



CERRITOS ELEMENTARY EDUCATIONAL
FOUNDATION

Virtual CEEF Executive Board Meeting | Zoom | October 1, 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. 1/2 of Board Members + 1) = 13

Opening (Cathy Cheng Presiding)

1. Attendance:

<input checked="" type="checkbox"/> MR. SPRATT	<input checked="" type="checkbox"/> JOANNE KO
<input type="checkbox"/> AMY AMIN	<input checked="" type="checkbox"/> KAROLYN TRAN
<input checked="" type="checkbox"/> ANISHA CLAY	<input type="checkbox"/> LILLIAN KIM
<input checked="" type="checkbox"/> ANNIE HO	<input checked="" type="checkbox"/> LIPEE PATEL
<input checked="" type="checkbox"/> BOBBY RODGERS	<input checked="" type="checkbox"/> MARISSA KU
<input checked="" type="checkbox"/> CAROL PARK	<input checked="" type="checkbox"/> MELISSA KIM
<input checked="" type="checkbox"/> CARRIE CHENG	<input checked="" type="checkbox"/> MICHELLE CHOI
<input checked="" type="checkbox"/> CATHY CHENG	<input checked="" type="checkbox"/> NAGEEN FAYAZ
<input checked="" type="checkbox"/> DEBBIE TUNG	<input checked="" type="checkbox"/> PALLAVI MAHATMA
<input checked="" type="checkbox"/> GRACE PIGGUE	<input checked="" type="checkbox"/> PINYU FAN
<input checked="" type="checkbox"/> HIROKO TONG	<input checked="" type="checkbox"/> SARIKA LALWANI
<input checked="" type="checkbox"/> JENNIFER YEH	<input checked="" type="checkbox"/> SHEREE VASQUEZ



JILL CHEN

2. Meeting call to order: 7 01pm on Oct 1, 2025

New Business

1. PRINCIPAL

a. News and updates!

- Conferences next week, minimum day, parents need to be screened through front office before entering school
- Fit-A-Thon : all day event, no customs, encourage students to wear spirit wear or athletic wear
- No costume parade this year for 1st-6th grades
- TK and K classes will hold small parade on Oct 31 in their playground
- Oct 13, no school for Indigenous
- Annual shakeout on Oct 16
- Oct 15 6th grade writing test, narrative genre, one component for Whitney submission
- Oct 22 Excels program open to all, back-to-school/open house to learn more about the program (CES uses Woodcraft Rangers Afterschool Program)
- Oct 24 – 3rd teachers training program in 300 center will have subsituations to
- Oct 25 9am-noon – Expo with local resources, classes, open to the public to learn about resources available for students and parents

2. PRESIDENT

a. Pancake Breakfast Recap

- i. 2025 Pancake Total Income = \$12,077 (762 tickets sold)!
- ii. Presale 635 tickets = \$6985 total
- iii. Day of 127 tickets = \$1905 total
- iv. Bingo = \$929
- v. Games = \$1,308
- vi. Pancake Sponsorships = \$950
- vii. Expenses = \$3,556.17 (Food costs, supplies, prizes and Square credit card processing fees)
- viii. Winners for 3 fully stamped game card Lego sets were drawn at the following Monday assembly - congrats student winners!

b. CA Distinguished School Celebration Recap

- i. CEEF was proud to sponsor the stage, backdrop, balloon decor, and keychain giveaways along with the staff green polo shirts featuring the CA Distinguished School logo!

c. CEEF's CA Statement of Information was filed on 9/29/25 for \$25 including a certified copy <https://bizfileonline.sos.ca.gov/search/business>. It is due every other year by 11/30.

d. CEEF Taxes are due on 11/15/25 and we are preparing to meet with our accountant

e. National Custodian Day 10/2/25

- o Write and draw card/pictures to custodians Arturo and Jose and drop



off to Front Office

- f. ABCUSD Community Expo 10/25 9am to 12pm
 - o CES booth will be at the Expo
- g. CEEF Social Media
 - i. IG - @cerritosfoundation. We now have 487 followers!
 - ii. Website - www.cerritosfoundation.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. No July Statement, August Statement has been included with agenda
- 4. BOARD REPORTS
 - a. 1st VICE PRESIDENT - Marissa
 - i. Red Ribbon Spirit Week 10/27/25-10/31/25 - Life is a Puzzle, Solve it Drug Free
 - o Different spirit activities every day to promote a drug free life, two contests for parents/students with links available on our Red Ribbon Week website to enter contests on their own and not through the school including 2026 Red Ribbon Week theme contest
 - b. 2nd VICE PRESIDENT - Carol
 - ii. Fit-a-Thon Kick Off Assembly starts 10/7/25 and ends with a fun field day of activities for students on 10/31/25
 - o CES self-run Fit-a-thon
 - o Theme: Abraca-Donate! Making Magic at Cerritos Elementary
 - o Volunteer list to be distributed
 - o Big donors will get a free page in the yearbook
 - o Flat donations from family and friends
 - o Oct 7 start off with magician on campus
 - 2 free magic show tickets will be given to specific donation amounts
 - Dec 5 – Family Magic Show on campus
 - o Only fundraiser of the school year with monetary donations. All other activities at school at community events with any proceeds benefiting the school.
 - iii. School Cents started on 9/1/25 [SCHOOL CENTS | Cerritos Elementary Edu Foundation CEEF](#) - as of 9/15 we are in first place (grand prize is \$4K!)
 - o Competing with nine other schools for any purchase at Cerritos Mall
 - iv. Double the Donation - <https://doublethedonation.com/match/boosterthon-2z0Po>
- b. FUNDRAISERS - Sarika, Lipee and Lillian
 - i. Sarika
 - 1. Family Restaurant Days
 - a. Recap of Black Bear Diner on Wed. 9/10/25 - We earned \$365.14 (20% of total proceeds)
 - i. Raffle was drawn for 3 best stuffies and 2 adult cups



