

Kyrene de los Cerritos PTO Board Meeting September 14, 2010 Meeting Minutes



CALL TO ORDER

The meeting was called to order by Erica Riordan, President, at 8:10 a.m.

Attendees for the meeting were as follows:

PTO Board:

President Erica Riordan

Secretary Mary Axelrod

Financial Secretary Andrea Cordero

Hospitality Maria Blewster

Vice President Stephanie Hayden

Treasurer Joan Sample

Communications Susan Kovacs

Teacher Rep. Tracey Nordahl

Treasurer's Report:

- ❖ The current register balance is \$19,976.07. This amount was reconciled through July's end of the month statement. Our register balance does not reflect the proceeds from the Fall Fundraiser. Joan provided us with the following account updates based on the previous month's activity. Classroom Grants has expensed \$3500.00 dollars, leaving a balance of \$3700.00 for the teachers. eScrip shows a profit of \$1407.81 which is up from last year. Spirit wear has expensed \$2,322.20, leaving a balance of \$1,677.80. Hospitality has expensed \$727.24, leaving a balance of \$2,272.76. PTO has paid insurance for the 2010 – 2011 school year in the amount of \$675.00.
- ❖ Joan explained the roles of the treasurer, the procedures for using the cash box and how the deposits are handled. The procedure for using the cash box is as follows:
 1. Undocumented funds must be signed with two signatures.
 2. The undocumented funds must be wrapped with tape and put in a bag.
 3. Money must be counted by the following day.

Budget Update:

- ❖ The Pepsi and Principal Fund will be eliminated from our budget line and will be run through the District Office. Darcy will have access to the picture money and Pepsi funds through the district.

- ❖ We will not be handling money for Odyssey of the Mind. We are unable to manage accounts for outside groups.
- ❖ Vendors – Insurance coverage for the Spring Carnival. Mary is going to call the District Office to find out what type of coverage is required from the vendors and what forms need to be requested.

Teacher Update:

- ❖ Mike Sissel would like the PTO support. He would like to offer parent education classes on the 7 Habits. He is in the process of writing a proposal to receive more hours so he is able to provide additional services to our community. He is also considering having webinars through Y.E.L.P.
- ❖ The PTO is going to look into purchasing The Leader in Me and The Seven Habits of Highly Effective People books to make available to parents through their child's classroom teacher. This would provide parents the opportunity to learn about all of the great things that are happening at our school and how they can reinforce these habits by implementing them at home.

Teacher Requests:

- ❖ Kindergarten Team would like to receive Let's Find Out, Scholastic magazine subscriptions for their classes. The cost is \$122.00 per class plus shipping. All members were in favor.
- ❖ First Grade Team would like to purchase 4 class sets of Lego Bricks at a cost of \$49.99 per set. The total cost would be \$215.00. All members were in favor.
- ❖ First Grade Team would like to receive Weekly Reader subscriptions for their classes. Totaling \$576.00. All members were in favor.
- ❖ Second Grade Team would like to purchase Math Veratiles for their students totaling \$538.00. They would like the PTO to pay \$400.00 and Darcy to cover the balance of \$138.00. Stephanie motioned that the PTO pay the entire amount. Joan seconded the motion. All present voted in agreement. Erica will double check with Darcy prior to submitting order.

- ❖ Third Grade Team would like to receive Time for Kids subscriptions for their classes. The cost is \$108.00 per class plus shipping fees, totaling \$453.00. All members were in favor.
- ❖ Holly Benson would like to purchase a Quick Shade Canopy costing \$69.99 plus tax. All members were in favor.
- ❖ Miss Talarico and Miss Gershanov would like to attend a conference for national certification. The registration fee per teacher is \$25.00. Totaling \$50.00. If the Career Ladder doesn't cover the cost, they would like to receive assistance from PTO. All members were in favor.
- ❖ We need to remind teachers about the funds available to them through Staff Special Requests, Teacher Grants, and Magazine Subscriptions.

Committee Updates:

- ❖ *Fall Fundraiser (Fiesta)* – All orders will arrive on Tuesday, October 5th.
- ❖ *Fiesta Fundraiser Snowflake winners* – Mrs. Byrne-Quinn's Class won the pizza party and Mrs. Murtoff and Mrs. Bordelon's class were the runners up and received popsicle parties. The snowflakes were calculated on a percentage based on the number of students in each class.
- ❖ *Book Fair* – Rhonda Smith and Emma Holtzapple are doing a great job, but they still need more volunteers for Friday, September 24th.
- ❖ *Ice Cream Social* – Will be held on September 24th from 5:00 – 7:00 p.m. in the courtyard. Parents will have an opportunity to purchase spirit wear or pre-order their child's yearbook.
- ❖ *Decade Dance*- Will be held on Friday, February 4th.
- ❖ *Spring Carnival* – Date Change!!!! Will be held on Friday, April 8th from 5:30 p.m. – 8:30 p.m. We still need volunteers for this committee.
- ❖ *School Store* – The school store is running great!

❖ *Pumpkin Walk* – Will be held on Friday, October 29th. Mary Axelrod Chair

❖ *Chairs and volunteers are still needed for several committees. Lorinda will provide a committee update at our next meeting.*

New Business:

❖ *Cerritos Family Night* – Next month our family night will be held on October 4th at Florencia, and at Zoyo. Florencia will be donating 20% of sales to Cerritos.

❖ *Otter Pop Fridays* – Sales have been between \$80.00 - \$100.00 per week.

❖ *School Directories* - PDF File only (Parents can print/save them on their computers). PTO will print 50 copies of the School Directory to provide for free to families without computers.

❖ *Box Tops/Safeway/Fry's* – The first collection will be in October.

❖ *Terra Cycle* – Chylon Brigham is chairing this committee. Last year we were able to buy 5 coolers for field trips through this program.

❖ *Heroes in the Classroom* – Deadline is Wednesday, December 1, 2010 for all nominations.

❖ *Beep Beep Deadline* – September 17, 2010

❖ *Next Meeting* – October 20, 2010 at 8:00 a.m.

□ **The meeting was adjourned at 9:50 a.m.**

Respectfully submitted by Mary Axelrod.

Attachments: Agenda, Latest 2010-2011 budget

