



## ***Kyrene de los Cerritos***

### ***PTO Meeting***

***October 2, 2012***

### ***Meeting Minutes***

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#### **CALL TO ORDER:**

- ◆ Meeting was called to order by Marcy Theisler, President, at 9:00am
- ◆ In attendance were the following:

**Marcy Theisler – President**

**Amy Richardson – Historian**

**Allie Schenach – Vice President**

**Chylon Brigham – Financial Secretary**

**Lori Geisen – Volunteer Coordinator**

**Josh Magdziarz – Treasurer**

**Erica Rathje – Hospitality**

**Brad Mooneyhan – Communications**

**Nikki Dranias – Secretary**

**Sydney Sterling - Spiritwear**

**Wendy Lathrop – Hospitality**

**Bradlee Reginald**

#### **MISCELLANEAOUS:**

##### **Dorian**

Tyler Nelson, the branch manager from Dorian, made a short presentation on who they are and what they do and answered questions that we had. They're a family-owned and operated and have been in business since 1914 and their Arizona office is near Sky Harbor. They're doing both our pictures as well as our yearbook. They have a 100% money-back guarantee. They also have an in-studio re-take in addition to the retakes at school. They have a new user-friendly software and it's web-based allowing for multiple users simultaneously. They were unaware that composites have previously been included in our picture packages, so they will be giving everyone a composite that will come out after re-take day. Going forward, they will do a class group outside (all kids stand together) as an order option and also have the composite format. Oct. 18<sup>th</sup> is the re-take day. The yearbook is \$15.67 per book and we will sell it for \$20. They're also doing Kindergarten graduation pictures as an option.

## **Tye-Dye Fundraiser**

Julianne Speck spoke with us regarding tye-dyed T-shirts as a fundraiser. She wants to focus on the holiday T-shirts and not compete with Spiritwear. She has a variety of Halloween options and Christmas options. She retails them for \$25 typically for an adult T. She can most likely sell them for \$12 or \$15 to the students and parents, but it would depend on the number of colors and the complication of the design. We will most likely want to set up a booth for Winter Wonderland. The turn-around time is dependent on how many are ordered. She will have pre-orders and will have some on hand as well. We'll discuss it and get back to her. She also suggested that we do Holiday shirts for each classroom as well as for field trips. Her shirts are 100% cotton and pre-shrunk.

## **TREASURERS REPORT:**

Fall Book Fair - brought in about \$4K and part of that will come in as books and part in cash for the library.

Family Fun Nights - \$259 was brought in for Peter Piper Pizza. Sweet Tomatoes will get back to us with how much in the middle of the week.

Entertainment Books - brought in \$8,340.

Target - A check of \$934 was deposited

Otter Pops - A few small deposits were made.

Ice Cream Social - We need to write Mr. G. a check from the Ice Cream Social Budget. We went over our \$500 budget because Erica didn't realize that payment for Mr. G was coming out of the Ice Cream Social budget.

Marcy stated that we need to cut checks more than once per month because the printer of Spiritwear usually won't print in good faith and also so we can pay board members who have made a outlay of cash. Marcy & Josh will meet every 2 weeks and they will decide which dates that will be so that those who turn in receipts will know when to expect checks.

## **OLD BUSINESS:**

Peter Piper Pizza Fundraiser - We brought in \$259.

Volunteer Meet & Greet – This wasn't as successful as we had hoped because only 6 people attended. We need to send a Thank You to Einstein's Bagels.

Sweet Tomatoes – Waiting on total.

Otter Pop Wrap up is this week – Josh & Marcy working this. We start selling pop-corn instead the week after Fall Break.

Otter Pops for Kids Club – We will be selling Otter pops there through order forms.

Book Fair – We put in a lot of money into the Library every year due to the Fall and Spring Book Fair. Scholastic requires a certain amount of money to go to the library. A percentage of the proceeds goes into books and a percentage is cash. There's a concern that we split the library with Alta Dena so maybe the cash portion could be better used toward another project like the shade structure that the teachers requested. We can do this for the Spring Book Fair, but not the Fall.

