



General PTO Board Meeting Minutes

Date: August 8th, 2013

Call to Order: An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on August 8th, 2013 at 8:25 am. The meeting convened at Cerritos Elementary School with President Laura Wallis presiding. A quorum was present.

Members in Attendance: The following Board members were present: Jennifer Bhagat, Darcy Dicosmo, Heidi Grant, Jazmyne Ivey, Janie Miller, Annette Montgomery, Angie Parnell, Shannon Smith, Laura Wallis, Kari Watson, Kim Young, and Sarah Collins. In addition, 28 PTO members were present. Therefore, a quorum was present.

Minutes: Minutes of June 28th, 2013 and July 30th, 2013 meetings were reviewed.

- Motion: Angie Parnell moved and it was seconded to approve the Minutes from June 28th, 2013 Executive Board Meeting. Motion carried.
- Motion: Annette Montgomery moved and it was seconded to approve the minutes from July 30th, 2013 Special Executive Board Meeting. Motion carried

Introductions: A brief introduction of each officer was given.

Officer's Reports

President: Laura Wallis

- IRS Update: IRS penalties from not filing for the past couple of years. Set aside \$14,500 for IRS penalties. Taxes will be filed by September 15th per accountant.
- Website/Logo: Updated PTO logo so parents can tell the difference between information sent out from the school versus the PTO. Everything you need to know will be on the website, so please check the website.
- PTO Calendar: Calendars were included in packet at Meet the Teacher night. Check PTO website to sign up for listserv via District communications.
- The appointment of Secretary and Volunteer Coordinator to fill vacancies on the Board
 - Motion: Kim Young moved and it was seconded to appoint Kari Watson as Cerritos PTO Secretary. Motion carried.

- Motion: Angie Parnell moved and it was seconded to appoint Shannon Smith as Cerritos PTO Volunteer Coordinator. Motion carried.

Vice President: Angie Parnell

- Donation Drive: As a result of the feedback from the parent/staff survey, we won't be selling products this year. Instead, we will be hosting a donation drive. The donation drive will run from August 19th through September 6th, 2013. Individual donations are based on what each family is able to donate. Based on the needs of last year, we need approximately \$20,000 to fund our programs. Classrooms that have 90% participation in the donation drive will receive Otter Pops during lunch time. Teachers that raised the most amount of money will be rewarded. One teacher from each section, Pre-school through 2nd grade and 3rd through 5th grade, will receive their wish list book box (up to 10 books) from the Book Fair. We were able to get a sponsor to donate the Grand Prize. Therefore, anyone that participates in the donation drive will receive a raffle ticket for a chance to win.

Secretary: Kari Watson

- Past Minutes: Trying to gather past minutes from 2012 to upload to the website.
- Development of Communication Form for Event Planning and Evaluation is in process. A sample form from PTO today was passed around.

Treasurer: Annette Montgomery

- Shade Structure: The proposal for the new shade structure was approved at the Board Meeting in May. The previous PTO received a bid at that time, which was good for only 30 days. However, the District Office did not receive the check within that 30 day time period. As a result, the bid was no longer good and we had to get a new bid. Now a new check needs to be dispersed with the new bid amount and sent to the district office for their Governing Board approval. Accounts payable will then send a check to the Shade Structure Company. Once this process takes place, Cerritos will be getting 3 new shade structures.
 - Motion: Angie Parnell moved and it was seconded to approve the new amount and write a check for the three shade structures. Motion carried.
- Budget: 2013-2014 Budget reviewed. Parents are encouraged to sign up for e-script so that Cerritos can get a percentage back. This information was placed in the yellow folder, which was handed out at Meet the Teacher night. We will also receive a percentage from logging on to Amazon through the PTO web site, spirit wear, year book, school pictures, dedications for the yearbook, and charitable gifts.

- Motion: Shannon Smith moved and it was seconded to pass the budget for 2013-2014. Motion carried.

Financial Secretary: Heidi Grant

- PTO Safe: Any PTO money will be put in the PTO safe until a deposit takes place.

