



Executive Board Meeting Minutes

Date: September 12th, 2013

Call to Order: An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on September 12th, 2013 at 10:06 am. The meeting convened at Cerritos Elementary with President Laura Wallis presiding. A quorum was present.

Members in Attendance: The following Executive Board members were present: Jennifer Bhagat, Heidi Grant, Jazmyne Ivey, Janie Miller, Annette Montgomery, Angie Parnell, Shannon Smith, Laura Wallis, Kari Watson, Kim Young, and Sarah Collins. In addition, the following event chairs and classroom representatives were present: Marisol Carrizora, Lindsay Clouser, Bradlee Reginald, Rachel Schurz, Lisa Ramirez, Valerie Godwin, Shefali Bhimani, Lorraine Tornga, Jen Metzger, and Christina Weinmann. Guest speakers Carrie Brown and Janet Mooneyham also attended.

Minutes: Minutes of the General PTO Meeting from August 8th, 2013 meeting were reviewed.

- **Motion:** Kim Young moved and it was seconded to approve the Minutes from August 8th, 2013. Motion carried by majority vote.

Officer's Reports

President: Laura Wallis

- **IRS Update:** the accountant will have the IRS papers completed by October 31st, 2013. We have received an extension from the IRS until February 15, 2014. We currently have \$14,500 in the budget set aside for any penalties that we may have to pay.
- **Shade Structure Update:** The district received our new check for the new shade structure. It is tentatively scheduled to be put up over fall break.

Volunteer Coordinator: Shannon Smith

- **Welcome Classroom PTO Reps –** Introductions were made. The spirit of the program is create a connection between the teachers and the PTO.
- **Upcoming Events needing Chairs:** Otter Pop Sales (Friday afternoons), Teacher Supply Closet/Work Room, and Co-Chair for the Spring Carnival.

- Status of Sign Up Genius Requests: Currently looking for volunteers to sign up for the Yearbook Training. There is a yearbook training scheduled for this Friday the 13th at 9am and on the evening of Tuesday the 17th at 6pm. We are still looking for 1 or 2 more volunteers for the Ice Cream Social. In addition, we still need more volunteers for the Book Fair.

Vice President: Angie Parnell

- Donation Drive Results: Janie Miller helped co-chair. Very successful donation drive! We surpassed our goal of \$20,000 with a total of \$20,668.28. As a result, there will be a Sumo wrestling contest assembly between Team Collins and Team Dicosmo, which is scheduled for the Friday before Fall break. Everybody will receive an Otter Pop at the assembly. There were three classroom winners that raised the most amount of money. Mrs. Epolite and Ms. Cook in second grade tied and Miss Mandola in 4th grade. They will all receive their wish book boxes from the Book Fair.
- Teacher Supply Cabinet: Laura and Janie have been ordering supplies for the cabinets. We had \$200 dollars donated from EPI to help stock the cabinets. The closets are currently stocked so we need to keep an eye on them.

Secretary: Kari Watson

- Review Event Planning Form: This form is a work in progress. So please use it and submit to me any feedback.
- E-mails: Please respond to all emails so I know that you have received them.

Treasurer: Annette Montgomery

- Current Balance: Ending Bank Statement balance as of Aug 30th, 2013 is \$31,144.35.
- Updated Financial Report: We are in the black. See attached document.
- **Motion:** Annette Montgomery moved and it was seconded to write a check to reimburse Cerritos Elementary Gift/Donation Fund for Su Roger's Training. Motion carried by majority vote.

Communication: Janie Miller

- Update on BEEP BEEP Newsletter: Getting ready to send out the September Newsletter, which is expected to be published by September 15th.
- October Newsletter: Starting to get the content put together. A draft will be completed by the first week in October.
- Janie needs help with keeping track of the names of volunteers for each event so that they can be recognized. Please try to take pictures of volunteers in action

during the events (teacher scooping ice cream with a parent, mascot, etc.), and then provide a short synopsis about the event, which could include any contest winners, etc.

Historian: Jazmyne Ivey

- Class Pictures: Picture day was a success with a team of 5 volunteers. The retakes will be sometime in October. We will be in need of a few volunteers for picture retakes.
- Class Photographers: We still need a class photographer for Miss Wontor's class.
- Yearbook Training: Yearbook training 9/13/13 at 9:00 am and Tuesday 9/17/13 at 6:00 pm. We are still trying to get access to the Pictavo.

Hospitality: Jenn Bhagat/Kim Young

- Effective ways to meet teacher's needs during conferences: We have two evening conferences coming up on October 24th and 30th. Feedback from teachers is that they don't have a lot of time to go down and eat. So we would like to put together a meal package for them to take back to their classroom. We want to make it more personal and more budget friendly.

