



Virtual CEEF Executive Board Meeting | Zoom | September 3, 2025 - 7:00pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/87889064905?pwd=nnvnLugtt55NFIxhNCr29J2mg1aHmC.1>

Meeting ID: 878 8906 4905

Passcode: 848787

AGENDA __ MINUTES X__

Important Reference Documents/Notes

1. CEEF 2025-2026 Google Drive
 - a. [CEEF 2025-2026 Google Drive](#)
 - i. Please save all related CEEF documents in your respective folders for historical purposes
2. CEEF Bylaws and Standing Rules
 - a. [CEEF Bylaws](#)
 - b. [CEEF Standing Rules](#)
3. CEEF 2025-2026 Board Roster
 - a. [CEEF 2025-2026 Board Roster](#)
4. CEEF 2025-2026 Operating Budget - Approved 8/13/25
 - a. [CEEF 2025-2026 Operating Budget](#)
5. Robert's Rules of Orders (Cheat Sheet)
 - a. [Robert's Rules of Orders \(Cheat Sheet\)](#)
6. CEEF Board Voting
 - a. Executive Board Members (Voting Rights) = 24
 - b. Approval Vote (2/3 Executive Board Members) = 16
 - c. Quorum (Majority of Executive Board Members i.e. $\frac{1}{2}$ of Board Members + 1) = 13

Opening (Cathy Cheng Presiding)

1. Attendance:

☐ MR. SPRATT	☐ JOANNE KO
☒ AMY AMIN	☒ KAROLYN TRAN
☒ ANISHA CLAY	☒ LILLIAN KIM
☐ ANNIE HO	☐ LIPEE PATEL
☒ BOBBY RODGERS	☒ MARISSA KU
☒ CAROL PARK	☒ MELISSA KIM
☐ CARRIE CHENG	☐ MICHELLE CHOI
☒ CATHY CHENG	☒ NAGEEN FAYAZ
☐ DEBBIE TUNG	☒ PALLAVI MAHATMA
☐ GRACE PIGGUE	☐ PINYU FAN
☒ HIROKO TONG	☒ SARIKA LALWANI
☒ JENNIFER YEH	☒ SHEREE VASQUEZ
☒ JILL CHEN	



2. Meeting call to order: 9/3/25 at 7:01pm

New Business

1. PRINCIPAL

- a. News and updates!
 - Young Rembrandts Art, Chess Master and K-Pop dance classes started
 - New after school Spanish language class coming up
 - Coder school classes coming up
 - Spanish Heritage month begins Sep 15
 - Sep 16 – South Africa delegated educator visiting CES; visit Ms. B and Strive-for-Thrive class
 - School board special session on Sep 2 discussion on declining enrollment and reorganization of schools, future board meeting later in Sep to continue discussion
- b. CA Distinguished School Celebration Wed. 9/24/25
- c. Emergency supplies for the whole school funded by CEEF
 - Supplies will be stored in central location and distributed to each classroom with enough supplies for every student
 - Emergency supplies expire within 5 years

