

Cedar Crest Academy Bellewood Parent Association

2023-24 School Year Fall
General Parent Association Meeting
Oct 18, 2023



Agenda

- Welcome/Mission
- Board Members and Coordinators
- Open Positions
- Programs and Events
- Treasure Report
- Volunteer Hours
- Q&A



Mission Statement

Cedar Crest Academy Bellewood Parent Association seeks to provide educational, cultural and social enrichment for the children attending Cedar Crest Academy.

The Association will fundraise and engage in activities that foster community among its families and a strong partnership with its school to provide the most robust learning environment possible. Through its support and activities, The Association will nurture a spirit of volunteering at school and in the broader community.



2023-24 Board Members & Coordinators

President: **Justine Thompson**

Secretary: **Heather Wang**

Treasurer: **Mingxin (Mimi) Li**

Events Pre-Primary: **Open**

Events Elementary: **Open**

Vice President: **Michelle Wang**

Programs & Grants: **Jessie Zheng**

Communications: **Jun Yuan**

Library: **Dhivya Vijaya Kannan**

Teacher Appreciation: **Open**

Fundraising: **Open**

Coordinator Roles

Uniform Exchange: **Elena Saygo**

Yearbook: **Sriya Blanco + ideally someone else**

Volunteer Tracking: **Xiao (Cheryl) Zhang**

Philanthropy: **Guoguo Chen**



Secretary – Heather Wang

- Oversees all documentation and records around non-profit compliance and PA bylaws.
- Meeting Minutes will be posted in the binder on the 3rd floor, the PA bulletin board, and the PA website.

The screenshot shows the Bellewood Parent Association website. On the left is a vertical navigation menu with icons and labels: Home (house icon), Calendar (calendar icon), News (document icon), Membership Enrollment (chalkboard icon), and Programs (flask icon). The main content area features the Bellewood Parent Association logo and a 'Welcome to the Cedar' banner. Below the banner is a table with a list of documents and their dates. A pop-up window is overlaid on the table, listing the following documents:

Document	Date
Announcements	
Articles Past and Present	Sep 3
2019-20 Meeting Minutes	4
2020-21 Meeting Minutes	
2021-22 Meeting Minutes	11
2022-23 Meeting Minutes	
2019-20 Financials	
2020-21 Financials	
2021-22 Financials	
2022-23 Financials	
2023-24 Meeting Minutes	
2023-24 Financials	



Communications- Jun Yuan

- **Website:** Maintain the PA website and directory.
<http://ccabellewoodpa.ourschoolpages.com>
- **Email:** Reach out to the PA through our email address:
ccabellewoodpa@cedarcrestacademy.org
- **Facebook:** Sharing of events, photos, and advertise new information on our website
<https://www.facebook.com/groups/pgccabellewood>
- **Newsletter:** Summary of upcoming events, volunteer opportunities, and other important information.



Programs and Grants – Jessie Zheng

The director of programs and grants is responsible for coordinating all PA programs with the school. This director will also manage Grant applications from submission to approval to funding.

- Grants enrich the student experience and are driven by ideas from parents and the school:
 - Events like field trips, extra PE equipment, extra science experiments
 - Equipment like flexible seating
 - Extras for each student like books from author visit and journal
- Programs
 - Grade-level social events to build community



Programs and Grants – Jessie Zheng

- Grants are applied for by parents, students, or teachers and are voted on by the PA Board.
- Grants process opens: October
- We consider grants until we've spent available funds.
- Be observant, be creative, and apply!
- Contact PA (ccabellewoodpa@cedarcrestacademy.org) for more information.
- Please submit ideas and volunteer.



Pre-Primary Events – Role Open

Elementary Events- Role Open

The director of Events plans community building events for the pre-primary or Elementary students and families.

This director will work with the Board to determine the number of events and types of events for the year.

The number of events will vary from year to year, but usually, there are at least two events for pre-primary and elementary. Last year we had a school picnic that covered both pre-primary and elementary students/families.



Pre-Primary Events – Role Open Elementary Events- Role Open



Kraken Ice Skating
12/3/2022



Seattle Humane Visit
11/18/2022

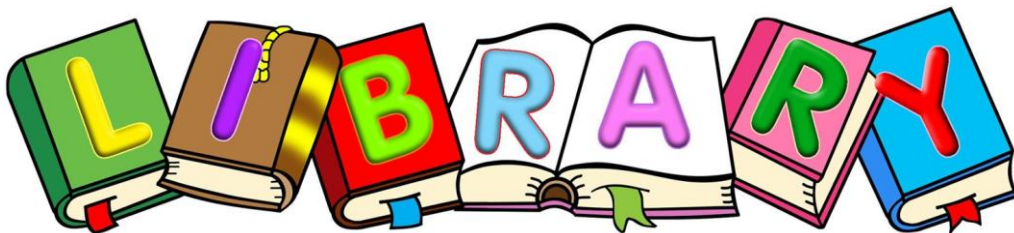


School Picnic
6/3/2023



Library – Dhivya VK

- Scholastic Book Fair
 - March 2-6, 2024 align with Read Across America week
- Book Covering – November
- Author Visits
 - Probably 2 visits, working on details
- Need volunteers!
- Other Activities..



