



**PTO Special Meeting of the  
Executive Board Minutes**  
**Date: June 28<sup>th</sup>, 2013**

**Call to Order:** An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on June 28<sup>th</sup>, 2013 at 9:29 am. The meeting convened at Club West Club House with President Laura Wallis presiding. A majority was present.

**Members in Attendance:** The following members were present: Jennifer Bhagat, Darcy Dicosmo, Heidi Grant, Jasmin Ivey, Janie Miller, Annette Montgomery, Angie Parnell, Bradlee Reginald, Laura Wallis, and Sarah Collins.

**Minutes:** Minutes of May 20<sup>th</sup>, 2013 meeting read and accepted. Motion: Angie Parnell moved and it was seconded to approve the Minutes from May 20<sup>th</sup>, 2013. Motion carried by majority vote.

**Officer's Reports**

**President:** Laura Wallis

Personal introductions made.

**Budget:** IRS update- Will need to file for the last 2 years and the year that is currently ending. Financial accounting files have been password protected and we have very little information. Therefore, we are working with the past accountant to help with our situation. Current expected tax bill is \$13,000. If we file on time, there will be no penalties. Therefore, Bylaws need to be changed for clarification purposes to prevent future financial problems.

**Website Update:** 3 bids were taken. Sarah Wood's company, AEI Advertising, was chosen. A new PTO logo was selected by the Board, which will separate us from the Cerritos logo. The website hosting company will need to be changed and Sara is helping us do that. The website will have a password protected section for PTO members so that forms can be accessed, etc. A Facebook page has been set up by Laura for social events and other school activities. Parent approval for posting pictures of students will be needed.

**Survey Results:** Parent and Teacher Survey reviewed. Parents really liked Ice Cream Socials, Pumpkin Walk, Spring Carnival, Read-a-thon, Teacher Appreciation Events, and the Book Fairs. The Spring Carnivals were liked best in the Spring and Amy Huffman will be Chairing it. Majority

of the parents wanted a Donation Drive, Book Fair, Family Dinner Nights, and Box Tops versus other fundraisers. In regards to communication, parents are tied between the teachers sending the information out, monthly newsletter, BEEP BEEP, and list serve. We are following up with individuals that want to help volunteer. Best time to hold PTO meetings, people responded that they would prefer evenings. We will have our first PTO Board Meeting at 8:00 am right after Meet the Families on August 8th. Teacher Survey results indicated that Teachers want money to stay in the pod. 70% of the teachers stated that \$100 was a good amount for the teacher grant check. Also, it was discussed how that grant money will be dispersed (PTO buys materials versus reimbursement). Teacher's needs are to be aligned with district goals; so it is important to determine, which is an Administrative/District funding issue versus a PTO funding issue. Teachers would like the PTO to help fund the supply closet in the work room. Teacher's found the following activities to be valuable: Book Fair and Teacher Appreciation Week. The activities that they would like to see back were Art Masterpiece and Publishing House.

Family Nights: How often and what restaurants were discussed. It was decided that each Board Member be responsible for each month of the school year, with the exception of December.

Chairs of Events: Need volunteers to help Chair Events. One that we need to fill right away is E-Scrip.

Password Policy: There are lots of passwords for online resources. To help streamline, if you have a password that is PTO related, the Board Members must document it and send a copy to the Secretary. We will then have a file of websites and logins so that they can be accessed.

Emails: When emails go out, Board Members are to respond to let the individual know that you have received the information. Just hit reply; unless there is an electronic vote, then hit reply all.

**Vice President:** Angie Parnell- Introduction.

**Secretary:** Kari Watson- Introduction.

**Treasurer:** Annette Montgomery- Introduction. No detailed Treasurer's Report at this time secondary to the Fiscal Year still under control of previous PTO.

Budget: Reviewed past budget.

**Financial Secretary:** Heidi Grant- Introduction.

**Communication:** Janie Miller- Introduction.

BEEP BEEP- The first BEEP BEEP will be published by August 2<sup>nd</sup>. After that they will be released by the 15<sup>th</sup> of every month. If one wants information posted in the Newsletter, it needs to be

submitted to Janie no later than the 5<sup>th</sup> of that month via email. The draft will be completed by the 12<sup>th</sup> of every month and sent to Angie and Laura for review prior to release. The layout will include a Welcome, upcoming and/or past events, and a Spotlight section for volunteers, teachers, staff, fundraisers, and clubs. If you know of someone that has been working hard behind the scenes, please let Janie know so that we can acknowledge and highlight them in the Newsletter. Also, if you are hosting an event, provide Janie with specific information about the event, time, place, and dates. A link can be added for volunteers to sign up. During the event, please have someone take pictures. After an event, hopefully we will have a picture to post in the Newsletter, as well as, a thank you to volunteers. Please keep track of who your volunteers are so that we can specifically thank them in the Newsletter.

New PTO Logo- We will be getting a logo specifically for the PTO to help parents and staff recognize when they are receiving Newsletters and/or list servs from the Cerritos PTO.

List Serv- Announcements need to be streamlined so that we are not having them recalled. Please send announcements to Janie and then she will forward it to Darcy for review. Announcements will be linked to the website and Facebook page.

Marquee- We will need to update the Marquee. We are looking for volunteers.

Reviewed copying procedures

Reviewed publicity guidelines

**Volunteer Coordinator:** Bradlee Reginald- Introduction.

PTO Rep Program- We are going to be asking for 2 volunteers for the Yearbook/Photography and 2 volunteers to come to the meetings from each classroom.

Spirit Wear- Have parents select and pay for the spirit wear and then the PTO will place the order. Looking for quotes for printing and need them within the next two weeks.

**Historian:** Jasmine Ivey- Introduction.

Yearbook- Amy Richard will be the chair.

PTO Board- We will be putting up pictures of the Board Members along with Titles.

**Hospitality:** Jenn Bhagat/Kim Young: Introductions.

### **New Business**

1. **Motion:** Moved by Annette Montgomery and it was seconded to retain Dorian for our school pictures and Yearbook. Motion carried by majority vote.

2. Motion: Moved by Angie Parnell and it was seconded to appoint Kari Watson as Secretary and to have the vote carried over to the General PTO for official appointment. Motion carried by majority vote.
3. Motion: Moved by Annette Montgomery and it was seconded to have a Donation Drive. Motion carried by majority vote.
4. Motion: Moved by Angie Parnell and it was seconded to have a Read-A-Thon. Motion carried by majority vote.
5. Motion: Moved by Heidi Grant and it was seconded to put the Book Fairs on the calendar. Motion carried by majority vote.
6. Motion: Moved by Angie Parnell and it was seconded to approve the PTO calendar. Motion carried by majority vote.
7. Motion: Moved by Angie Parnell and seconded to adjourn the meeting. Motion carried by majority vote.

### **Announcements**

Next meeting is 08/08/2013 at 8:30 am at Cerritos Elementary after the New Parent Welcome

**Meeting Adjourned At:** 11:54 am

**Minutes Compiled By:** Kari Watson, Secretary

**The foregoing minutes were approved by the Executive Board on 08/08/2013.**

*Kari Watson*

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**Kari Watson, Secretary**

***Attachment: 2013-2014 Calendar***