



CERRITOS ELEMENTARY EDUCATIONAL

**FOUNDATION**

**Virtual CEEF Executive Board Meeting | Zoom | April  
1, 2026 - 7:00pm**

Join Zoom Meeting:

[https://us02web.zoom.us/j/87889064905?  
pwd=nnvnLugtt55NFIxhNCr29J2mg1aHmC.1](https://us02web.zoom.us/j/87889064905?pwd=nnvnLugtt55NFIxhNCr29J2mg1aHmC.1)

Meeting ID: 878 8906 4905

**Passcode: 848787**

**AGENDA X MINUTES**

**Opening (Cathy Cheng Presiding)**

1. Attendance:
2. Meeting call to order:

**New Business**

1. PRINCIPAL
  - a. News and updates
2. PRESIDENT
  - a. CEEF Social Media
    - IG - @cerritosfoundation. We now have 579 followers!
    - Website - [www.cerritosfoundation.com](http://www.cerritosfoundation.com)
  - b. CEEF Board Past Voting
    - On 3/4/26 at Board Meeting the Board voted to approve payment of Invoice #022326 \$1,257.02 for 30 Ipad Covers, 3-12 device charging stations, 24 noise cancelling ear muffs, 1 docking station
    - On 3/4/26 at Board Meeting the Board voted to approve payment of Invoice #022026 \$2,496.61 for 1 Double-sided Green Literature Center and 1 Large Horizontal Message Center (front office announcement board!)
    - On 3/12/26 via GroupMe Chat the Board

voted to approve payment of \$1,884.36 to fund Apple DeskTop 24" Computer for Librarian + Sales Tax CEEF Board Nominations and Elections

- On 3/26/26 via GroupMe Chat the Board voted to approve Strive to Thrive Healthy Eating Unit Supplies for \$627.12

c. 2026-2027 CEEF Board Nominations (closed on 11:59pm on 3/22/26)

NOMINEE	CEEF BOARD POSITION
Joanne Ko	PRESIDENT (Oversees and coordinates the work of an executive board to run CEEF effectively. Presides over meetings, oversees regulatory, financial and tax procedures to maintain nonprofit organization status, annual elections process)
Anisha Clay	SECOND VICE PRESIDENT/FUNDRAISING CHAIR (plans, executes and oversees annual school Fit-a-thon fundraiser. In the absence of President/1st VP shall perform all duties of President)
Lily (Chen) Tung	FUNDRAISING CHAIR (assists with annual Fit-a-thon fundraiser, works on obtaining community donations and sponsorships, manages teacher grants program and solicits for general grants)
Jasmine Espiritu	FUNDRAISING CHAIR (assists with annual Fit-a-thon fundraiser, works on obtaining community donations and sponsorships, manages teacher grants program and solicits for general grants)
Anusha Mara	FUNDRAISING CHAIR (assists with annual Fit-a-thon fundraiser, works on obtaining community donations and sponsorships, manages teacher grants program and solicits for general grants)
Michelle Choi	TREASURER (Oversees budget, manages accounting software and balances bank accounts, prepares tax paperwork, quarterly financial reports, counts money, deposit and withdraw funds from bank accounts)
Vaishali Mehta	TREASURER (Oversees budget, manages accounting software and balances bank accounts, prepares tax paperwork, quarterly financial reports, counts money, deposit and withdraw funds from bank accounts)
Jennifer Yeh	HISTORIAN (Oversee creation and publication of annual school yearbook, school spirit wear sales, sourcing and distribution)
Jill Chen	CORRESPONDING SECRETARY (Manages, maintains, and publicizes all activities and special events for the CEEF website)
Haidy Youseff	HOSPITALITY CHAIR (plan and oversee New Family Orientation, Staff Welcome Back Lunch, World Teacher's Day, Staff Holiday Lunch, Staff and Student Treats, Teacher Appreciation Week, Staff End of Year Lunch)
Lipee Patel	COMMUNITY ENGAGEMENT CHAIR (Plans and organizes community engagement outreach, programs and activities for the school community as determined by the Board such as Family Fall Festival/Trunk or Treat, Movie Night, Sky Zone Family Fitness Event, Lunch with Loved Ones).
Carol Park	STUDENT PROGRAMS LIAISON CHAIR (Supports and coordinates CEEF-sponsored student programs at school including but not limited to Track Team, Student Leadership Group, Student Talent Show, STEM Olympic and Reading Olympics)
Irene Chen	VOLUNTEER & FAMILY LIAISON CHAIR (recruit, coordinate, and manage volunteers for all CEEF and CES events as needed. Manage new family welcoming and general inclusion efforts)
Rachel Rola	ART CHAIR (plan and oversee Schoolwide art activities, first day of school decorations, decorations for Winter and Fall concerts and District school showcase)
Cathy Cheng	ADVISOR (must have previously served a minimum of 2 years as CEEF President, Vice President or Treasurer. Advisor(s) will assist the board with planning of events, review the annual budget and counsel the board on allocations of funds, and provide general counsel directly to officers or to the board as a whole.)

