

PTO Meeting September 5th, 2012

Meeting called to order at 8:23

Treasurer's Report

Josh revamped the old cash-counting forms. We need to have 2 people counting any cash or checks coming in. The Financial Secretary, Chylon, is then expected to counts it again before making the deposit. She can also count as the second sign-off if need be. We will also need to run a "tape" receipt for larger fundraising efforts like the Entertainment Books and the cash counting form with 2 signatures will suffice for small fundraisers like, Otterpops.

The combination to the safe should be changed every year.

The Treasurer, Josh, handed out the latest budget showing where we stand as of last night and with all of the approved changes. (See attached)

Fundraiser section of budget: The Financial Secretary, Chylon, made a deposit for Entertainment Books and it's less than we thought, but we still have more deposits to make. There hasn't been a deposit for Otter Pops yet.

Labels & Receipts section of the budget: There's a little over\$ 600 from Safeway. In the past we see amounts pick up a bit for fall and winter. Also, we received a check in from Target for \$934.15.

Spiritwear did well first day out and did almost \$1800 first night and some residual coming in. Today we'll pay out the invoice of little over \$1K.

jTeacher Grant checks ..most have been cashed and there's a little over \$750 outstanding.

Pod Funds...not much spent on this yet.

Not much out of curriculum yet...Time will be coming nup for \$200

Encumbered expenses....Still \$650 in checks that are still pending.

Extracurricular...Teacher supplemental supplies

Hospitality...done just under 650 for the year...so already 22% of this budget has been spend

Officu supplies for a little under \$300

Website a little under \$120 so we're underbudget...it's for hosting.

WE've brought in about 6500 and expensed out \$15,000..doesn't mean we're negative b/c we had cash in the account. We'll be seeing some cash coming in from Peter Piper Family Night, Entertainment books, and otter pops.

Last year's paperwork and budget needs to get sent to the auditor. We need to vote on it today. Lorinda said she'd take i

Brad makes a motion to to take all year's past documents be retrieved and sent to Kevin Smith, Accountant for the audit and his fee won't exceed \$1200.k Erica seconded. Unanimous.

New Business

Ice cream social is coming up in 2 weeks and Erica is heading it up and we have budgeted \$500. Brad and Nikki are helping and there are 5 other volunteers having as well as Honor Society and Student Council. Erica's gotten prices from Water and Ice and Smart & Final. Cut costs by doing the big jugs instead of bottled water and then we can afford to go through Water and Ice. Keep the water free b/c we have to use all the money. \$35 per tub for ice cream....\$91.14 3 tubs of vanilla and 3 tubs of chocolate for that. Because W&I are in our community and we want to support them. We can go through Smart and Final for bowls and toppings. We have the jugs from last year for water.

Teacher Work Day is tomorrow. It'll be every other Thursday. Marcy made the case that we all have to volunteer b/c we all signed up to be on the board. How do we expect other people to help if we are not all volunteering. A lot of time people are nervous to join PTO b/c in the past the only one's volunteering were the board so people are nervous to join the PTO b/c it's all encompassing. We need volunteers to bring into the fold. In the past, people who volunteered felt that they weren't doing it the way that the PTO wanted them to do it so they stopped volunteering.

Book fair coming up 17-21st. It's a link and you can sign-up.

Cookie Dough Fundraiser coming up in October

Random Acts of Kindness for Teachers this Friday...Bagels and Coffee. Brad's brother-in-law is an executive at Einstein's that can help with that. Chylon will spearhead this. It's the little things that help them feel appreciated.

Recycling...we have a bin out in the parking lot. WE can make money off of that 10 cents a pound. We don't recycle here b/c it's only Gilbert for maintenance. Sue Rogers offered to run a go green club with student council and empty trash bins. The money they'd make from that would go to their club.

We have bags in spiritwear closet from years ago "go green". They get a bag if they're in the club.

