



# **SYCAMORE RIDGE PTA**

## **PTA Meeting 10/12/2023**

**Attendance:** Megan Scanderbeg, Kathy O'Neill, Kate Kim, Sandy Tanaka, Kuan-Bei Chen, Dr. Patrick Hefflin, Sara Lake, Priya Merrill, Gregory Reade, Lou Lu, Ana Pons

### **President/Sara:**

#### **Welcome/Call to Order:**

- The meeting was called to order at 9:15 AM, and the attendees were welcome.

#### **Yeti Color Selection:**

- Sara explained the options for customizing the Yeti cups for this year's Triple Crown event. The group settled on the white color for the cups.

#### **Discussion on Annual Giving Campaign:**

- An update on the recently closed Annual Giving Campaign was provided. The campaign had raised \$45,000, with some additional corporate matching funds expected.
- Attendees expressed some concerns about lower participation rates compared to other schools in the district.
- The group brainstormed ideas to increase participation and suggested conducting a survey to understand parents' perspectives better.
- Kate shared her concerns about potential confusion between different types of donations, such as classroom donations and PTA contributions.
- Attendees discussed restructuring the donation levels and better explaining the use of funds to parents. Attendees agreed to reorganize the donation levels on the PTA website, with the \$35 level displayed prominently.
- The group also explored revamping spring fundraising events, such as Carnival, to generate more revenue.

## **Committee Reports:**

### **Approval of September Minutes:**

- The minutes for the previous August meeting were reviewed and approved.

### **Budget Discussion and Approval:**

- The September financial report was presented, and a motion to approve it was made and passed.
- Discussion took place regarding potential budget adjustments and the consideration of using reserves. Sara explained the need to assess the situation in January and make decisions accordingly.
- A motion was proposed to approve the current budget, and it was approved.

### **Treasurer's Report - Lou:**

- The treasurer provided an update on the financial report. Challenges related to tracking Venmo transactions were discussed. It was suggested to request a Venmo printout for better tracking of transactions.
- There was a brief discussion about the Membership Toolkit and the need for closing out the books. An update on the audit process was provided, and it was noted that the audit checklist was still pending from the auditor.
- The upcoming Book Fair was mentioned, and the treasurer reported having two more checks to process. There was a brief discussion about the logistics and signing of necessary documents related to the Book Fair.
- Motion to approve Checks 3383 - 3393 was made and passed.

## **Program Updates:**

### **Stallion Sprinters Update:**

- An update on Stallion Sprinters was provided, outlining the plan to continue the program in the same manner as the previous year.
- Concerns were raised about the logistics of implementing the card system and possibly having parents assist during morning hours. A suggestion was made to adopt a phased approach, beginning with the existing system and revisiting it at a later time for reassessment.
- It was agreed to communicate the change in the morning gate opening time (to 7:40 AM) in the school newsletter to inform parents.

### **STAR Reading Program:**

- The attendees discussed the progress of the volunteer program. Plans are in place to start the program in the week of the 23rd.
- The attendees discussed the possibility of engaging with the new assisted living facility opening in a month. The idea is to involve older residents in the Star Reading program and other school activities.
- There was a discussion about involving high school students in the program.

### **Drama Club Update:**

- Gregory reported that preparations for the Drama Club were going well, and they were on schedule.
- There was a discussion about moving half of the set for the magic show. Concerns were raised, but it was decided to minimize disruptions.
- A virtual workshop was planned for the Tech Crew members to ensure smooth operation during the actual shows.

### **Red Ribbon Week:**

- Detailed plans for Red Ribbon Week were discussed with various engaging activities. These included a mindful walk in the garden, interactive sensory stations, the creation of a Gratitude Tree where students would write what they're thankful for on leaves, and a short video explaining the concept of gratitude.

### **Book Fair Update:**

- Concerns were raised about the payment methods for the Book Fair. Confusion existed regarding the cashless option and whether cash would be accepted.
- It was clarified that both cash and cards would be accepted for purchasing books, and this information needed to be communicated clearly to parents and students.
- Concerns were raised about the complexity of handling money flows for the Book Fair, with challenges in reconciling accounts accurately. Efforts were to be made to improve the process.

The meeting concluded with a reminder of the next meeting scheduled for **Thursday, November 9th, at 9:15 AM**

**Ana Pons**

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