



Virtual CEEF Executive Board Meeting | Zoom | May 6, 2026 - 7:00pm

Join Zoom Meeting:

<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 584 followers!
 - Website - www.cerritosfoundation.com
 - b. CEEF Board Past Voting
 - On 4/1/26 at Board Meeting the Board voted to add BBC Chairperson position to Bylaws and open to community at 5/6/26 Board Meeting
 - on 4/1/26 at Board Meeting the Board voted to approve Invoice #03252 for CES Band Instruments for 3 Yamaha Flutes @ \$465 ea and 4 Yamaha Clarinet @ \$485 ea plus taxes = \$3651.83
 - c. Congratulations to new 2026-2027 CEEF Board Members-Elect!

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. Introducing our incoming 2026-2027 CEEF Board of Directors:

Position	Term	First Name	Last Name
President	2026-2028	Joanne	Ko
First Vice President	2025-2027	Marissa	Ku
Second Vice President / Fundraising Chairperson	2026-2028	Anisha	Clay
Recording Secretary	2025-2027	Karolyn	Tran
Corresponding Secretary	2025-2027	Carrie	Cheng
Corresponding Secretary	2025-2027	Grace	Piggue
Corresponding Secretary	2026-2028	Jill	Chen
Treasurer	2026-2028	Michelle	Choi
Treasurer	2026-2027	Vaishali	Mehta
Fundraising Chair	2025-2027	Sarika	Lalwani
Fundraising Chair	2026-2028	Lily	Chen (Tung)
Fundraising Chair	2026-2028	Jasmine	Espiritu
Fundraising Chair	2026-2028	Anusha	Mara
Hospitality	2025-2027	Nageen	Fayaz
Hospitality	2025-2027	Bobby	Rodgers
Hospitality	2026-2028	Haidy	Youseff
Volunteer and Family Liaison Chair	2026-2028	Irene	Chen
Community Engagement Chair	2025-2027	Pallavi	Mahatma
Community Engagement Chair	2025-2027	Amy	Amin
Community Engagement Chair	2026-2028	Lipee	Patel
Historian	2025-2027	Hiroko	Tong
Historian	2026-2028	Jennifer	Yeh
Art Chair	2025-2027	Melissa	Kim
Art Chair	2026-2028	Rachel	Rola
Student Programs Liaison Chair	2026-2028	Carol	Park
Advisor	2025-2027	Pinyu	Fan
Advisor	2026-2027	Cathy	Cheng



e. Flavors of Cerritos 5/15/26

- Our multicultural night is open to the public! Presale tickets are available until 5/8/26 for 10 tickets for \$10. Presale tickets will be delivered to student classrooms before 5/13/26.
 - Event Ticket Sales on May 15, 2026: 10 booth tickets = \$13, 5 booth tickets = \$7, 1 booth ticket = \$1.50
- 3 different raffle opportunities for visiting all 21 food booths, 14+ food booths, 7+ food booths
- Performer sign ups have closed on 5/1/26. We have over 20+ performances in the works!
- Confirming student volunteers from Carmenita and Whitney for the event
- For general volunteer opportunities, please email ceefstars@gmail.com

3. FINANCES - Treasurers Jill and Jennifer

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

4. BOARD REPORTS

- a. 1st VICE PRESIDENT - Marissa
 - RECAP - Scholastic Book Fair 4/13/26-4/17/26
 1. 2026 Scholastic sales was \$16,211 prior to taxes (\$17,791.83 with taxes)
 2. CES will receive \$5,673.85 towards Titlewave book credits for Mrs. Green to order books for our Library
 3. CEEF Stationery Station expenses was \$572.77 and sales was \$934.25 (thanks to the Rodgers Family for character eraser donations!)
 - Used Book Drive Recap
- b. 2nd VICE PRESIDENT/FUNDRAISER - Carol
 - Fit-a-Thon Class Prizes Pending:
 - Jamba Juice Party TBA
 - Private Lunch to McDonald's with Mr. Spratt was on 4/24
 - Splash Mr. Spratt Day 5/8
 - Electronics Party 5/26
 - Teacher's Choice Parties (own choice)
 - [SCHOOL CENTS | Cerritos Elementary Edu Foundation CEEF](#) - program closed on 4/30/26. We are waiting for hear results but as of 4/15/26 we

were in 2nd place (grand prize is \$4K!).

SCHOOLCENTS

POINTS THROUGH APRIL 15, 2026

<u>SCHOOL</u>	<u>POINTS</u>	<u>RANK</u>
Bragg Elementary	617,535	1
Cerritos Elementary	522,610	2
Cerritos High School	343,295	5
Leal Elementary	333,795	6
Nixon Academy	217,000	9
Our Lady of Fatima School	438,420	3
Oxford Academy	85,130	10
Stowers Elementary	362,575	4
Whitney High School	218,620	8
Wittmann Elementary	307,925	7

c. FUNDRAISERS - Sarika, Lipee and Lillian

Sarika

1. Ralph's and Food 4 Less Community Rewards Program - sign up here: <https://www.cerritosfoundation.com/ralphs-food4less>

d. HOSPITALITY - Anisha, Bobby and Nageen

Anisha and Nageen - Sun-Sational Teacher Appreciation Week 5/4-5%.

