



## SYCAMORE RIDGE PTA Executive Board Meeting Minutes 10/11/2022

**Attendance:** Sara Lake (PTA), Gregory Reade (PTA), Priya Merrill (PTA), Lou Lu (PTA), Sandy Tanaka (PTA), Kathy O'Neill (PTA), Kuan-Bei Chen (PTA), Bernhard Peters (PTA), Ms. Moore (Principal).

- Welcome/call to order at 6:04 pm

### President/Sara

- Approve September PTA Meeting minutes  
Bernhard motioned; Kathy seconded; All in favor

### Treasurer/Lou

- Approval of Checks #3272-#3282  
Sara motioned; Sandy seconded; All in favor
- Approval of September Treasurers Report  
Bernhard motioned; Priya seconded; All in favor
- Review Budget Year-to-Date  
Reviewed with Board and will make adjustment to the budget according to discussion. Will bring revised budget for Board approval at next meeting

### Committee Reports

- Annual Giving Campaign Update (Sara / Sandy)
  - Campaign will officially end on Sunday.
  - Membership donations through Stripe are now currently automatically deposited into our bank account per Lou.
  - SWAG costs have gone up as expected and order will be put in after closure of campaign on Sunday
  - Bookfair credit will be fulfilled through Diesel Bookstore again this year.
  - Winter Bookfair event will occur on November 17<sup>th</sup>. Event allows for 20% proceeds to come to Sycamore Ridge Library. Will consider using proceeds to purchase new books for STAR reader program
  - Continue to explore how we can include company match as part of SWAG levels but this proven to be historically very hard to track
  - Sara will seek input from other schools on how they have dealt with company match
- Calendar of Events (Sara)
  - Events have been scheduled for the following dates
    - Movie night on December 2nd
    - Imagination Machine on March 13
    - Drama Club performances in late March
    - Staff Appreciation on April 10-14th
      - Looking for volunteers to chair

- Reflections and Drama Club Update (Gregory)
  - Reflections
    - Need to check to see if there have been an entry for Reflections.
    - Friday is the final day to turn in Reflections
  - Drama Club
    - Found vendor (Trinity) who will assist with production
    - Willy Wonka Jr will be this year's production
    - Performances from March 24<sup>th</sup> – March 26<sup>th</sup>
    - Audition materials before holiday break
    - Formal auditions in January when we return from break
    - Budget submitted for \$21k (does not include programs, T-shirts)
    - Will pay in three installments
    - Lou motioned approval of the contract for Trinity for up to \$25k
      - Bernhard seconded the motion
      - All in favor
    - Proposed tuition of \$300/student and \$250/additional siblings
    - Open to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders only
    - Parents are going to be required to volunteer
    - Sandy motioned to pass revised tuition
      - Priya seconded; All in favor
- Science Olympiad – Microscope Approval (Sara)
  - Request from coach to purchase a microscope specific to the event
  - This was not part of budget submitted prior to school since SciOlym is new for all coaches this year. Other items may pop up over the year.
  - Sandy motioned to purchase a microscope
    - Priya seconded; All in favor
- STAR Reading Club (Sandy)
  - Five volunteers stated interest in helping with STAR Reading Club
  - Based on number of volunteers, we are going to target one specific grade level
  - Will connect volunteers with teachers and students and will also need to find a location
  - Sandy to follow up with Chelsea on logistics
- Spirit Wear (Sara)
  - Orders will be placed once Spirit Wear store closes down on Oct 23<sup>rd</sup>
- Red Ribbon Week Oct. 24-28 (KB)
  - Weeklong events planned for students including apple giveaway from Jimbos on Wednesday
  - Monday special assembly event for students which will feature BMX performers
  - Tuesday morning and Wednesday morning are the days we would like to seek parental help
- Parent Social Night (Sara / Sandy)
  - Intel gathered from Del Mar Heights Elementary where event was organized by grade-level (a potluck at parent home, outdoor venue, etc).
  - Key is to have the event within neighborhood to maximize turnout

- Will connect with Room Parent to seek help in planning the event for their respective grade level.
- Holiday Drive
  - Looking for ideas to work with organizations that support the needy to assist during the holidays via donations
  - Consider hosting a food drive in conjunction with December Movie Night event

**Meeting closed at 7:30pm**