#### **NEW BUSINESS:**

Pop Corn Fridays – We will need to have sign-ups for workers. We decided that we'd pre-pop 100 bags and see what sells. It'll happen on Oct. 19<sup>th</sup> and then we'll decide if we want to carry it on to Nov. Fridays.

Cookie Dough Kick-off is the week after Fall Break and runs from October 25 – November 8<sup>th</sup>. Order forms will go home to students on October 25<sup>th</sup>. Erica will need 3 volunteers. Incentives, Pre-sale flyers, & Parent Letter will need to go out this week. The orders and late orders will go in on November 15<sup>th</sup> and the delivery is Tues. Dec. 11. The product gets delivered at noon on this day so she'll need 10 volunteers. Pick up will be done by class and grade. We need the most volunteers from 2-3pm, a few volunteers from 3-6pm and a few from 12-2pm to help set-up. She will be advertising on morning announcements, the marquee and in the Beep-Beep.

Marcy stated that all communication falls under the chair of each event.

Parent/Teacher Conferences - fall on Oct. 24<sup>th</sup>-25<sup>th</sup>. Wendy is in charge of meal planning.

Family Fun Night - Wendy is in charge of October and will use Papa Murphy's Pizza. Lori is in charge of November and will be using Panda Express. Marcy would like to do the Airworx Fundraiser in November as well. Amy is in charge of December and will be using someone very local. Nikki is in charge of January and will be using Barro's. We need to advertise through List Serv, the marquee, easels, Beep Beep and flyers.

Winter Wonderland – Amy stated that we'll be having kids come in their pajamas and we'll serve hot cocoa. We'll offer a craft, cookie decorating, a small shopping area, and a photo opportunity (Dorian's literature states that this type of photo op will give 100% of the proceeds back to the school so we'll be looking into this in more detail.)

5<sup>th</sup> Grade Pod – would like lapboards. Three of the teachers are requesting them. Lakeshore Learning is having a sale soon where they're selling them for \$22 each. We'll be purchasing them with POD line item money.

#### **SPIRITWEAR**

We made \$436.25 at the Ice Cream Social. They'll be at the Winter Wonderland selling T-shirts. We'd like to get grade PreK-5 Teachers T-shirts because this was done in the past and they've requested it. We can get a basic unisex T-shirt so that the cost is low.

*Brad made a motion to buy all Pre K-5<sup>th</sup> Lead Classroom Teachers including extended-resource Teachers a Spiritwear T-shirt from Teacher Supplemental Supplies not to exceed a dollar amount of \$10 a piece. That makes it 25 Teachers. Lori seconded the motion. A majority voted yes.*

#### **WORKROOM THURSDAYS**

We've gotten great reception on this service. Allie needs help getting volunteers up to speed going on the laminator.

#### **DIRECTORY & BEEP-BEEP**

Brad will no longer be Beep Beep Editor and Janie Miller has agreed to assume this responsibility. He still needs a directory from a few teachers. He will gather the information and needs someone to do the format conversions. Amy agreed to help with this.

#### **VOLUNTEERS**

Volunteer meeting for the Pumpkin Walk on Thursday at 10am in room 56.

#### **HISTORIAN**

Amy had a meeting with quite a few volunteers. She needs to create the pages in order to assign who has the pages.

#### **OPEN FORUM**

Walkie-Talkies – We would like to use Walkie-Talkies during larger events to ensure good communication between volunteers and the event chair. We are tabling this discussion because Brad may have some already for our use.

Banner for “Family Fun Night Tonight” – Chylon got a quote for \$100 for this type of Banner.

Our next meeting is November 5<sup>th</sup> at 3pm and it is a General Meeting.

Meeting adjourned at 11:02am.