Check out CEEF's Instagram for the treats and surprises we have in store for our staff and daily parent recommendations as well!

Nageen - Schoolwide Live Mini-Donuts Treats for TK-6th grade on May 14, 2026

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

We sold 311 yearbooks and they will be distributed to classrooms on 5/18/26.

Limited number of yearbooks are available for sale for \$35 (approx. 46 remaining) - order here: <https://www.cerritosfoundation.com/yearbook>

All yearbook questions please email to ceefyearbook@gmail.com

h. ART CHAIRPERSONS - Melissa and Michelle

This year, CEEF organized a number of school-wide initiatives in order to



bring more arts & creative experiences to all CES students, including:

- January 9: Yearbook Student Art Submissions
- January 17: CES Family Art Event
- February 18: Arts-Related Career Day
- Sponsoring the hiring of an Art Teacher (students attend art class every ~5 wks)

- Interested in Art Contests? Here are some options:
 1. [U.S. Kids Magazine Cover Art Contest](#)
 2. [Global Canvas Wildlife Art Contest](#)
 3. [JQA Intl Environmental Children's Drawing Contest](#)
 4. [Doodle for Google](#)
 5. [NASA Student Art Contest](#) and [Commercial Crew Art Contest](#)
 6. [Celebrating Art](#)
 7. The City of Cerritos hosts contests throughout the year:
 - a. [Cerritos Library Annual Children's Art and Short Stories Contest](#)
 - b. [City of Cerritos Recreation Poster Contest](#)
 - c. [Annual MLK Jr. Day Art and Writing Contest](#)
 - d. Contact the [City of Cerritos Recreation](#) department for details

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

5. COMMITTEE REPORTS

a. BIRTHDAY BOOK CLUB - Hanna and Ria

- 21 attended 4/30/26 BBC
- Final BBC on 5/21/26 at 2pm for May and June Birthdays -sign up before 5/18/26 at <https://www.cerritosfoundation.com/birthday-book-club>

b. 6TH GRADE ACTIVITIES - Tina

- 5/26 - Sixth grade yearbook party 9:30am-10:30am
- 5/27 - Sixth grade social 3:30pm-5pm
- 5/28 - Sixth grade promotion at 10am
- 5/29 - Sixth grade picnic lunch on the lawn

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 4/1/26 (emailed to Board on 5/5/26 by Carolyn)
- Review and approve BBC Chairpersons addition to CEEF Bylaws:
Section 19. Birthday Book Club Chair. The Birthday Book Club Chair



oversees the planning and implementation of the Birthday Book Club program, which provides students the opportunity to celebrate their birthday by donating a book to the school library. Responsibilities include coordinating with the school librarian on purchase of books, promoting the program to families, collecting and tracking student participation, preparing recognition items for participating students, and ensuring that donated books are properly labeled and presented to the library. The Chair also maintains program records regarding participation and program outcomes.

- Nominate and elect Hanna Nadres and Ria Malonzo to fill BBC Chairpersons Board position(s)
- CEEF Board Volunteer assignments
 1. Sorting of Flavors presale tickets 5/11 after CES Volunteer Appreciation or 5/12 after drop off
 2. Mini Donut Day Thursday, 5/14 11:30am-1:30pm
 3. Flavors of Cerritos Friday, 5/15/26
 4. 6th grade promotion on Thursday, 5/28/26 at 9am for balloon and signs check in (not to block views) and refreshments - 5th grade parents historically help so they have a preview of what's to come!
- PROPOSAL Snowflakes Cerritos - Dole Whip sale after school on Friday 5/22/26 from 2:55pm to 3:30pm or until sold out. They sell for \$5 and donate 25% of all Dole Whip back to the school. CEEF collects money and hands out Dole Whip.
- CEEF Board Breakfast on Wednesday, 5/27/26

Closing

1. Upcoming Events
 - a. Flavors of Cerritos Friday, 5/15/26 from 5:30pm to 8pm
2. Upcoming Meetings:
 - a. CEEF Board Roundtable with Mr. Spratt on Tuesday, 6/2/26 at 10:00am (location TBD)
 - i. 2026-2027 CEEF Board Roundtable with Mr. Spratt 6-3-25
3. Meeting adjourned:

Karolyn Tran, Recording Secretary

Date



CERRITOS ELEMENTARY EDUCATIONAL
FOUNDATION

Date Minutes Approved by CEEF Board via
GroupMe Chat