



CERRITOS ELEMENTARY EDUCATIONAL

FOUNDATION

Virtual CEEF Executive Board Meeting | Zoom | August 5, 2025 - 7:00pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/87889064905?pwd=nnvnLugtt55NFhNCR29J2mg1aHmC.1>

Meeting ID: 878 8906 4905

Passcode: 848787

AGENDA ____ MINUTES X__

Meeting minutes captured in red font

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: 8/5/25 at 7:10pm

New Business

1. PRINCIPAL

a. News and updates!

- School starting on Wednesday this week, minimum day for the entire week
- Programs will remain the same
- Mrs. Meyer retired, Ms. Garten stepping in as Kindergarten teacher
- Looking to add Visual Art Class on Mondays once a month, this will replace Meet The Masters; Mr. Spratt will look into credential requirements for this role
- Pawsome 2.0 – looking for parent volunteers to help out with morning drop-offs



- New Family orientation will be on Tuesday Aug 12
- Kindergarten students will be assigned to a teacher for attendance between the two kinder teachers (for first 2 days of school) but may not be their teacher for the school year; purpose to get to know all the kinder students and do informal observational assessments
- Classes have not been finalized, will be finalized on Tuesday Aug 12 on Parent Square

2. PRESIDENT

a. CEEF 2025-2026 Google Drive

- i. https://drive.google.com/drive/folders/1-yam4yqx8i7pni_WxWjJ9-FqQpKlCdo9?usp=sharing

1. Please save all related CEEF documents in your respective folders for historical purposes

- Save all foundation work in google drive folder
- First group to combine PTA and foundation

b. Board Roster

- i. <https://docs.google.com/document/d/1xIRs8KpvqM0sSbRdo-w2nmshv44peXp0miAelWW-dA/edit?usp=sharing>

- Reference google drive

c. CEEF 2025-2026 Operating Budget - DRAFT

- i. <https://docs.google.com/spreadsheets/d/1QdS3IKmRFnNoRizLL-ptleOwSAPrmoYfraMAWikMCiY/edit?usp=sharing>

- Team will vote at end of meeting

d. CEEF Social Media

- i. IG - @cerritosfoundation. We now have 373 followers! Let's get to 400!
 - ii. Website - www.cerritosfoundation.com
- New website, live but still work in progress
 - Parents can refer to site for all thing foundation

e. Events

- i. Monday, 8/11/25 at 9am for Welcome Back Teachers Breakfast
 1. Anisha and Nageen will bring pastries and Stephanie Rodgers will bring coffee/tea/juices (paid courtesy of Rodgers Family!).
- ii. Monday, 8/11/25 at 1pm for Welcome Back Teachers Luncheon
 1. Volunteers please be there at CES quad by 12:30pm please: Cathy, Melissa, Jill, Jennifer, Annie, Carol, Anisha, Sarika, Hiroko, Debbie, Nageen
 2. Taco Cart Courtesy of Casa Rosita's in Fullerton for 45 people for \$997.43
- Volunteers will do a "clap-in" for all teachers to show staff/teacher appreciation
- Create poster board/signs, cowbells, instruments, to be used during "clap-in"
- iii. Tuesday 8/12/25 at 9am at CES 300 Center for Balloon Decorations:
 1. Marissa, Melissa, Michelle, Joanne and Carol
- iv. Tuesday 8/12/25 at 1pm for New Family Orientation (be there at CES Quad by 12:30pm please):
 1. Cathy, Jennifer, Lipee, Jill, Pallavi, Karolyn, Amy, Joanne, Carol, Anisha, Sarika, Hiroko, Marissa



CERRITOS ELEMENTARY EDUCATIONAL FOUNDATION

2. Joanne is setting up volunteer table to entice parents to sign up to volunteer
3. We'll have 2 tables, balloon decor and prepackaged snacks and drinks provided by Nageen
- Meet new family and answer any questions families may have
- Mini buttons for family that sign up for IG page
- Joanne will set up table to entice parents to sign up to volunteer
- v. Wednesday 8/13/25 before 8:30am - First Day of School Decor
 1. Michelle, Melissa, Marissa, Carol and Joanne overseeing decorations at 3 school gates plus bubble machines and lawn sign
- Front gate, back gate and Kinder/TK gate will be decorated
- vi. Thursday, 8/28/25 for Back to School
 1. TK-3rd (6-6:30pm), Principal's Welcome (6:30-7pm), 4th-6th (7-7:30pm)
 2. CEEF will set up similar to New Family Orientation - who's available to volunteer to man the tables?
- Volunteer sheet will be shared in the group chat
- vii. Saturday, 9/20/25 19th Annual Pancake Breakfast
 1. (6) Grills reserved Coast Party Rentals, Celebrations Rentals and Create-A-Party Rentals
 2. Trader Joe's
 3. Starbucks Los Cerritos Center
- Trader Joe's providing 3-4 volunteers to cook pancakes during the entire event and donating 500 bananas (Thank you, Daniel Ramirez, TJ Manager)
- Starbucks donating 8 cambros of coffee
- Add vegetarian option, (possibly tater tots), in addition to sausages
- viii. CA State Distinguished School Celebration - possibly 9/24/25 (Mr. Spratt's Birthday!)
- f. CEEF Zoom Meetings
 1. 1st Wednesday of each month except for December (September, October, November, January, February, March, April, May)
 2. Last Roundtable scheduled for 6/2/25 at 10:00am
 3. New format - combine Board and General meetings instead of 2 a month and we can vote after General parents exit Zoom meeting
 4. 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. 1/2 of Board Members plus 1) = 13
- Same zoom link for every meeting
- Agreed to combine board and general meetings into one
- Voting can be done in group chat and document in a meeting
- g. Pawsome Valets is now Paw Patrol!
 - i. Go vote on GroupMe for your favorite logo between the two Mr. Spratt already chose
 - ii. Volunteer sign up link provided by Mr. Spratt
- Team to vote on favorite logo