2. PRESIDENT

- a. Thank you for everyone's help with the first 3 weeks of school! We made it through Welcome Back Teacher's Breakfast & Luncheon, First Day of School Decor, Spirit Wear Sales, Back to School Night!
- b. CEEF Social Media
 - i. IG - @cerritosfoundation. We now have 457 followers!
 - 460 followers as of meeting
 - ii. Website - www.cerritosfoundation.com
 - Site updated daily with latest information
- c. Liability Insurance renewed with RVNA for \$453.78 and submitted to ABCUSD
- d. Upcoming Afterschool partnership with: CODER SCHOOL
 - i. Session 1: 10/14/25 - 11/18/25 (6-week) TUESDAYS - GRADE 1-3 (no class 11/11 instead class will be 11/10)
 - ii. Session 1: 10/15/25 - 11/19/25 (6-week) WEDNESDAYS - GRADE 4-6
 - iii. Session 2: 1/13/26 - 2/17/26 (6-week) TUESDAYS - GRADE 1-3
 - iv. Session 2: 1/14/26 - 2/18/26 (6-week) WEDNESDAYS - GRADE 4-6
 - v. Session 3: 4/14/26 - 5/19/26 (6-week) TUESDAYS - GRADE 1-3
 - vi. Session 3: 4/15/26 - 5/20/26 (6-week) WEDNESDAYS - GRADE 4-6
- e. Pancake Breakfast
 - i. Saturday, 9/20/25 19th Annual Pancake Breakfast
 - 1. Presale tickets \$11 and available starting 9/2/25.
 - 2. Flyers will be distributed / lawn signs will be set up this week
 - 3. Sponsorship solicitations - sample email sent to Board
 - 4. Whitney and Carmenita student volunteers solicited
 - 5. Bingo details (\$3 per card / \$10 for 4 cards)
 - 6. Games (\$1 per game ticket / \$12 for 10 game tickets)



7. [2025 CES Pancake Breakfast Volunteer Sign Up](#)

8. [2025 CES Pancake Breakfast Performer Sign Up](#)

- Online pay preferred
- Sponsors: Black Bear Diner (donating supplies: whip cream, butter, etc), Trader Joes (3 employees that will be cooking at event), Starbucks (donating coffee and serving)
- Bingo game: Mr. Spratt bingo caller; 3 games at 8am, 9am and 10 am
 - Gift card prizes: Bafung Dumplings, Panda Inn, Eureka, Olive Garden and more
 - Only game this year

3. FINANCES - Treasurers Jill and Jennifer

- a. CEEF Account balance as of 9/2/25: \$93,758.62
 - i. Please turn in any submissions for timely reimbursement and cash checks promptly!
 - a. [CEEF Reimbursement Form Link](#)
 2. After monthly transactions are reconciled with checks cashed, statements will be sent to the Board
- Donations will help fund school special projects such as: announcement board in front of school, benches for pickup/drop off, Ipads, playground equipment and more

4. BOARD REPORTS

- a. 1st VICE PRESIDENT - Marissa
- b. 2nd VICE PRESIDENT - Carol
 - i. School Cents starts 9/1/25 [SCHOOL CENTS | Cerritos Elementary Edu Foundation CEEF](#)
 - ii. Kpop Afterschool Classes starts Wed. 9/3/25
 - iii. Fit-A-Thon starts Monday 10/6/25
 - iv. Double the Donation - <https://doublethedonation.com/match/boosterthon-2z0Po>
- Fundraiser starts 10/8 through 10/31
- Fitness day of fun; students can be sponsored by family and friends for any donation amount
- Funds raised for the school year will be used during that school year period
- Listing of activities/events that Foundation supports/funds can be found on the Foundation CEEF website
- School Cents only at Cerritos Mall including Jared Jewelers and Chick-filet
 - Submit receipts for any purchases at Cerritos Mall (including Jared and Chick-filet); for every cent spent, points will be allotted to CES
 - 10 schools completing: 1st place \$4000, 10th place \$400
 - Ways to submit receipt can be found on Foundation CEEF website:
 - Submit directly to school cent website
 - Text to CEEF number
 - Email to CEEF
 - School cent box in front office
- Double the donation website – employers that may contribute/donate to