d. Flavors of Cerritos 5/15/26

- Current 2026 Booth Chairpersons:

	<u>COUNTRY/ REGION/ACTIVITY</u>	<u>CHAIRPERSON</u>	<u>CO-CHAIRPERSON</u>
	<b>CEEF - Flavors of Cerritos</b>	Cathy Cheng	
1	<b>AFRICA</b>	Victory Osas-Izogie	
2	<b>BELGIUM</b>	Alexia de Brouwer	Dimpy Van Winkle
3	<b>CAMBODIA</b>	Ratha Soeun	Henry Sing
4	<b>CARIBBEAN</b>	Victor Bouzi	Asha Wilborn
5	<b>CHINA</b>	Leah Nass	Karen Lee
6	<b>FRANCE</b>	Alexia de Brouwer	Stella Chorong Shin
7	<b>GERMANY</b>	Kartika Indra	Paul Clinton
8	<b>HAWAII</b>	Anisha Clay	
9	<b>INDIA</b>	Anusha Mara	Harpreet Arora
10	<b>JAPAN</b>	Hiroko Tong	
11	<b>KOREA</b>	Peter Kim	
12	<b>MEDITERRANEAN</b>	Irene Chen	Jon Chen
13	<b>MEXICO</b>	Liz Cuellar	Kris Ashmore
14	<b>PHILIPPINES</b>	Agnes Cabillon	
15	<b>SOUL FOOD</b>	Grace Piggue	Airion Piggue
16	<b>SRI LANKA</b>	Ranujie Wijayasooriya	
17	<b>TAIWAN</b>	Jennifer Yeh	
18	<b>THAILAND</b>	Ching Funchain	DJ Funchain
19	<b>USA FOOD</b>	Christina Burch	Geoff Burch
20	<b>USA DESSERTS</b>	Christina Burch	Geoff Burch
21	<b>VIETNAM</b>	Kristy Nguyen	
22	<b>CES STUDENT LEADERSHIP BEVERAGE STATION</b>	Mrs. Mitchell and Mrs. Legayada	Student Leaders
23	<b>MULTICULTURAL ARTS &amp; CRAFTS</b>	Wendy Trinh	
24	<b>CUB SCOUTS PACK 529 (ACTIVITY BOOTH)</b>	Leslie Machado	Nageen Fayaz
25	<b>HENNA BOOTH</b>	Nisha Gandhi	

- We are looking for a new Korea Booth Chairperson! Email [ceefstars@gmail.com](mailto:ceefstars@gmail.com) if you are interested.
- Performance and general volunteer sign up form will be sent out after Spring Break. You do not have to be a student or attend CES to perform. Adults performances are welcome too!

### 3. FINANCES - Treasurers Jill and Jennifer

- Please turn in any submissions for timely reimbursement and cash checks promptly.
- [CEEF Reimbursement Form Link](#)
- February 2026 Financial Statements have been included with this agenda to CEEF Board

#### 4. BOARD REPORTS

##### a. 1st VICE PRESIDENT - Marissa

- RECAP Science Day 3/18/26 - Thank you to all our volunteers!
- Scholastic Book Fair is happening 4/13/26-4/17/26! Sign up to volunteer here: <https://www.cerritosfoundation.com/book-fair>
- We are hosting a USED BOOK DRIVE during the book fair! Bring in your gently used books during Book Fair and receive a limited collectable sticker! Donated books will be added to our school library collection, classrooms or shared with a local organization.

##### b. 2nd VICE PRESIDENT/FUNDRAISER - Carol

- Fit-a-Thon Class Prizes Pending:
  - ~~Special PE Activity Day 3/27~~
  - Jamba Juice Party 4/13
  - Private Lunch with Mr. Spratt 4/24
  - Splash Mr. Spratt Day 5/8
  - Electronics Party 5/26
  - Teacher's Choice Parties (own choice)
  - Chick-fil-A Meal Cards for Garten & Legayada's class
- [SCHOOL CENTS | Cerritos Elementary Edu Foundation CEEF](#) - as of 3/15/26 we are STILL in 2nd place (grand prize is \$4K!). Keep submitting those receipts!