CERRITOS ELEMENTARY EDUCATIONAL FOUNDATION

3. FINANCES

- a. CEEF Account balance as of 7/8/25: \$93,614.72
 - i. Bank of America account signers are: Cathy Cheng, Jill Chen, Jennifer Yeh and Marissa Ku
 - ii. Please turn in any submissions for timely reimbursement (and cash checks promptly!)
 - a. Reimbursement Form Link:
https://drive.google.com/file/d/1RVMaFJE-ivRQ2kPPnwvQmft3AJm-lIKX/view?usp=drive_link
- \$15K reserved in account for safety purposes
- Consider future reserve amounts for long-term planning, capital expenses, high cost expense, etc; topic will need to be furthered discussed

4. BOARD REPORTS

- a. 2nd VICE PRESIDENT
 - i. CEEF Fit-A-Thon Fundraiser on Friday, 10/31/25 (no more costume parade)
 - 1. \$90K Goal
 - Annual fundraiser that will be done every year
 - Students can wear costumes on Oct 31 but will be worn only during Fit-A-Thon Fundraiser
 - Costume Parade removed due to lack of student participation in custom wearing, some students' sensitivity to sound/crowd/noise/overwhelming
 - ii. Kpop Afterschool Classes
 - Enrichment course, timing to TBD
- b. FAMILY ENGAGEMENT CHAIRS
 - i. Family Fall Festival on Friday, 10/24/25
 - 1. Carrie and Grace will be working with Pallavi and Amy to plan this event
 - ii. Family Jump Event at Sky Zone Cerritos on Friday 11/7/25 at 10:30am to 12:30pm
 - iii. Working on finalizing Movie Day on Friday, 12/5/25 at 4:00pm (movie: Zootopia 2)
 - Sky Zone – no school that day, date/time has been confirmed, no food/drinks will be served, flyer design currently in progress, \$15/child
- c. FUNDRAISERS
 - i. Work on setting up restaurant nights, pancake breakfast sponsorships, grants
 - Lilian working on grant, will send to Mr. Spratt for review
- d. VOLUNTEER CHAIR - Joanne
 - i. Volunteer Google Form
 - ii. Back to School Night - Mint Giveaways to those who sign up and volunteer
 - iii. Musical Theater program - Jan to March 2026 \$60 per week (K-3 and 4-6,



CERRITOS ELEMENTARY EDUCATIONAL FOUNDATION

- 2 classes
- e. HISTORIAN - Hiroko
 - i. Spirit Gear
 - Two new spirit gear designs
 - Online spirit gear website in-progress that will include other items (blankets, hats, etc) that families can purchase directly online
- f. ART CHAIRS
 - i. Discuss options for an art contest, work with our new art teacher possibly?
 - Looking into art contests, art class and art teacher
- g. CORRESPONDING SECRETARIES
 - i. Carrie is working on upcoming social media posts
- 5. COMMITTEE REPORTS
 - a. BIRTHDAY BOOK CLUB
 - i. Google sign up form (DRAFT):
 - 1. https://docs.google.com/forms/d/13uYqdgqyNOhUmLess7sXhDwtaRM1gCgSc4G51M_RPhbM/edit?usp=drivesdk
 - ii. Updates (photo printer for on the spot printing, activities, magnetic photo frame, tiger appearance)
 - iii. Increased budget for student friendly books
 - iv. 2025-2026 BBC Dates
 - TBD - Thursday, 9/4/25 at 2pm (for June, July and August Birthdays)
 - Thursday, 9/25/25 at 2pm (for September Birthdays)
 - Thursday, 10/23/25 at 2pm (for October Birthdays)
 - Thursday, 11/20/25 at 2pm (for November Birthdays)
 - Thursday, 12/18/25 at 2pm (for December Birthdays)
 - Thursday, 1/22/26 at 2pm (for January Birthdays)
 - Thursday, 2/26/26 at 2pm (for February Birthdays)
 - Thursday, 3/19/26 at 2pm (for March Birthdays)
 - Thursday, 4/30/26 at 2pm (for April Birthdays)
 - Thursday, 5/21/26 at 2pm (for May Birthdays)

Budget Review:

1. Hospitality – Bobby Motion and Nageen Second, **APPROVED: 8/5/25**
2. Birthday Book Club – Bobby Motion and Sarika Second, **APPROVED: 8/5/25**
3. Library – Joanne Motion and Bobby Second, **APPROVED: 8/5/25**
4. Table the remaining budget items – Bobby Motion and Joanne Second, **APPROVED: 8/5/25**

Closing

1. Upcoming Events
 - a. First Day of School Board Photo on Wednesday, 8/13/25 at 9:00am (meet at Flag Pole after your kids are in school!)
2. Upcoming Meetings:



CERRITOS ELEMENTARY EDUCATIONAL

FOUNDATION

- a. Wednesday, 9/3/25 at 7:00pm - Executive Board Meeting
- 3. Meeting adjourned: 8/5/25 at 8:10pm



Karolyn Tran, Recording Secretary

9/3/2025

Date