Communications: Janie Miller

- Content ideas for September's "BEEP BEEP" Newsletter: Advertising volunteer workroom days, otter pop sales on Fridays, two staff highlights, reminders for Easy Money, highlighting things that are happening within the school, etc. If there is anything anyone feels that needs to be highlighted, please send Janie an email.
- Expected Newsletter release is for 15th of each month. Content submission deadline for September's publication is on September 5th, 2013.
- Reviewed communication standards for Listserv announcements: Special tag line and header information for the PTO will be placed on all correspondence to highlight communication.
- Box tops need to be clipped and sent in to teachers. Whatever class has the most at the end of the month gets a special surprise.

Volunteer Coordinator: Shannon Smith

- Classroom Parent Representative Program: Sign ups were posted at Meet the Teacher night. We are in need of 2 representatives per classroom to act as a liaison between the teachers and the PTO. Representatives will report on what is going on or what is needed in the classroom. Also, will be needing volunteers for events coming up. This is a great way to get involved and meet people.

Historian: Jazmyne Ivey

- Yearbook and School Picture Contract signed with Dorian Studios. Gave Tyler Nelson, manager of Dorian Studios, a list of things that we wanted to change, which he was very receptive to. Background color will be gray. Dorian Studios will also do an aerial picture of the students in November.
- Classroom Photographer Representative needed for the yearbook. A link through the PTO website will be available to upload pictures.
- Yearbook Photographer Volunteer Training Classes will be held on September 13th at 9:00 am and September 17th at 6 pm through Dorian at Cerritos Elementary in room 56.

- Amy Richardson is the chair of the Yearbook committee and she will report to Jazmyne.

Hospitality: Jenn Bhagat/Kim Young

- Hospitality is about helping and supporting our staff so that they feel appreciated and valued. We are open to ideas on how to improve staff appreciation. Working on gathering personal information about each teacher so that we can create care packages and make the teachers feel appreciated and valued. There are many opportunities to volunteer. Please get in touch with Jenn Bhagat or Kim Young if you are interested.

Staff Representative: No report at this time.

Old Business

- Introduction of Event Chairs: Deanna Shah: Pumpkin Walk Chair and Read-a-Thon Chair; Christina Weinmann: Ice Cream Socials Chair; Andrea Cowley: Book Fair Chair; Lori Gieson: Spring Dance Chair; Amy Huffman Spring Carnival Chair.
- We still have events that have openings for chairs. Please contact the volunteer coordinator or Laura Wallis if you are interested in chairing an event.

New Business

- Teachers and Staff have been very grateful for the things that the PTO has done so far.
- The PTO would like to buy all staff Cerritos Spirit Wear T-shirts for their A+ staff and Lighthouse recognition. This will cost approximately \$500 dollars or less. This will include all staff.
 - Motion: Annette Montgomery made a motion and it was seconded to buy Cerritos Spirit Wear T-shirts for all staff. Motion carried.
- Sarah Collins reported that Playground Equipment (balls, jump ropes, etc.) needs to be replaced. She provided the General PTO with a wish list. Please see attached. We have \$1200 dollars set aside within our Health and Safety Budget for items like this. Parents can go to the Amazon wish list via the Cerritos PTO website to see the playground equipment that the school would like to have in addition to what the PTO is purchasing at this time.
 - Motion: Lorraine Tornga moved and it was seconded to spend \$450 dollars for the first half of the school year out of the Health and Safety budget on new playground equipment. Motion carried.
 - This topic will be revisited again in November or December.

Announcements

On the Website we would like to support local businesses that have contributed to Cerritos Elementary.

Janet Mooneyham: Congratulated New Board Members. She is the Chair of the Silent Auction for the Kyrene Foundation which supports families that are in need within the Kyrene community. We currently have 450 homeless families. Tickets for the silent auction are \$10 each.

Next Executive Board meeting is on September 12th, 2013 at 10:00 am at Cerritos Elementary.

Meeting Adjourned At: 9:33 am

Minutes Compiled By: Kari Watson, Secretary

The foregoing minutes were approved by the Executive Board on September 12, 2013.

Kari Watson

Kari Watson, Secretary

Attached: 2013-2014 Budget
 Playground Equipment Wish list