

Sato Elementary Community Organization

BOARD MEETING MEETING NOTES

Sep 13th 2023 / 3:45 PM / Sato Library and Zoom

- I. Welcome & President Update - Gayathri
 - A. Introduction of Board and Mission Statement
 - B. General updates –
 - Budget approved
 - Year at a glance – Finance and Events planned
 - Launching Newsletters

- II. Principal update
 - A. Annie Pleau/Larissa Parker
 - we are the largest elementary school in the BSD
 - continue to have a speedy drop off/pick up

- III. Events – Sameer and Jay
 - A. Discussion of Fall Color Fest
 - Call for vendors, ticket sale and entry procedure
 - we need vendors
 - we are hoping to do event bright rather than connectivity.
 - Facility use - setup? Regulations around Porta potty?
 - we are worried about the integrity of the field. We need to approve porta potties,
 - we need to put fliers on next door
 - businesses can sell it's about \$150 for the space
 - Safety, permits for entertainment structures
 - Teachers help/sign up info
 - Vendors - Food / Entertainment
 - Session Times, booths, budget, needs
 - this is going to replace the fall game night
 - Saturday Sept 30th 11-4pm
 - this is our first year fundraiser goal is 12-15 thousand dollars
 - tickets for 1,000 if you volunteer you get to get in for free plus 1 kid
 - \$15 adults \$10 kids
 - B. International Walk/Roll to school Day – October 4th, Wednesday
 - walking school bus will be present. We will send out a volunteer request
 - will need a 4 walking school bus at least. 450 students live in a walker zone
 - C. Cultural night-with an auction to raise money

- IV. Treasurer – Steve
 - A. Update on finances (Need printable updated budget)
 - the old budget has some inconsistencies
 - your email the form to Steve 1 request per event, and include a receipt
 - we need to do well fundraising wise we need to raise over \$100,000 budget for school \$87,000 \$20,000 was to the rock wall.
 - If you have an employer who does volunteer matching hours makes a difference
 - if you buy groceries at Kroger put in benevity employee match-a page on SECO Mischa Herman

- Update on taxes – Filing Date
 - still trying to get IRS to waive our penalty. We are a non profit and don't need to have an accountant.
- RFF's
 - Request procedure
 - (1) use the school as an address. Each teacher gets \$100 for parties for the years
 - (2) try to keep them to a minimum. We are super tight now
 - RFF for OBOB books
 - (1) previous amount in 2018 \$1,075 now we are asking for \$1,850
 - we will sell slushies, buying a cotton candy machine

V. Volunteers (Recruiting)

A. Volunteer Coordinator

- Need for new Popcorn coordinator (candidate interested)
 - need someone
 - we need better communications to let teachers know if class is sponsored.
- Confirmation of OBOB coordinator
 - Chris (working with Tami)

VI. Spirit Wear-Hannah

A. Updates on existing inventory and store status

- we are figuring it out. Do you have suggestions?

B. Forecast - New stock and order planning for sale during the year

- Nike vs non Nike buying cheaper

VII. Fundraising – Jay / Steve

- Dine-outs planned for next 2 months
 - TBD
- Other options to explore to bring in more funds

VIII. Website- Jay - Updates

IX. Others

- Kick-start Popcorn Fridays
- Reserved Parking spot sign board for Raccoon Run 2022-23 Raffle winner
- After school programs / clubs?
 - (1) chess club: looks like we have volunteers but need staff to supervise and/or pay for.
- Open/additional board positions
- Finalize SECO Meeting schedule for the year

Mischa Herman has a 2nd grader looking for co-VP of events. Wahoo!!!!

Valentina: would like to be a member at large. 2 5th graders and a 4th grader.

X. Adjourn until October 2023

Third wednesday of every month

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.