Teacher Appreciation – Role Open

- Favorite Things Forms -
<http://ccabellewoodpa.ourschoolpages.com/Docs/Staff%20Appreciation%20Forms>
- Staff Birthdays
 - Staff members receive Starbucks gift cards.
- Holiday Appreciation
- Teacher Appreciation Week (May 6-10, 2024)



Fundraising – Role Open

The director of fundraising develops plans to raise money for the Parent Association.

This director will work closely with the board and school to determine the number and type of fundraisers.

The following are some examples of prior year fundraisers:

- Jog-a-thon
- Buy-a-Brick
- Silent Auction



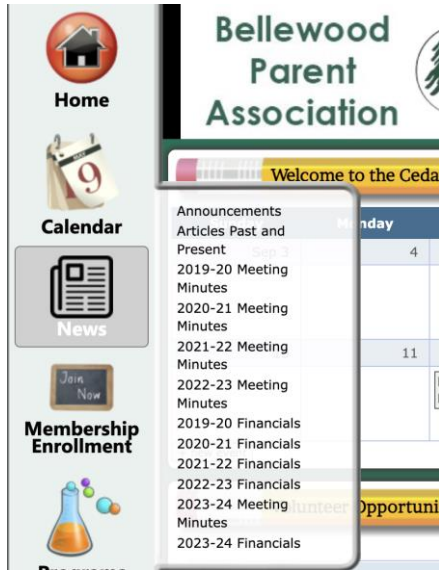
Treasurer Report- Mimi Li

2023-2024 Budget Overview							
	Total	Unrestricted	Restricted		Expenditures:	Student Only	General
Projected Net Assets as of 9/1/2023	59,438	49,977	9,461		Grants*		42,316
Net Revenue To be utilized for 2023-2024	56,461	47,000	9,461		Events		10,000
Total Net Assets @ fiscal year end 8/31/2024			2,977		Field Trips	3,000	
					Author Visit	6,000	
Revenue:					Grade Band Social		3,690
PA Membership Dues			15,000		Teacher Appreciation Week		2,500
Total Corporate Programs			-		Teacher Birthday gifts cards		1,000
Total Fundraising Programs			-		Teacher Yearbook		1,000
Total Revenue			15,000		Administrative Expenses		1,455
					Other Misc. Expenses		500
*Unused Grant funds, if any, will carry over to next year					Total Expenditures	9,000	62,461

Need more details? Contact PA email address:
ccabellewoodpa@cedarcrestacademy.org



Financial Reports



Budget packet and monthly financial reports are available on our Parent Association website.

STEPS:

1. From the home Page click on the News icon
2. Then select the respective school year for financials.

PA Dues

THANK YOU FAMILIES!! ~26% membership dues received

CALL TO ACTION:

If you have not paid Parent Association membership dues, please visit our website at www.ccabellewoodpa.ourschoolpages.com and click on "membership enrollment" on the menu bar.



Yearbook - Sriya Blanco

- SmugMug is our *only* source of candid photos for the yearbook! The yearbook can represent everybody only if everybody takes and uploads photos.
 - Please submit photos of your children at school and related activities at <https://ccabellewood.smugmug.com/> or use the SmugMug app. Instructions for using SmugMug are on the PA website.
- All portraits/class photos come only from Picture Days.
- Yearbook volunteers are needed for designing class pages. Look for signups in the early spring.
- Yearbooks are 10% off through Oct 31. Purchase at <https://www.treering.com/purchase?PassCode=1015444645471499>



Philanthropy – Guoguo Chen

- Goal: Create opportunities for our families to give back to the community and teaching the values of empathy, kindness and gratitude.
- Example past events: Holiday Giving, Seattle Humane Society Donation Drive & Pet Walk, tree planting



Uniform Exchange – Elena Saygo

- Have current uniform pieces that your child has outgrown? Donate to the uniform exchange!

Coming up!

Uniform Collections: October 18-27 @ 8:00-8:30AM

Uniform Exchanges: November 1-3 @ 8:00-8:30AM

- Need uniform pieces? Check the uniform exchange before buying new!



Volunteer Tracking – Cheryl Zhang

- Thank you to all the parents who have volunteered in 2022-23 school year. We couldn't have planned so many great events without your help.
 - CCA Bellwood families have volunteered for an average of 11 hours for the school.
- **Change this year!** Volunteer Hour e-Log
 - <https://forms.office.com/r/QJj0jEStjd>
 - QR posted at school front door
 - Hours logged on paper prior to Oct 10 don't need to be re-logged.
- If your company provides volunteer matching, please remember to match your time and donation.
 - Microsoft/Google employees, check out our website > Fundraising>Corporate Matching section



Thank you!

Thank you for attending!

<http://ccabellewoodpa.ourschoolpages.com>

Email: ccabellewoodpa@cedarcrestacademy.org

