

Sato Elementary Community Organization

MEETING MINUTES

March 20th, 2024 / 3:45 PM / Sato Library

Attendees: Gayathri, Kim, Hannah, Annie, Larissa, and Meaghan.

Welcome & Review of Meeting Minutes (Gayathri)

1. Reading of Mission Statement
 - a. “The Sato Elementary Community Organization (SECO) is a parent-led group who partner 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.”
2. Approval of previous minutes *Changes made. Motion to approve by Hannah. Seconded by Kim.*
Going forward, add Meaghan Leahy to meeting minutes email to share with Friends of SECO members.

General Updates

Gayathri: Thank you to Kim and Jamie for stepping in while she was away.

3. Popcorn Friday – March 22nd
Discussed offering pirate booty for kids wearing braces. Agreed this was a good idea and Gayathri will notify the coordinators to add to their shopping list.

Also discussed struggle with teachers who don't share information on popcorn Friday sponsorship needs, certain classes never get sponsored while others get multiple sponsorships. Meaghan shared that she sends out information to teachers with wording blip. Discussed if possible to get permissions on parent square to send messages by class (versus whole school) to help share need for sponsorship - however we don't think that is an option.

Meaghan asked if we can lock the first column of the popcorn sponsorship spreadsheet for easier viewing. Gayathri confirmed she will update the spreadsheet.

4. Fundraising (Kim & Steve)

a. Dine-outs – March update, plan for April and May (*Steve is sick and not at meeting to make update*). We have a dining night out planned for Red Robin on April 13th and MOD on May 19th. Flyers for the RR DNO have been shared in the latest SECO newsletter.

Cup & Cone has approached us about doing a DNO. Discussed doing it as a June fundraiser. Gayathri will coordinate.

b. Raccoon Run – update and event plan roundup

Kim: Raccoon Run is scheduled for Friday, May 10th.

PledgeStar is now open to families. As of 2:00 PM (3/20) – so a little less than 48 hours, we have had 39 families create accounts with 47 total joggers. 65 donation requests have been sent and 27 donations received (all flat donations, no laps) For a total of \$1632. Of those, 24 were paid via credit card and three via check.

We have secured our sponsors for the year: PDXA1 and Vijay for Gold, Bethany Childcare for Silver and Meating Place, Mason Hill Stable for Bronze totaling \$3,050. Kumon is also slated to be a bronze sponsor for an additional \$200 bring the total to \$3,250. We also have two prize sponsors: Whimsy Wee Art Studio and Play Street Museum.

Our website has been updated with all the new information on the raccoon run. This week we have had 533 page views (185 views of the PledgeStar instructions, 90 views of the March newsletter, 76 views of the popcorn Friday page, 65 views of the raccoon run page, and 64 views of our homepage).

The raccoon run shirts have been ordered and we are currently in the mockup phase. The shirts will be ready by the end of April and will be distributed to teachers two to three days before the event.

Flyers have been distributed to all the teachers to send home with kids. We will be relying heavily on teachers to help get students hyped about the event and ask them to please share our website for all information.

We have new plans this year for lap counting, snacks, volunteering needs, and décor.

The next projects will be getting the class registration count bulletin board up, ordering the banners, and setting up volunteer signups.

c. Volunteering needs (Solomon)

Nothing discussed. Movie night needs to be discussed with Solomon.

5. Fifth Grade Celebration (Jamie L.)

Jamie had a work conflict and wasn't able to attend the meeting but did share an update for the 5th grade celebration.

a. Plan

KingPins field trip is booked and a deposit of \$1,250 has been made. The remaining balance is due in mid-May. Shirts will also be ordered.

b. Fundraising Needed

The committee along with the teachers decided not to fundraise and in lieu ask families to contribute \$10. SECO will look at covering that fee for anyone who cannot afford it.

c. Volunteering needs?

Jamie needs the times from the teachers and will work with Solomon to set up chaperone needs in better impact with the 5th grade teacher sharing to their families.

6. Movie Nights (Sameer)

Sameer had a work conflict and wasn't able to attend the meeting. The movie night is scheduled for April 5th from 6 to 7:30 PM. Sameer has chosen to show Sing 2.