# SCHOOL CENTS

## POINTS THROUGH MARCH 15, 2026

<u>SCHOOL</u>	<u>POINTS</u>	<u>RANK</u>
Bragg Elementary	513,395	1
Cerritos Elementary	381,655	2
Cerritos High School	327,525	4
Leal Elementary	260,090	6
Nixon Academy	175,080	8
Our Lady of Fatima School	326,225	5
Oxford Academy	43,395	10
Stowers Elementary	344,515	3
Whitney High School	167,480	9
Wittmann Elementary	193,795	7

### c. FUNDRAISERS - Sarika, Lipee and Lillian

- Sarika

1. RECAP - Family Restaurant Day at Lazy Dog on 3/18/26! We earned \$424.15 for CES!
2. Ralph's and Food 4 Less Community Rewards Program - sign up here:  
<https://www.cerritosfoundation.com/ralphs-food4less>

- Lillian

1. Teacher/Staff Grant proposal idea will be pushed to next school year

### d. HOSPITALITY - Anisha, Bobby and Nageen

- Prepping for Teacher Appreciation Week 5/4-5/8 - if you have a theme idea please share!
- Nageen - Schoolwide Treat for TK-5th grade while 6th grade students are at Knott's on 5/14/26

### e. COMMUNITY ENGAGEMENT CHAIRPERSONS

- Pallavi and Amy

### f. VOLUNTEER AND FAMILY LIAISON

CHAIRPERSON - Joanne

- Sign up be on our Volunteer notification emails at:  
<https://www.cerritosfoundation.com/volunteer>  
(you get advance notice of volunteer opportunities!)
- g. HISTORIAN (YEARBOOK AND SPIRIT WEAR) - Hiroko
  - Spirit Wear - please visit  
<https://www.cerritosfoundation.com/spiritgear>  
to order online
  - Limited number of yearbooks will be available for sale at Front Office towards end of the school year for \$35. All yearbook questions please email to  
[ceefyearbook@gmail.com](mailto:ceefyearbook@gmail.com)
- h. ART CHAIRPERSONS - Melissa and Michelle
  - RECAP - Spring Music Concert on 3/27/26 theme is “The Great Outdoors! Thank you to all our volunteers for helping with decor set up and tear down.
- i. CORRESPONDING SECRETARIES (Social Media) - Carrie and Grace
  - Please send any pictures (vertical/portrait mode) for posting on IG to Carrie at  
[carriecheng4@gmail.com](mailto:carriecheng4@gmail.com)

## 5. COMMITTEE REPORTS

- a. BIRTHDAY BOOK CLUB - Hanna and Ria
  - 30 attended 3/19/26 BBC
  - Next BBC on 4/30/26 at 2pm for April Birthdays -sign up before 4/27/26 at  
<https://www.cerritosfoundation.com/birthday-book-club>

## 6. CEEF CLOSED BOARD SESSION

### Important Reference Documents/Notes

- Executive Board Members (Voting Rights) = 24
- Approval Vote (2/3 Executive Board Members) = 16
- Quorum (Majority of Executive Board Members i.e. ½ of Board Members + 1) = 13

#### a. DISCUSSIONS & VOTING

- Approve and adopt Board Meeting Minutes for 3/4/26 (emailed to Board on 3/6/26 by Karolyn)
- Administrative Professionals Day 4/22/26
- Vote to approve or reject Invoice #03252 for CES Band Instruments for 3 Yamaha Flutes @ \$465 ea and 4 Yamaha Clarinet @ \$485

ea plus taxes = \$3651.83

- Propose to add BBC Chairperson position to CEEF Bylaws and nominate candidates from the floor
- 2026-2027 CEEF Board Elections

## Closing

1. Upcoming Events
  - a. Scholastic Book Fair 4/13-17, 2026
  - b. District Wide Track Meet is on April 25th at Artesia High from 8am to 12:15pm
  - c. Flavors of Cerritos 5/15/26
2. Upcoming Meetings:
  - a. Wednesday, 5/6/26 at 7:00pm - Executive Board Meeting
  - b. Save the Date for CEEF Board Roundtable with Mr. Spratt on Tuesday, 6/2/26 at 10:00am (location TBD)
3. Meeting adjourned:

\_\_\_\_\_  
\_\_\_\_\_  
Karolyn  
Tran, Recording Secretary

\_\_\_\_\_  
\_\_\_\_\_  
Date