



Kyrene de los Cerritos Leadership Academy

PTO Executive Board Meeting Minutes

Date: Tuesday January 13, 2015

Call to Order: An Executive Board Meeting of the Kyrene de los Cerritos Leadership Academy was held in the Conference Room on 1/13/2015. The meeting convened at 8:33am with Shannon Smith, President, presiding and Amy Perciballi as Secretary.

Members in Attendance: The following members were present: Shannon Smith, Jessica Harris, Amy Perciballi, Jane Miller, Jen Metzger, Valerie Godwin, Heidi Grant, and a quorum was present.

Minutes: Minutes of November 17, 2014 meeting read and accepted.

Officer's Reports

President: Shannon Smith: Plans are underway for the Spring Dance.

Vice President: Jessica Harris: The volunteer coordinator position is currently open. Until this position is filled, Shannon and Jessica will create Signup Genius forms for upcoming events. Each event chair needs to fill out an event form for their event. The completed form is sent to Shannon or Jessica for approval, and once approved is uploaded to the PTO website by Jane and archived by Amy. The book fair is scheduled to start on February 14 with online sales. School class preview days will be February 19 & 20, and open for sales February 23-27, concluding with the Spring Dance on the evening of the 27th. Help is needed to stuff bags with flyers and to create an online sale flyer. A tentative date for the Fall Book Fair needs to be added to the calendar to reserve the time with Scholastic.

Secretary: Amy Perciballi: The January FDN night at Yoasis netted a check for \$125.00 for Cerritos. The February Family night will be at Clothes Minded Boutique for the first week of February and Cerritos will receive 20% of purchases made by Cerritos parents. Peter Piper Pizza has offered to do an FDN, the Student Council will be notified of this and encouraged to use this if needed.

Treasurer: Tracy Jelenik: The Treasurer's report was submitted to the board via e-mail prior to the meeting. Tracy is still in the process of closing out fall expenditures, with the Pumpkin Walk being the last part. It was asked and confirmed that we are distributing teacher grant checks for the second half of the year.

Communication: Jane Miller: The January edition of Beep Beep will go out this week. An email was sent to teachers to inquire about what items they would like to have in the Teacher Supply Closet. Requested items will be added.

Historian: Presented by Jessica Harris: The 5th Grade artwork cover contest is underway and submissions are due by January 23rd. Individual portraits have been released and are in process. Order forms are at the printer and news of 5th grade dedications will go out shortly. The following are still needed: More photos of minor events, including 1st day of school, lunch on the lawn, turkey trot. Photos from individual classrooms so that collages can be created for each class.

Hospitality: Jen Metzger/Valerie Godwin: The next major event for this committee will be Teacher Appreciation. Jen and Valerie will also work on a PTO basket for the Spring Carnival raffle. Some items suggested for the basket were an EPI school supply kit and a preferred parking space.

Principal's Report Presented by Shannon Smith. New equipment has been added to the playground.

Old Business:

Pumpkin Walk: Cindy Westlund. Nearly 1,000 people attended, making it one of the biggest events in Cerritos history. Posters from the event have been saved and can be used for next year. A large donation of food and costumes was collected and Gilbert transported these to the Kyrene Resource Center for distribution. Glow stick sales were successful, but there was a great deal of food leftover. Parent volunteers, fourth and fifth grade students, and NJHS students from Altadena provided ample help.

Spring Carnival: Amy Huffman: Many vendors who participated last year have been secured for the event this year, as well as bounce houses and rides. An announcement will be sent out regarding volunteer positions that are still open. The Beep Beep will also list these volunteer opportunities. There is now a dedicated email address for all carnival business: carnival@cerritospto.org. All questions, ideas, and suggestions for the carnival may be sent to this address and Amy will receive them.

20th Anniversary Gift: Shannon Smith: The garden will be cleaned out in late January at no cost to the school or PTO. Shannon obtained a list of district-approved landscapers and will set up a meeting to determine who's services will be used. The commemorative bricks originally suggested may not work due to drainage constraints. There is currently \$14,000 in the budget for this project.

New Business

EPI School Supply Kits: Jane Miller: The first steps in the process are to ask the teachers to put together their list of requested supplies. Cerritos has a \$1000 credit with EPI that will be used to purchase supplies specifically for the teachers.

Kindergarten Orientation: Jessica Harris: Kindergarten Orientation will be held next week. Shannon will present an overview of the PTO and Jane will print some New Family Welcome Packets for distribution.

Online Surveys for PTO Feedback: Jane Miller: Since there have been no complaints this year to date, the idea of a parent survey of the PTO has been postponed for the year. It is possible that one will be sent out to the teachers regarding future hospitality events for them and to provide feedback on current hospitality offerings.

Announcements

Next meeting is 2/17/2015 at 7:00pm in the Media Center.

Meeting Adjourned At: 9:35am

Minutes Compiled By: Amy Perciballi

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

_____, **Secretary**