Confirmed a school dude booking still needs to be made. Confirmed the kitchen is no longer rentable on school dude. Due to the earlier start time, we will be serving pizza,

and this will be a ticketed event. We will need to do presales for pizza, so we know how much needs to be ordered.

Larissa and Meaghan have asked for the link ASAP to be able to send out with the next raccoon register and classroom newsletters. Kim will rush to get ticket sales up and ready on our website by tomorrow to share the link with staff.

7. Spiritwear (Hannah)

New spirit wear has arrived. We will work to get it added to the website. And Hannah will set up a table at the movie night. Once everything is set up, we will send out a parent square message with a link to our website.

8. Updating Website (Kim)

Jay had been planning to make updates to the website prior to her leaving, but the timing didn't work out. Kim is requesting to change from Squarespace to Wix as the website platform is much more user friendly and has fewer restrictions. The difference would be an estimated additional \$24.00 per year. Agreed to table until next meeting and Kim will look into the Squarespace renewal date.

9. Look-ahead for May and June:

a. Conference Dinner

Conferences are May 1st & 2nd. Staff members at the meeting confirmed that the sign-up genius/options that were done in the fall were great and requested that again. Gayathri we'll work to duplicate that. Confirmed there will be 50 staff members on hand for dinner during conferences and food restrictions needs include dairy allergy as well as vegetarian options.

b. Staff Appreciation Week

Staff appreciation week is May 6th – 10th. It is the same week leading up to the raccoon run. Kim and Gayathri are working on some new ideas. There are 71 staff members and a budget of \$1,500.

c. Field Day

Field day was originally scheduled for May 31st but due to some scheduling conflicts will need to be moved to Thursday June 6th. We will need to check in with rob and Jake for confirmation of volunteer needs. Had roughly 100 volunteers last year.

10. Treasurer updates (Steve)

Steve is sick and unable to be at the meeting for a treasurer update.

a. RFFs – Mr. Irwin’s RFF for Kinder Reptile Man is approved

Due to some confusion with email addresses and quick turnaround needed to book the vendor, a board vote was held to confirm Mr. Irwin’s request for funds in the amount of \$375. A vote done on March 11th passed with five yes votes (majority). RFF has been approved.

b. Plan for taxes

Tabled for next meeting.

Discussed with staff members the confusion of the term RFF or request for funds. Would like to consider using the term grants starting next year. Staff also requested we update the form with the proper e-mail addresses.

11. New Business (Kim)

a. Yearbook

This parent request is moving forward. They will be presenting at the May meeting to be considered for inclusion in next year's budget. Kim asked Annie and Larissa if we need photo releases from the families to be included in the yearbook. They will follow up on that and let us know. Kim also asked about using personal phones to take the photos as she knows that was discussed in the proposal and asked admin if a specific dedicated camera needs to be used. They confirmed yes cell phones will not be allowed. Kim will notify parent to include purchase or donation of a camera in their proposal.

b. Open Discussion

Kim shared that she attended the school board meeting last night in support of our librarian Tammy. There will be another meeting on April 30th at 7:00 PM. Tammy has asked anyone who can to join the meeting and consider writing in or speaking on behalf of the librarians. SECO will share this information on their Facebook page closer to the meeting date.

Administration Update

12. Principal Update (Annie Pleau/Larissa Parker)

Annie/Larissa: Spring break is coming up and everyone is ready for it. The upcoming Friday spirit wear will be socks Crocs and flip flops. Grading day/no school on April 8th & 9th. The Talent Show will be April 25th.

Discuss the end of the year slideshow for the last day/end of your assembly. Amber will be collecting photos from the teachers. Kim will help make that slideshow and reach out to Amber as well as Jasha and David to get a recording of the Sato song. Slide Show needed by June 1st.

Meaghan/Friends of SECO: Thank you for RR info, RFF update and Teacher \$. F.O.S. asked if there can be a spreadsheet teachers can access with their running budget totals. Oftentimes they forget what, if any, funds they have used and would appreciate a quick way to access that information. Gayathri confirmed we can provide that and will work with Steve to make that available.

Closing

13. Agenda Items for Next Meeting

14. Next Meeting: April 17, 2024 @ 3:45 PM in the Sato Library