Principal's Report: Darcy Dicosmo/Sarah Collins:

- Conferences: There will be two evening conferences on October 24th and 30th. The staff appreciates whatever you can do for them.
- Class sizes: 1st grade class sizes have been increasing grown. We have been working with the district to come up with a solution. As a result, we will be adding a fourth 1st grade teacher. That will mean that we will have to divide up the other three classes. We will be making this transition as smooth as possible. Darcy will be providing information to the 1st grade families on 9/13/13.
- School Wide Goal Setting: Our School Improvement Plan or SIP states our school improvement plan goals. All the information is down on the bulletin board by the cafeteria.
- WIG Walk: Wildly Iimportant Goals. We have checked in with almost every single student within our school. It has been very empowering. The kids are developing and using action plans to help write their goals (2 WIGs) in their Data Passports. These WIG Walks will be done 3 times a year. The staff is also participating with WIG.

The Great Pumpkin Event: Deanna Shah/Laura Wallis

- Great Pumpkin Update: The Great Pumpkin Event will be held on Friday October 25th from 5:30 to 8:00 pm. We are moving it inside to the Multipurpose Room this year to help contain students from running over to Kyrene Altadena. There will be music, costume contests, prizes, dancing, crafts, a photo booth, and treats. The Community Service Project for this event will be “Child Abuse Awareness”. Student Council will be assisting by raising money and running the table. If you are interested in volunteering please contact Deanna Shah at deannashah@live.com or (480) 203-1615.
- Budget: We will not exceed \$900. We currently have a planned budget for \$700 with a projected profit of \$500. We received the following donations: Five \$20 gift cards to Barnes and Noble from Kumon; 250 Goody Bags (Diamondback items, toothbrushes’ dental floss, pencils, and Tootsie Pops); Apples and Grapes from Safeway; Water Bottles from Chevrolet. Student Council will be selling Glow in the Dark items for \$1 to \$2 dollars; CASA pins (donated money to Student Council’s Choice of Charity); 400 bracelets donated by Prevent Child Abuse Arizona, and The Body Safety Box for \$40.

Book Fair Chair: Andrea Cowley/Laura Wallis:

- Book Fair Update: Book Fair is up and running. We are in need of more volunteers to help.

Old Business

- T-Shirts were purchased for the staff and they are really pleased with them.
- Playground equipment was purchased and is being used. Parents have donated equipment as well.

New Business

- Teacher Grant Money – Currently there is no formal policy on how this money is distributed; therefore, we really need to consider putting one in place. This fall, full time staff received a \$100 check and part time staff \$75. The problem is that we don’t know who all of our part time staff is until a couple weeks into the school year. We would like to continue to have our full time teachers receive their checks in the fall and spring. At the next general meeting, we will need to make a motion to discuss a formal policy in regards to the distribution of teacher grant money.
- **Motion:** Angie Parnell made a motion and it was seconded to give Student Council \$262.77 out of the Clubs Fund for their glow in the dark items to sell at

the Great Pumpkin Event, which they will pay back. Motion carried by majority vote.

- **Motion:** Jazmyne Ivey made a motion and it was seconded to reimburse the Garden Club up to \$1000 out of the Special Projects Fund as they show progress. Motion carried by majority vote.
- **Motion:** Jazmyne Ivey made a motion and it was seconded to give Kids Care Club \$250 out of the Club Fund for supplies for community service projects. Motion carried by majority vote.
- **Motion:** Angie Parnell made a motion and it was seconded for 3 teachers to receive \$150 each to attend a literacy conference in Las Vegas, Nevada. Motion carried by majority vote.
- **Motion:** Angie Parnell made a motion and it was seconded for \$200 to come out of the Special Projects Fund to decorate a more permanent Accomplishment Bulletin Board in the hallway. Motion carried by majority vote.
- Janet Mooneyham – “Taste of Kyrene” Fundraiser for the Kyrene Foundation. The Foundation works with the homeless and families in need within the Kyrene School District. The Foundation will be holding 3 main events from now through the end of February. Janet would like Cerritos to make a donation. Due to time constraints, Janet’s presentation will be moved to the October meeting.

Announcements

- Carrie Brown - Kyrene Budget Override Election: There are two upcoming events, the kick-off event at Nabers next Tuesday September 17, 2013 at 5:30 and then there will an informational meeting for those individuals working with PTOs at St James Episcopal Church on Thursday September 19, 2013 from 7:00 to 8:30 pm.
- Next PTO Meeting is on October 17th, 2013 at 10:00am at Cerritos Elementary.

Meeting Adjourned at: 11:38 am

Motion: Jazmyne Ivey made a motion to adjourn the meeting at 11:38 am.

Minutes Compiled by: Kari Watson, Secretary

The foregoing minutes were approved by the Executive Board on 10/17/2013.

Kari Watson

Kari Watson, Secretary

Attached: Be A Beacon Donation Drive 2013 Summary