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- congrats winners!
- b. Next Family Restaurant Day is at Chick-fil-a Los Cerritos Cerritos on 11/7 - come join us after Sky Zone!
- 2. Benevity <https://benevity.com/about-us>
 - Coming out of 3rd party enterprise/corporations paying for volunteer hours
- ii. Lipee - Congrats to Lipee for securing sponsorships for Pancake Breakfast from two families and a local business!
- c. HOSPITALITY - Anisha, Bobby and Nageen
 - i. World Teacher Day is on Sunday, 10/5/25 - Friday 10/3/25. We will surprise and delight the teachers and staff with a coffee cart
 - October National Principals Month
 - 7 Syllables Coffee House will sponsor coffee/drinks on Oct 3 10am-1pm
- d. FAMILY ENGAGEMENT CHAIRPERSONS - Pallavi and Amy
 - i. SAVE THE DATE - Family Jump Event at Sky Zone Cerritos on Friday 11/7/25 at 10:30am to 12:30pm
 - ii. SAVE THE DATE - Family Magic Show at CES on Friday 12/5/25 from 5:30pm to 7pm
- e. VOLUNTEER CHAIR - Joanne
 - i. Create Volunteer teams
 - ii. If any new parent to CES has any questions regarding CEEF activities or events, Joanne would be your first point of contact!
- f. HISTORIAN (YEARBOOK AND SPIRIT WEAR) - Hiroko
 - i. Next Spirit Wear sale – TBD
 - Staff shirts were passed out last week courtesy of Rodgers Family
 - Oct 7, Oct 15 and Fall Festival – Spirit Wear Sale days
 - ii. Yearbooks can be purchased online only at www.barksdalephoto.com using code 0002271YB. The presale price is \$25 through the end of 2025. Prices will increase to \$30 next year. Flyers have been distributed to your students but extra flyers are also available in the front office.
 - All students can submit year book cover; year book cover will be featured all winners artwork as a collage
- g. ART CHAIRPERSONS - Melissa and Michelle
 - i. Art event and possible contest are in discussion
 - Limited edition stickers will be gifted to minimum \$25 donors for Fit-a-thon
 - Limited edition stickers will be gifted to candy donations for Fall Festival
- h. CORRESPONDING SECRETARIES (Social Media) - Carrie and Grace
 - i. Please send any pictures (vertical/portrait mode) for posting to Carrie at carriecheng4@gmail.com
 - ii. Family Fall Festival (Trunk or Treat) on Friday, 10/24/25 from 5:30pm to 8pm (Carrie is Chairperson). Sign up to host a trunk at



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www.cerritosfoundation.com/fff

1. 1st Place = \$100 Sprouts Gift Card
 2. 2nd Place = \$80 Albertsons/Vons Gift Card
 3. 3rd Place = \$50 BJ's Restaurants Gift Card
 4. 4th Place = \$40 Wood Ranch Gift Card
 - o Sign-up sheets sent out for trunk or volunteer time
 - o Human slot machine, donut contest, costume contest, slime station
 - o All CES students receive one free admission, everyone else \$5 for admission
5. COMMITTEE REPORTS
- a. BIRTHDAY BOOK CLUB - Hanna and Ria
 - i. 40 attended 9/4 BBC / 40 attended 9/25 BBC
 - ii. Next BBC on 10/25/25 at 2pm for October Birthdays
 - iii. To volunteer email BBC Chair Hanna Nadres at yoohanna@gmail.com
6. VOTING
- a. Approve and adopt Board Meeting Minutes for 9/3/25
 - Carol Motion and Carrie Second - APPROVED
 - b. Increase BBC Book Budget by another \$2500
 - Average library bound book ~\$21/book; current budget \$1500, request to add additional \$2500 for total budget of \$4000
 - Future of BBC will be discussed in future meetings; proposal from board to provide feedback to Mrs. Green on listing of books to purchase
 - Joanne Motion and Grace Second - APPROVED
 - c. Increase Spirit Wear Budget from \$7083.16 to \$12,274.61 for second batch of spirit wear costs of \$5191.46 (4724.92+\$466.54)
 - Carrie Motion and Carol Second - APPROVED
 - d. Vote to add line item to budget for PBIS (Positive Behavior Intervention Supports) for \$1500 for materials and prizes to reward our students for Ms. B and Mr. Coria
 - Vote to add line item to agenda
 - Bobby Motion and Carrie Second – APPROVED
 - Vote to add line item to budget for PBIS
 - Bobby Motion and Grace Second – APPROVED
 - **Closing**
1. Upcoming Events
- a. Family Fall Festival (Trunk or Treat) - Friday, 10/24/25
 - b. Fit-A-Thon - Friday, 10/31/25
2. Upcoming Meetings:
- a. Wednesday, 11/5/25 at 7:00pm - Executive Board Meeting
3. Meeting adjourned: 8:33pm on Oct 1, 2025

Karolyn Tran, Recording Secretary

11-5-2025

Date