

Sato Elementary Community Organization
BOARD MEETING AGENDA

Nov 29th 2023 / 3:45 PM / Sato Library

I. Welcome & President Update - Gayathri

A. Mission Statement [complete](#)

B. Approve previous meeting minutes [approved](#)

C. General updates

II. Principal update

A. Annie Pleau/Larissa Parker [exciting events happening](#). [OBOB happening](#). [Looking forward for cultural night and wellness night](#)

[No feedback of the conference meals but the volume was much improved.](#)

III. Fundraising – Jay v

● Holiday fundraiser v

- [Asking for a Raccoon write off of sorts](#)
- [Based on projections we will not meet our needs so we need a filler/fundraiser to encourage holiday giving. We want to run this by the school. Celebratory movie night is based on school capacity.](#)
- [Will probably be on 2 nights due to size of school. Its if we meet 15K](#)
- [Movie night is not happening now. We are going to raise money and have a movie and popcorn free. January 19th.](#)

● Others - stocking stuffers?

- [Stuffed animals \(raccoon with t-shirt or bandana\) they take 1-3 business days to ship. Hold off till later. Maybe around Valentine's](#)

IV. Events – Sameer and Kim v

[Asking if we can buy a hotspot device with the internet. This will help with purchases and check in.](#)

[Candy box was ok'](#)

[We raised approx \\$3000 so that was good.](#)

[Ask for a soft donation](#)

[Maybe instead of a movie night just a movie during lunch. Maybe a free popcorn and movie.](#)

[Put in a line item in the flyer and on the web site so if you need financial assistance talk to Leslie Conway.](#)

A. Roundup of Halloween Dance party

Good turn out. Attempting to turn events into 2 nights. We desperately need more volunteers to make these events especially if we need to do 2 nights.

B. Celebratory Movie Night – Decide on tentative date in Jan, possibility of 2 nights (K-2,3-5)

- If we can raise \$15k we can do it. Jan 19

C. Cultural night - Jan 25

- Plan, space, vendors Same signup as last year. We have free tri-fold posters from Stoller (Yahoo) We talked about performances to be pre-recorded and running through the night. We will have groups pick up the tri-folds and a zoom for getting volunteer countries ready

Friends of SECO will coordinate where we need help, Teachers do not want to stay to tear down or set up.

V. Treasurer – Steve v

A. Update on finances, reimbursements

Still working on that

\$40,000 is what we have in the bank. Budgeted spend \$89,000. We are determining what our actual spend is.

B. Teacher funds - balance

C. Update on taxes done

D. Insurance renewal v

E. Voting on RFFs v

- Tammy - Read Woke T shirts - \$700, Author visit, if not enough pre-orders - \$540

We will table this information until later. Going forward we need to let teachers know this is not a guaranteed thing. It needs to be approved. RFF's need to be approved before teachers/staff buy it.

- Rob - PE equipment 2,000 PE budget \$1,500 is what we are asking for. We need to approve it but will wait till January due to time.

VI. Volunteer Coordinator - Solomon v

a. Need for additional Popcorn coordinator v

b. OBOB Coordinator updates - fliers and posts taken care of. We need 30. We have a coordinator.

VII. Spirit Wear-Hannah we would like \$4,000 for spirit wear we plan to make profit of \$4,000 72 hoodies 144 shirts 100 beanies 100 waterbottles, Ordering bulk gives us a discount. The templates are set up. Approved.

A. Updates on new spiritwear purchase plan - Holiday sale? v

B. Forecast - Future order planning for sale during the year v

VIII. Website- Jay - Updates v

IX. Questions or updates from Friends of SECO v

X. Others v

- Fifth grade celebration planning and fundraising v

- Equal opportunity for all - families in need of assistance please reach out to a school counselor, social worker, student success coach, or teacher, or PTO president. Your comfort and confidentiality is our priority v

- After school programs / clubs?

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XI. Adjourn until November 2023

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As a parent-led group, we are partners with our teachers to enhance

The total well-being of the students of Sato. Our goal is to enrich their learning experience

by fostering community among parents, teachers and staff.