

Sato Elementary Community Organization
COMMUNITY MEETING AGENDA

April 17th, 2024 / 3:45 PM / Sato Library

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."

[Mission read](#)

2. Approval of previous minutes

[Minutes approved from March](#)

SECO Updates

1. Movie Night roundup

[Just over \\$1,000 once expenses were covered. Pizza was a success and we had a few technical issues so hopefully we will be able to get that going.](#)

[Motion to purchase a HDMI cable to stay with the DVD player](#)

[Not sure why the turnout was low, but maybe going forward we can give more notice and do one movie night per quarter.](#)

2. Upcoming events :

a. Popcorn Friday – April 26 th (Parentsquare reminder for donations will go out April 22 nd)

[Volunteer requirements to go out ahead of time Solomon to complete this](#)

[We should have a board member present to assist with set up](#)

b. Spring Conferences – May 1 st and 2 nd (Signup link for dinner contribution for May 1 st will go out on Tuesday, April 16 th)

[Done](#)

c. Staff Appreciation – May 6 th – May 10 th – Plan

-day one box lunch instead of food cart: great harvest bread co.
Will get order forms ahead so teachers can order

- dry breakfast/continental breakfast
- parfait breakfast bar (with donated items)
- small bundtins from nothing bundt cakes
- individual plants/flowers
- cookies from families
- write thank you notes
- stock staff room

*Sign up link for donated items and volunteers requirement to be listed in portal for thank you notes (Kim will provide date and time info after discussing with Tammy Fry), also need volunteers (30-60 minutes after school hours) to set up signs in classrooms,

d. Raccoon Run – May 10 th

We are going to be putting up yard signs and posters for Raccoon Run, Our numbers are sad at \$15,000 raised. (411 signed up out of 854, not all have “fully” registered)

*release percentage of runners enlisted

*send a post what the money goes for field trips, OBOB...

Families need to create an account, send a request... families are still struggling to complete this.

Jamba Juice is a sponsor and will give all students a smoothie and a banana and strawberry will run with the kids. Need to figure out an equivalent alternative for kids with fruit and dairy allergies

Volunteer sign up's for Raccoon run better impact vs sign up genius.

Post a VIP viewing section: parents bring lawnchairs, and can cheer closer, \$5 to be a VIP.

e. Kinder roundup – School to confirm

Thursday May 16th 4:30-6pm. Doors open at 4:15. Open house style

Set up a booth for spiritwear

f. Field day – June 6 th

Volunteer needs to be planned ahead of time

3. Fundraising (Kim & Steve)

- a. Dine-outs – Update on Red Robin April 13 th , MOD – May 19 th , Cup and Cone – June 14 th

Red Robin - raised \$30

We are missing things likely due to social media. Try shorter timelines instead of a broader one to grab focus

- b. Raccoon Run – update and event promotion plans, help from staff

4. Fifth Grade Celebration (Jamie L.)

May 29th Steve to pay Kingpins in full by check. T-shirts to be ordered by friday (Jamie).

Sato will pay for buses and t shirts and get reimbursement from money collected from students

- a. New date
- b. Payments and Fundraising Updates, Event plan
- c. Volunteering needs

5. Volunteering needs for Popcorn Friday, Staff appreciation, Raccoon Run, Fifth grade celebration

- 6. Spiritwear (Hannah) – Website updated, link to purchase to be sent out
Website is updated and ready to launch.

- 7. Updating Website (Kim) – Proposal to move to wix from squarespace – wix is an extra \$24 a year. Vote

Kim is willing to take this on. Wix is compatible with stripe.
Voted to change website to wix.

8. Treasurer updates (Steve)

We are in a surplus of \$2,000.

We need to remember to submit a request to have an extra custodian for our Raccoon run Movie night.

Last day to submit requests May 28th. To have the teachers their money.

- a. Balance teacher and other budgets (Plan to have a shared google sheet with access for teachers to check balance available)

This is a request from teachers. A live drive. Steve agreed to this and will set it up. SECO will share the link.

b. RFFs

None

c. Plan for taxes

We are up to date. We are working to get a waived late fee from 2019, 2017, 2018

9. Open Board positions for next school year

Need a new board for the current board. Solomon is leaving and will gone by June.

10. New Business (Kim)

Met with Jill who wants to do a proposal for Yearbooks.

a. Yearbook – Proposal – Tabled for May

We need a release, talked about digital SD card that would only be here. For dedicated use at the school. Have an opt in form which is only for digital.

b. Open Discussion

April 30th is another school board meeting in support for Tammy Fry and librarians. Focus is on pay. Link to support will be live from April 26th.

11. End of year slideshow

Kim and Amber have reached out and have till May 17th to put it in the slide show. Reply awaited from Music teachers for Sato song

Administration Update

12. Principal Update (Annie Pleau/Larissa Parker)

Looking forward to talent show - April 25th

April 24th Secretary appreciation day just an FYI. Carlin and Kat

April 26th beach day

Field day we need a lot of volunteers

13. Friends of SECO update

Tammy Glemm: Tammy Fry - Library staff support during district board meeting on April 30th - link for , she would like 4 volunteers Tues May 14 OBOB ice cream celebration 11:20-1pm

Reminded that staff would love our funds to be able to be seen for ready reference - SECO: It will be able to be seen in the next few weeks.

Closing

14. Agenda Items for Next Meeting

15. Next Meeting: May 15, 2024 @ 3:45 PM in the Sato - Confirmed May 15th, SECO leadership to meet Sato admin in June to finalize next school year's event calendar firm and in sync with Sato calendar. Possibly another meeting later in June to finalize budget (based off of Raccoon Run totals) - Projected student count for next school year is 877.