will be the location for FDN after the first of the year. All future scheduled Water and Ice weeks are cancelled except the for the month of March.

**Treasurer:** Tracy Jelenik: Tracy plans to switch the Quicken program to an online access to facilitate easier transitions and access to the financial records. Jessica mentioned that Midfirst Bank possibly offers some matching funds for PTO fundraisers if the PTO banks with them. More information on this is forthcoming.

**Financial Secretary:** Heidi Grant: no new information

**Communication:** Jane Miller: Jane has communicated with Cindy Westlund regarding publicity needs for the Pumpkin Walk. The calendar will be updated to reflect changes in Water and Ice weeks. Mr. G maintains the Cerritos Website and necessary changes can go through him. Jane uploads electronic versions of documents to the PTO website, and Amy keeps the hard copies. She is also in the process of completing the current issue of the Beep Beep for this month. It was also noted that once an event was completed (ie Ice Cream Social) , the resource forms for that event on the PTO website needed to updated accordingly. Shannon and Jessica will follow up on this with the respective committee chairs. Regarding the courtyard project; district approval for a plan is the main issue at this point and we are awaiting information on that before anything else can happen.

**Volunteer Coordinator:** Diana Colletti: absent

**Historian:**

**Hospitality:** Jen Metzger: Jen inquired if there was to be anything served or distributed to the teachers during parent/teacher conferences and it was determined that there was not, due to scheduling variations among the teachers. The new dad's club, Watchdogs, asked for donuts for their inaugural meeting on Friday October 17, 2014. This group is not a part of the PTO and therefore our hospitality will not cover their events. However, in prior years, the former Dad's club at Cerritos had used the PTO to 'park' money, since they were not a 501c3. The PTO treasury held the money for the Dad's club and they requested it when needed. The new group, Watchdogs, is a nationally chartered group and could have their own treasury and separate support. Shannon will ask Darcy to supply details regarding the leadership of Watchdogs and any potential relationship with the Cerritos PTO to this group, especially in regards to monetary support. Meanwhile, Jen will supply 2 dozen donuts for their first meeting.

**Principal's Report:** Darcy DiCosmo: absent

**Meeting Adjourned At:** 8:15pm

**Minutes Compiled By:** Amy Perciballi

Amy Perciballi

\_\_\_\_\_, **Secretary**