foundation

- c. FUNDRAISERS - Sarika, Lipee and Lillian
 - i. Sarika
 - 1. Family Restaurant Days
 - a. Black Bear Diner - Wed. 9/10/25
 - i. Mr. Spratt will be eating dinner at 6PM
 - ii. We will be filming some Pancake Breakfast promo reels with the Black Bear and the Cerritos Tiger earlier!
 - All day service, proceeds will go towards the school
 - Games during dinner with prizes for winner donated by Black Bear Diner
 - b. Chick-fil-A - Friday 11/7/25 (after Sky Zone Jump Day)
 - Student free day
 - Sky Zone from 10:30-12:30 with Chick-fil-A afterwards
 - 2. Benevity <https://benevity.com/about-us>
 - Passive income that be provided back to CES
 - Site that will search if your company will pay for your volunteer time working for a non-profit organization (Foundation CEEF)
 - ii. Lipee - Pancake Breakfast Sponsorships
 - Request sent out for sponsorship for Pancake Breakfast
- d. HOSPITALITY - Anisha, Bobby and Nageen
 - i. Anisha - World Teacher Day Sunday, 10/5/25 Surprise and Delight from 10am to 1pm
 - Friday 10/3 – coffee cart from 7 Syllables for all staff; 7 Syllable staff will also be supporting Fall Festival and donating GCs
- e. FAMILY ENGAGEMENT CHAIRPERSONS - Pallavi and Amy
 - i. Family Fall Festival (Trunk or Treat) on Friday, 10/24/25 from 5:30pm to 8pm (Carrie is Chairperson)
 - Trunk decorated with games for candy or Trunk decoration only
 - ii. Family Jump Event at Sky Zone Cerritos on Friday 11/7/25 at 10:30am to 12:30pm
- f. VOLUNTEER CHAIR - Joanne
 - i. Volunteer sign ups - 84 after Back to School!
 - 86 volunteers to date
 - Joanne will share report with listing of volunteers for each event to



board members

- ii. Please let Joanne know when you need a list of volunteers for your event
- iii. Musical Theater program
- g. HISTORIAN (YEARBOOK AND SPIRIT WEAR) - Hiroko
 - i. Next Spirit Wear sale
 - ii. New sizes and requests
 - New order for youth sizing in place
 - Online order for yearbook will be available soon until end of Dec
 - Google form for staff ordering new spirit wear
- h. ART CHAIRPERSONS - Melissa and Michelle
 - i. Sticker collection for events and fundraiser?
 - Limited edition stickers to pass out at events as prizes
 - ii. Discuss options for an art contest
 - Share ideas/experiences of prior art contest with Melissa and Michelle
- i. CORRESPONDING SECRETARIES (Social Media) - Carrie and Grace
 - i. Please send any pictures (vertical/portrait mode) for posting to Carrie at carriecheng4@gmail.com
- 5. COMMITTEE REPORTS
 - a. BIRTHDAY BOOK CLUB - Hanna and Ria
 - i. First BBC on 9/4/25 at 2pm for July and August Birthdays - currently 37 signups!
 - 38 signups as of date
 - New set of student friendly books to choose from this year
 - ii. To volunteer email BBC Chairs Hanna Nadres at yooanna@gmail.com
- 6. VOTING
 - a. Approve and adopt Board Meeting Minutes for 8/5/25 - Carol Motion and Carrie Second, APPROVED: 9/3/25
 - b. Approve and adopt Board Meeting Minutes for 8/13/25 - Carol Motion and Carrie Second, APPROVED: 9/3/25
 - c. Approve Revised Budget for CA Distinguished School Celebration (move \$1,500 from School Equipment Budget to increase CA Distinguished School Celebration from \$1000 to \$2500 to cover giveaway, stage rental, step and repeat backdrop)
- Bobby Motion and Carol Second, APPROVED: 9/3/25

Closing

- 1. Upcoming Events
 - a. Black Bear Diner Buena Park Restaurant Day on Wed 9/10/25
 - b. 19th Annual Pancake Breakfast - Sat 9/20/25 from 7:30am to 11am
- 2. Upcoming Meetings:
 - a. Wednesday, 10/1/25 at 7:00pm - Executive Board Meeting
- 3. Meeting adjourned: 9/3/25 at 8:06pm



CERRITOS ELEMENTARY EDUCATIONAL

FOUNDATION

Karolyn Tran, Recording Secretary

10-1-2025

Date