

Cedar Crest Academy Bellewood Parent Association
Meeting Minutes
4/4/2025 2:00PM

CALL TO ORDER

The meeting was called to order at 2:00PM PST on April 4, 2025

ATTENDEES

Michelle Wang, Shu Huang, Tan Shu, Jessica Guo, Lumi Feng, Elena Saygo, Brunetta Banda, Michelle Li, Ting Yang

ITEMS

☐ **Preprimary Event Updates**

- *Presented by* Lumi Feng and Michelle Li
- *Discussion/Notes:*
 - **Bubbleman Performance Feedback:**
 - Cost: Approximately \$350
 - Received very positive feedback from students and parents
 - **Fireman Visit:**
 - Educational segment lasts 30 minutes, followed by 30 minutes of interaction and trying on uniforms
 - Total session time: 1.5 hours
 - Cost: free event.

☐ **Cross-Campus PA Meeting Feedback**

- *Presented by:* Michelle W
- *Discussion/Notes:*
 - A handbook template will be created for use by future PA boards; it will be uploaded to the shared PA drive
Communication platform: GroupMe has been proposed as the main communication tool between parents and the PA
 - Supports up to 2,000 members
 - Offers announcement features and direct messaging
 - Pilot testing will begin with board members

☐ **Financial Updates**

- *Presented by* Jessica Guo
- *Discussion/Notes:*
 - **March Financials:**
 - Membership Dues: \$2,560 collected in March; \$2,500 transferred by the school, \$60 from new families joining in January 2025
 - Author Visit: Total cost was \$3,915 (\$2,000 honorarium, \$1,915 for books), within the \$7,000 budget
 - Future Book Fair: Exploring alternatives to Scholastic; considering the author's bookstore for greater selection in March 2026
 - Reptile Man Visits: the cost is \$590

- Staff birthday fund: \$34 is spent for the month. The budget is \$1,500 vs \$344 spent in total.
- Total funds available as of March is \$15,720.

□ **End-of-School Event Planning**

- *Presented by: Michelle W*
- *Discussion/Notes:*
 - *Venue confirmed: Redmond High School*
 - *Payment sent to event organizer*
 - *Activities include: face painting, balloon art, painting stations (two staff per station)*
 - *Total cost to date: \$2,200*
 - *Temporary tattoo station will be managed by a parent volunteer*
 - *RSVP will be requested to estimate attendance*

□ **Grade Level Social Program**

- *Presented by: Michelle W*
- *Discussion/Notes:*
 - *Current Participation: No applications received in March.*
 - *Next Steps: Michelle W will send a reminder and set a deadline to schedule the event before mid-May.*

□ **Year Books**

- *Presented by: Elena Saygo*
- *Discussion/Notes:*
 - *Target completion date: May 25*
 - *Parent volunteers needed to help collect photos*
 - *Flyers have been distributed*
 - *Deadline for custom yearbook pages: May 15 (extensions available)*
 - *Teachers will be consulted for class message submissions*

□ **Teacher Appreciation Week**

- *Presented by: Michelle W*
- *Discussion/Notes:*
 - *Planning flyer has been shared, outlining daily activities and setup*
 - *Indoor and outdoor decoration themes were discussed*

□ **Other Updates**

- *Field Trip Payments: Checks will be issued to the school.*
 - *Actual Cost: \$5,400.*
 - *Budgeted Cost: \$5,840 (177 students × \$30 per student).*
- *Photographer parent volunteers are still needed for the Easter event and the library.*

ADJOURNMENT

The Board Meeting was adjourned at 3:00 PM PST.