

Cedar Crest Academy Bellewood Parent Association

Meeting Minutes

9/8/2023 9:00AM

CALL TO ORDER

The meeting was called to order at 9:00AM PST on Sep 8, 2023

ATTENDEES

Justine Thompson, Dhivya V.K, Michelle Wang, Mimi Li, Heather Wang, Jun Yuan

PA BOARD MEETING

- Heather -Secretary:
 - teacher birthday cards sent for September. Will send for reimbursement.
 - General meeting: need to move to Oct 6; currently scheduled Oct 13 which is a no-school day for elementary (Professional Development). Will add later to the comms letter.
 - Board members need to review/sign conflict of interest docs.
 - Dhivya – Library & Treasurer:
 - Book Fair upcoming; once this year. Will followup with Ms. Kristy.
 - 50 dollars reimbursement of grade level social, sent in a bit late in Aug (late reimbursement). Wanted to ask if we are ok to reimburse.
 - Yes. Will be in December's books keeping. Will be more proactive reminding parents and teachers. Add a standard blurb to the comms.
 - Budgeting in enrollment packet needs updating.
 - Jun - Communications:
 - Family list still not ready. Ms. Kristy said ETA this week.
 - Use the same enrollment packet. The website needs updating (Either Michelle or Jun will update, Dhivya will review).
 - Will need to add the staff birthdays. Heather to forward the list.
 - Jun will update PA website – board members.
 - Mimi - Treasurer:
 - Went over the budget plan, board voted yes, will share to parents for visibility.
 - Yearbook – if we purchase early (before end of Sep) there's a discount. Is Sriya aware? Should we purchase the yearbooks for teachers now?
 - Justine:
 - Who can write the check for the PE equipment grant? Will follow up with school.
 - Uniform exchange: 3 days. Will need a call for volunteers. Cheryl needs to know this is coming, need to be ready to track the volunteer hours.
 - Dhivya:
 - Events. How do we promote the roles? Have a meetup (learn about what the PA board members do).
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ADJOURNMENT

The Board Meeting was adjourned at 10:00 AM PST.