



Kyrene de los Cerritos Leadership Academy

PTO Executive Board Meeting Minutes

Date: November 17, 2014

Call to Order: An Executive Board Meeting of the Kyrene de los Cerritos Leadership Academy was held in the Media Center on November 17, 2014. The meeting convened at 7:03pm with Shannon Smith, President presiding and Amy Perciballi as Secretary.

Members in Attendance: The following members were present: Shannon Smith, Jessica Harris, Tracy Jelenik, Amy Perciballi, Diana Colletti, & Darcy DiCosmo, and a quorum was present.

Minutes: Minutes of September 22, 2014 and October 20, 2014 meetings read and accepted.

Officer's Reports

President: Shannon Smith: There have been several events this year to date, including the Pumpkin Walk, Ice Cream Social, and Book Fair. The Pumpkin Walk had a profit and the Book Fair hit it's target.

Vice President: Jessica Harris: Jessica is chairing the Gift of Time for teachers this year. A room has been reserved and parents notified about donating wrapping paper. A communication will be sent out to teachers after Thanksgiving. To date, no one has offered to chair the Spring Book Fair so Jessica will handle this if no one volunteers.

Secretary: Amy Perciballi: The PTO minutes are currently up to date.

Treasurer: Tracy Jelenik: We are currently operating Quikbooks online with an annual subscription renewable in November. There can be up to three people as members on this account. Bank statements are reconciled to date. Income from the Pumpkin Walk is around \$1200 but not all invoices have been submitted. Other items pending include oranges for the Turkey Trot and playground balls.

Communication: presented by Amy Perciballi: The current edition of the Beep Beep will go out this week.

Volunteer Coordinator: Diana Colletti: There has not been much interest in the Bulletin Board Committee. Su Rogers has requested 1 parent per week, so that need

will most likely be met. Signup for this will extend through December. More volunteers are still needed for the Turkey Trot and to hand out oranges, and a sign up for Lunch on the Lawn volunteers will be sent out mid-December.

Hospitality: presented by Amy Perciballi: Cake for 350 will be provided for the Cerritos Anniversary Celebration.

Principal's Report: Darcy DiCosmo: The 20th Anniversary Celebration takes place Friday December 5th, 2014 with an open house at 5:30pm, a ceremony at 6:00, and cake at 6:45. It has proven difficult to connect to alumni.

The Watchdogs are off to a slow start, with David Bills in charge. Jessica suggested that the program be mentioned on the school's FaceBook page. The first meeting is in December.

There have been some architectural changes made to the front office renovations that will take place this summer. Plans will be presented at a future meeting this spring.

Committee Reports

Pumpkin Walk update will be presented at the January Meeting.

Family Dinner Night (FDN): Amy Perciballi: December FDN will be at Florencia Pizza on December 10. January FDN will be Wednesday January 14 at Yoasis. February FDN will be at Clothes Minded for the week of February 2-6, and March FDN will be at Perfect Pear.

Old Business

Shannon Smith: On January 29, 2015 at 7:00pm there will be a seminar offered in conjunction with the Altadena PTO to inform parents about cyberbullying, internet safety, and phone safety. This is offered in conjunction with Lifelock's program [#sharetheawesome.org](http://sharetheawesome.org).

New Business

Spring Carnival: This has been moved the January meeting agenda. Shannon Smith suggested that food trucks be used at the carnival.

A parent is needed to volunteer to work with the landscape architect for the landscaping committee that will be working on the gardens in the courtyard.

A notice will be placed in the Beep Beep to find a parent to serve as the Art Masterpiece Coordinator.

Calendar Changes were proposed as follows and a new calendar will be distributed with the changes listed:

- **Add:** Dec. 5th -- 20th Anniversary Celebration, 5:30-7 p.m.
- **Add:** Dec. 12th -- Lunch on the Lawn
- **Remove:** Dec. 8th -- PTO General Meeting
- **Add:** Jan. 13th -- PTO Board Meeting, 8:30 a.m.
- **Add:** Jan. 22nd -- Kindergarten Orientation, 6:30 p.m.
- **Add:** Jan. 29th -- Online/Mobile Safety Presentation (Joint Mtg with Cerritos/Altadena Families), 7 p.m.
- **Remove:** Feb. 18th -- PTO Board Meeting
- **Add:** Feb. 17th -- PTO General Meeting, 7 p.m.
- **Change:** March 17th (from March 23rd) -- PTO Board Meeting, 8:30 a.m.
- **Remove:** April 15th -- PTO Board Meeting
- **Add:** April 14th -- PTO General Meeting + Elections for 2015-2016 SY, 7 p.m. (The new board term begins May 1st; Valerie had set elections for the May 11th meeting.)
- **Change:** May 12th (from May 11th) -- PTO General Meeting, 7 p.m.
- **Add:** Feb. 17th -- PTO General Meeting, 7 p.m.

Artist in Residence: Amy Perciballi: The board will vote to approve this item using leftover money and profits from the Pumpkin Walk. The vote will take place via email.

Jen Metzger has requested a debit card to pay for Hospitality purchases so that she does not have to rely on another board member to make payments. It was suggested to change the bylaws to add an additional signatory to the PTO account. Jessica Harris moved to amend bylaws to reflect this change. The motion was seconded and approved.

The Kindergarten Orientation takes place on January 22, 2015 and Shannon Smith will present information about the PTO at this meeting.

Announcements

Next meeting is January 13, 2015 at 8:30am in Room 25.

Meeting Adjourned At: 8:15pm

Minutes Compiled By: Amy Perciballi

The foregoing minutes were approved by the Executive Board on <date>.

Amy Perciballi

_____, Secretary