Garden Club – We don't know what clubs are going forward and which ones aren't. Teachers probably won't start clubs until October. Darcy wants a parent to be the caretaker of the club and teacher can be a contact. After Fall break we'll have more information on the clubs.

Volunteer Breakfast- have a volunteer breakfast and the first couple of days leading up to that come and see what we have for the fall for volunteers and then have sign-up sheets. Have fall sign up sheets (for the rest of the fall) with detailed breakdown of tasks already made for the different activities. We could do this at the book fair or even in the lunch room. Brad has access to our Facebook page and we could post it up there. Schedule it the week of the bookfair. Wednesday Sept. 19th we'll do the breakfast from 10 to 1pm. Darcy suggested that instead of linking it with the book fair Meet and Greet should be different. The mindset of someone who's working and in to buying a book for their child isn't going to stick around for this. Parents are more likely to come to that than a general meeting b/c they don't want to hear about the budget but they're interested in kids activities. Best time to do it is at morning drop off. Make it at 7:20 – 9am. Tuesday, Sept. 25th. Room 56---Meeting Room - Munchkins & Coffee & Water.. We'll make a bright hardcopy flyer to backpacks.

Otter Pop Fridays this week. When Fall hits, switch to Popcorn Fridays. Monday we can come in to clean it.

Conference Nights in October...Feed the teachers 20 teachers each night approximately.

Oct. 24th Lighthouse Evaluation – Cerritos has been working toward getting the Lighthouse piece. It's world renowned and they have select model schools. There are 9 criteria and if we do all pieces Franklin Covey will present us with a banner and we'll get national recognition for it. People and teachers from other states will come to see our model school.. Teachers and kids working really had to get this recognition for 4 years. 450 Leader in Me schools and only 35 lighthouse schools. When we have leadership days Franklin Covey will send someone to come here. Darcy was teaching the leader in me and 7 habits to other schools. World renowned is pretty impressive. 9 LIM schools here in AZ. They're coming on the 24th from Franklin Covey to make sure it's authentic...they evaluate us and take it back to Utah and run it through a committee and then they'll announce if we make lighthouse status 2 weeks later. Talking about doing an assembly right after leadership day. Only doing ½ days now for leadership days 8:30-12:30 and we don't have to provide lunch anymore.

Oct 26 Pumpkin Walk – Marcy & Allie Chairing

Website – We went live www.Cerritospto.org Our school website has a link to our PTO page. We're going to have a link to our facebook pto page too. There's a calendar on there and we can add to it. Beep Beep is going out on Monday. Going out Monthly.... Icecream social. 6-7:30...Teacher's Monthly Newsletter from PTO to tell them upcoming events etc. She wants to recognize all the volunteers in the Beep Beep for each event...just name recognition.

Directory- Overwhelming majority would like to have a directory. District won't give us the names of people so we now need to send home another form for kids to take home and get a signature giving their approval to be on it. We'll give them the list of who does not want to be in the directory. Ask

teachers to delete off those who don't want to be in the directory on their excel sheets. On that form they need to send it back with their money. \$2

Family Dinner Night coming up and Sweet Tomato's is next. Tuesday, September 25th. Zoe's Kitchen is willing to bring the meal's here. \$9 per meal and we get a buck back. Rubio's gives us 20% back. Airworx is \$12 for 2 hours plus a slice of pizza. They can use it on any night, but they won't get the pizza if they don't come on the assigned night.. It's all online.

Allie was approached by Gilbert and he could use a portable air compressor to blow up PE balls. We can vote on this the next meeting. Take it as a staff special request.

Allie makes a motion to purchase an air compressor for Gilbert not to exceed \$200 out of staff special requests. Chylon seconded it. Majority.

PTO Wall needs to be filled in. Informational and pictures of events. Darcy suggests that we make it kid-friendly so then they can get messages back to parents. We should have a volunteer sheet there. Compile news and items of interest for the school.

Heads- up that we are going to revamp the by-laws for the November PTO Meeting.

Next week we are cleaning out the PTO Room. She'll send out an email.

Meeting adjourned at 9:49.