Nov 6, 2026

Nov Bellewood PA Board Meeting

Invited davilin@live.com Congcong Li Selene Chen deborah@cedarcrestacademy.org brunetta@cedarcrestacademy.org tomtang5555@hotmail.com Neha Monga Tingting Li Wei Family Clarence Lo aneri joshi Yihua Wu 29568530@qq.com icaoruijie@gmail.com

Attachments Nov Bellewood PA Board Meeting

Meeting records Transcript

Summary

Photo organization and financial review with holiday planning

Photo Organization Protocol
Discussion addressed inconsistent folder nomenclature in SmugMug and established a new school protocol for camera usage.

Financial Review
The financial statement reported 274 dollars in donation income and an account balance exceeding 100,000 dollars.

Holiday Celebration Planning
Planning for the December celebration focused on hosting it at the school to save 3,000 dollars in facility costs.

Decisions

Aligned

- **Holiday celebration venue and timing** The board agreed to host the December holiday celebration on school grounds during the last day before winter break rather than renting an external weekend facility.

Next steps

- ☐ [Ruijie Cao (Jerry)] Organize Photos: Investigate SmugMug photo organization, create a unified folder architecture, and coordinate with faculty to ensure photos are uploaded consistently.
- ☐ [aneri joshi] Request Reimbursement: Forward the Diwali event receipt and PayPal account information to Tang Tang to receive reimbursement.
- ☐ [Tang Tang] Process Reimbursement: Issue the reimbursement to aneri joshi upon receiving the receipt and payment information.
- ☐ [Tang Tang] Resolve Overpayment: Contact school representatives offline to ensure the overpayment check is cashed promptly.
- ☐ [Ruijie Cao (Jerry)] Manage Volunteers: Consolidate volunteer contact information, clean up user accounts in the yearbook platform, and communicate responsibilities to volunteers.
- ☐ [Ruijie Cao (Jerry)] Coordinate Yearbook Gift: Coordinate with Tingting to ensure faculty members are informed that they will receive yearbooks as a gift.
- ☐ [Yihua Wu] Plan Goodie Bags: Discuss and finalize the holiday celebration goodie bag strategy with Michelle, focusing on useful items within the established budget.

Details

SmugMug Photo Organization and Camera Protocol: Clarence Lo raised a problem regarding difficulties in finding and organizing photos uploaded by parents into SmugMug due to inconsistent folder nomenclature and structures (00:04:50). Ruijie Cao (Jerry) agreed, noting past issues with folders created based on classrooms versus events, and highlighted a new school protocol requiring the use of school cameras instead of parents' personal phones, which introduces collaboration challenges regarding who exports and sorts the photos (00:06:11). Ruijie Cao (Jerry) committed to reviewing past folder architectures to design a unified structure and coordinating with the faculty members operating the cameras, while Yihua Wu suggested leveraging the help of yearbook coordinator Tinking to ensure photo quality and organization (00:08:36).

October Year-To-Date Financial Review: Tang Tang presented the October financial statement, reporting a light month with $274 in donation income and a $50 expense for a winter photo booth deposit, bringing the total account balance to over $100,000 (00:10:38). Tang Tang highlighted a pending issue where the school made an incorrect over-transfer of $7,500 to the Parent Association account, for which a check has already been written back to the school but remains uncashed, prompting Tang Tang to plan an offline ping to school representatives to expedite cashing before expiration (00:11:50). Additionally, Tang Tang noted a new camera purchase expensed earlier in the week that will appear in November statements (00:13:06).

Diwali Performance and Vendor Reimbursement: aneri joshi provided an update on the Diwali performance show held at the school on November 6, noting that a dance company was hired for $500 across two time slots to accommodate all students, and received positive feedback from Miss Cunningham. aneri joshi explained that they had paid the initial $500 deposit out of pocket after negotiating down from vendor quotes of $700 and $800, and were instructed by Michelle to seek reimbursement from the Parent Association board (00:14:01) (00:16:10). Tang Tang requested that aneri joshi forward the receipt and their PayPal account details directly via email so the reimbursement could be processed later that day (00:15:22).

December Holiday Celebration Planning: Yihua Wu outlined the plans for the upcoming major holiday celebration scheduled for the afternoon of December 18, the

last day before winter break, choosing to host it at the school during school hours rather than renting a high school facility to save approximately $3,000 in facility costs and insurance. The celebration will include booked vendor activities such as a photo booth and face painting (for which deposits have already been paid), teacher-led craft booths, food and snack decorations managed by parent volunteers, and hot chocolate or apple cider (00:16:58) (00:20:47). Additionally, Yihua Wu discussed pending plans for a Santa Claus figure to send students home during the final hours, noting potential backup options of parent volunteers wearing costumes if school recommendations do not materialize (00:19:20).

School Open House Promotion: Yihua Wu invited board members to attend the upcoming school open house scheduled for next Saturday to help promote the school to broader eastside families. Yihua Wu noted that Miss Cunningham and Miss Bernardo usually prepare a small desk for the Parent Association to gather opinions and answer questions from prospective families, and requested that interested participants ping them directly to join (00:26:03).

Yearbook Volunteer and Account Management: Ruijie Cao (Jerry) provided an update on ongoing yearbook operations, explaining that they are collaborating with yearbook coordinator Tinking to coordinate volunteer responsibilities. Ruijie Cao (Jerry) stated they received volunteer emails from Michelle, and their next steps involve cleaning up volunteer accounts and adding new parents and volunteers into the platform, sending out broader communications regarding upcoming expectations, and coordinating with Tingting to ensure faculty members receive free yearbooks (00:27:20).

SmugMug Upload Frequency and Folder Reference: Selene Chen raised concerns regarding the lack of a 2026 to 2027 school year folder on SmugMug and inquired about the upload frequency of teachers compared to previous experiences at the Northup campus (00:29:46). Yihua Wu acknowledged uncertainty regarding Bellewood's upload frequency compared to Northup, reiterating the need to maintain clean folder structures regardless of volume. To assist with this, Clarence Lo offered a reference by noting that part of last year's folder structure was organized chronologically by event date and suggested Ruijie Cao (Jerry) review those folders for

consistency (00:30:49).

Holiday Celebration Goodie Bag Budget and Items: Yihua Wu and Clarence Lo discussed potential budget and items for December holiday goodie bags, with Yihua Wu suggesting a range of $10 to $15 per student, while Tang Tang noted that general school guidance recommends similar budgeting across Diwali, Christmas, and Chinese New Year celebrations (00:32:46). Emphasizing a desire to avoid items that children discard quickly, Clarence Lo and Selene Chen proposed practical and useful items priced around $5 to $10 in bulk, such as waterproof winter gloves, winter socks, heaterrest hats, or water bottles, referencing similar items distributed previously at the Northup campus (00:23:41) (00:34:43).

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