



Kyrene de los Cerritos Leadership Academy

PTO Executive Board Meeting Minutes

Date: September 22, 2014

Call to Order: A Board Meeting of the Kyrene de los Cerritos PTO was held on September 22, 2014 at 8:36 a.m. The meeting convened in the staff lounge at Cerritos Elementary with Vice President Jessica Harris presiding. A quorum was present.

Members in Attendance: Board Members Jessica Harris, Tracy Jelenik, Amy Perciballi, Heidi Grant, Jen Metzger, Valerie Godwin, and Sarah Collins were present. Fifteen classroom representatives were also present.

Minutes: Minutes of the August 14, 2014 General PTO meeting were read and accepted.

Officer's Reports

President: Shannon Smith (presented by Jessica Harris)

The "Be a Beacon" fundraiser surpassed its goal of \$20,000. Since the goal was surpassed, we will continue to do this type of fundraiser. The Fall Book Fair was successful, and as of Friday the total sales were close to \$11,000.00. Final totals will be in today (Monday). The ice cream social went well, and Christina Weinmann estimated that there were nearly 800 people in attendance. Shannon attended the financial training at the district and confirmed that we are keeping our financial records properly. Tracy will attend the same workshop this week.

Vice President: Jessica Harris

The demand for workroom volunteers has been low so far and help has only been needed in the morning.

The PTO mailbox tends to get full quickly, so the grey file cabinet in the teacher workroom will be used and mail put into the file folders for whom it is intended. Money will stay in the front office. Any boxes delivered will go into the PTO room near the MPR.

Secretary: Amy Perciballi

The following nights have been established as Family Diner Nights: October 17th, 4 p.m.-close at Zoe's Kitchen and Saturday November 8th, 11 a.m.-8 p.m. at Panda Express. It is suggested that flyers go out before the day of the event since earlier notice is better for families to plan; a week prior to each event was suggested. It was also noted that Panda requires a flyer from each customer in order to give credit for the sale.

Treasurer: Tracy Jelinek

Tracy reconciles the bank account monthly and the August balance is shown with items pending listed in a different place. Proceeds from the donation drive are listed through the end of August, but there are operating expenses incurred through PayPal and Visa that offset the total goal.

The deposit from Target just posted, and some teacher grant checks still have not cleared. Sarah Collins will work with Tracy to resolve this.

Tracy is planning to switch the Quicken software to online access so it's more reliable and transferable from year to year for each treasurer.

When anyone uses the 'square' payment process for receiving funds for the PTO, the category needs to be specified for what it is intended so it can be put in the budget correctly.

Communications: Jane Miller (presented by Jessica Harris)

Work continues on general communications through the PTO newsletter, website, and Facebook. A request was made to have a PDF format of the calendar made available. Courtyard beautification: Janie met with Darcy DiCosmo and a landscape designer. The plan is to tour other school site gardens, including those at Colina & Monte Vista. They discussed when to plant winter and spring crops; the need to javelin-proof the garden so it can be more open; the necessity of shade; and ideas for shrubs, pavers, and decorative tiles. Jane will meet with Gilbert to discuss the base plan required by the district as the landscape designer works on a plan. Eagle Scouts are available to help with big projects.

Volunteer Coordinator: Diana Colletti (presented by Amy Perciballi)

There are currently 150 volunteers signed up through Sign-up Genius, along with four students from Desert Vista who are available as their schedule permits.

Classroom representatives to PTO are still needed for Foster, Petrillo, Baumann, Corrion, Ringo, Berg, Bordelon, Egar, Pysher, and Wontor. Parents present at the meeting stepped up to represent Corrion, Wontor and Petrillo.

Signage is needed at each event to direct the volunteers to their check-in location.

Diana would like a 2-3 week advance notice before each event with the following information: Date, time, time slots, number of volunteers needed. This will facilitate her creation of the SignUp Genius for the event.

A chairperson is needed for the Spring Book Fair.

Hospitality: Jen Metzger and Valerie Godwin

The next event is the breakfast for Leadership Day on Sept. 30th. Tracy said there is money left to pay for that.

Regarding staff t-shirts: When the design got to the graphic artist, it didn't work, so Su Rogers is re-working the design.

Spirit Wear was sold at the Ice Cream Social, and money has not yet been counted.

Principal's Report: Sarah Collins

Leadership day is Sept. 30th. Many local leaders, politicians and local business owners will be in attendance.

There will be a book signing event for the 2nd edition of The Leader in Me. Sean Covey will be in Scottsdale in October for this, and a group of Cerritos students will attend.

More details will follow.

Old Business:

Jessica Harris presented that the following motions remain from the last meeting: Request for a debit card for hospitality, and a change in the waiting period for modifying PTO by-laws. These will be voted on at the next General PTO meeting in November.

New Business

Amy Perciballi: It was proposed that the PTO fund an Artist in Residence program for the 5th grade, to take place in January 2015. Shari Keith will be the artist and work with each 5th grade student. The program will cost \$2000.

Motion: Valerie Godwin made a motion and it was seconded to approve the Artist in Residence program for the Fifth Grade. Motion carried by majority vote.

Amy Perciballi: The music teacher, Mrs. Attanucci has requested that the PTO pay for the purchase of recorders for her classroom, and she will then reimburse the PTO with money collected from the students.

Motion: Lorriane Tornga made a motion and it was seconded to approve the purchase of recorders for music through the PTO. Motion carried by majority vote.

Jessica Harris:

Amy Huffman is the chair for the Spring Carnival but needs additional chairs for various subcommittee responsibilities.

The Historian position is still open on the board. This person would help with school pictures on October 17th and guide the Yearbook Committee. Only two extra volunteers are needed for picture day, so the PTO will handle it and not use SignUp Genius.

Three fifth graders have requested to change the PTO into a PTSO and reached out to Shannon with this idea. In order to change into a PTSO a change in by-laws and charter would be required. Valerie Godwin clarified that the students just want to help with the events (tear down, set up) and be involved. Amy Huffman suggested that there be 'student event' chairs. Jen Metzger recommended a student committee of volunteers. Jessica Harris suggested they attend the November general meeting and that they are added to SignUp Genius as well, with student-specific jobs available to them. There could be a student event committee sign-up for each event on SignUp Genius. The chair for each event will determine those tasks and specify them on information given to Diana for when she creates the SignUp Genius for that event.

Jen Metzger:

Su Rogers has created a bulletin board committee to meet Wednesday and Friday mornings to hang class art work in the hallways. This is not a PTO-sponsored activity, but she has asked the PTO/ Diana to create a SignUp Genius for this committee.

Amy Huffman, Spring Carnival Chair

The carnival is April 10, 2015. Additional volunteers are needed to be in charge of the main areas at the carnival, including: food, raffle baskets, volunteer coordination, cake walk, and games. She would like to meet with this team in November at Rustler's Rooste, who has offered to provide food and drink for the meeting. Jane Miller will be asked to put a notice in the "Beep! Beep!" requesting help. Volunteers who can work from home are needed to call a list of places to apply for donations and pre-donations from the corporate level. Amy Huffman has this list available for anyone interested. There is also a need for volunteers to pick up these donations made by the community. The Spring Carnival will be an agenda item at all subsequent PTO meetings.

Cindy Westlund, Pumpkin Walk Chair

The Pumpkin Walk will be held from 5-7 p.m. this year, instead of the 5:30-8pm of previous year. It will take place in the courtyard, since the noise levels in the MPR were too high last year. It was suggested that caution tape be put up to keep kids out of certain areas or have volunteers monitor those areas.

New events include a costume walk by grade level instead of contest, and everyone who attends gets a raffle ticket. (Prizes are a few donated items; this is not a money making event). If a student wins, the teacher of that student wins as well. Mr. G will DJ, and 4th and 5th graders will be able to make song requests with the intention of involving them in the evening. A photo booth of some type is planned, either supplied by an outside vendor or in the form of a backdrop for parents to take their own pictures. Also needed is a parent photographer to walk around and take pictures for the yearbook. There will be a

bin set up to accept food, hygiene items, and Halloween costume donations for the Kyrene resource center. Big boxes are needed for donations before the event for this. Concerns were voiced by the Ice Cream Social Committee over the volume level outside. Jessica Harris asked about providing chairs or cafeteria tables for some limited seating. It was suggested that 5th Graders be used to help with pumpkin drop-off before school. Taste of Kyrene: Cerritos has agreed to have a donation basket for this event. There will be a table at Pumpkin Walk for donations.

Cindy Westlund: She is helping with staff appreciation and welcomes any ideas or resources.

Yearbook Committee: Mikel Anne Arnce provided an update. The Yearbook Committee met and identified an app called Pictavo that parents can use to add pictures from each class. Janie will be asked to add this information to the “Beep! Beep!” Order forms for yearbook need to be created, and Jessica Harris has offered to help her figure that out. A shorter order time line was proposed.

Meeting Adjourned: 10:02 a.m.

Motion: Tracy Jelenik made a motion and it was seconded to adjourn the meeting at 10:02 a.m. Motion carried by a majority vote.

Minutes Compiled By: Amy Perciballi, Secretary