

Sep 25, 2026

# October Bellewood PA Board Meeting --- New Time: 9/25 Friday 1:30pm

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Attachments  October Bellewood PA Board Meeting --- New Time: 9/25 Friday 1:30...

Meeting records  Transcript

## Summary

Board introductions and student contribution increases and winter celebration planning.

### **Student contribution increase vote**

Vote passed to increase elementary student field trip and pre-primary on-site enrichment contribution from \$30 to \$35 per person.

### **Winter celebration relocation planning**

Winter celebration moves on-site to the school on December 18th to ensure all students can participate.

### **Yearbook contract renewal and Yearbook volunteer hours**

Yearbook contract successfully renewed with discounted rates and classroom yearbook volunteer hours increased from 5 to 10 hours.

## Decisions

### Needs Further Discussion

- **Camera purchase evaluation via donation** The group deferred purchasing new cameras to first evaluate a donated camera and gather feedback from teachers.

### Aligned

- **Student field trip and enrichment contribution increase** The group agreed to increase the per-student contribution from \$30 to \$35 for elementary field trips and pre-primary on-site enrichment.
- **On-site winter celebration venue change** The association decided to host the winter celebration on-site at the school on December 18th instead of using an offsite venue.
- **Classroom yearbook volunteer hour increase** The board approved increasing classroom yearbook volunteer hours from 5 to 10 hours for the current school year.

## Next steps

- ☐ [Michelle Wang] Review membership list: Review the membership enrollment and volunteer fee list this weekend.
- ☐ [Michelle Wang] Close membership enrollment: Disable the membership enrollment process on the website.
- ☐ [Michelle Wang] Provide enrollment list: Provide the final list of registered members to the school so they can manage the charges.

- ☐ [Michelle Wang] Send volunteer list: Submit the list of parent volunteers and student names to Deborah Cunningham for picture day.
- ☐ [Michelle Wang] Donate camera: Bring the personal camera to school for evaluation by the staff.
- ☐ [Yihua Wu] Record vote: Document the vote to increase the per student contribution to 35 dollars in the meeting minutes.
- ☐ [aneri joshi] Coordinate Diwali: Follow up with Deborah Cunningham to finalize event plans and vendor details for the Diwali celebration.
- ☐ [Tang Tang] Update budget: Update the budget on the Parent Association website to reflect the 35 dollars per student contribution.
- ☐ [Tang Tang] Update Budget: Update the budget Excel sheet and upload the new version to the PA website.
- ☐ [Michelle Wang] Deposit Check: Deposit the United Way check at the bank.
- ☐ [Michelle Wang] Raffle Winner: Select the winner for the membership due raffle during the next meeting.
- ☐ [Michelle Wang] Activate Volunteers: Activate the yearbook volunteer positions on the website.
- ☐ [The group] Plan Celebration: Draft and send winter celebration ideas to Deborah Cunningham.

## Details

- **Board Member Introductions and Welcomes:** Michelle Wang opened the meeting by welcoming new and returning board members ([00:00:19](#)) ([00:05:18](#)). They introduced Jerry (Ruijie Cao) as the new yearbook director, noting an arts and design background with assistance from East Parents, and welcomed Aneri Joshi as the new event director, who previously served on the Northrup campus community outreach ([00:02:50](#)). Deborah Cunningham was acknowledged as the principal, Yihua Wu as vice president, Tom as treasurer, and Clarence Lo as library director. Michelle Wang noted that a new communication manager was accidentally omitted from the meeting invite, and pre-primary yearbook coordinators are operating behind the scenes ([00:05:18](#)).

- Student Contribution Increase Vote:** Michelle Wang proposed increasing the elementary student field trip and pre-primary on-site enrichment contribution from \$30 to \$35 per person due to rising costs, explaining that pre-primary events increased from \$400 to \$600 ([00:07:41](#)). Tang Tang asked if membership dues from parents would increase, and Michelle Wang clarified that dues would remain unchanged since they were already collected, though parents would be encouraged to utilize employer matching programs. The board, including Michelle Wang, Tang Tang, Clarence Lo, Yihua Wu, Ruijie Cao (Jerry), and Aneri Joshi, voted in favor of the increase, and Yihua Wu was assigned to record the vote in the meeting minutes ([00:09:19](#)) ([00:11:46](#)).
- Membership Enrollment and Picture Day:** Michelle Wang stated they would close membership enrollment on the website and provide the list of missing dues and last year's volunteer fees to Deborah Cunningham so the school can directly charge non-paying families ([00:12:41](#)). Deborah Cunningham emphasized that unresolved items dating back to June needed to be processed into Bravo ([00:11:46](#)). Additionally, Michelle Wang confirmed that picture day is scheduled for the following week with all volunteer slots filled, and they will send the list of participating parents and student names to Deborah Cunningham ([00:12:41](#)).
- Diwali Celebration Planning:** Aneri Joshi provided an update on Diwali planning, sharing that they contacted vendors regarding Indian dance performances and interactive activities during the week of Diwali ([00:13:45](#)) ([00:16:30](#)). Deborah Cunningham and Michelle Wang discussed scheduling considerations, noting that events should be held as close to the holiday as possible, pre-primary students require morning sessions, and elementary groups should be divided into three classes in the multi-purpose room due to space limitations ([00:14:58](#)). Aneri Joshi and Deborah Cunningham agreed to follow up offline regarding further vendor details ([00:17:47](#)).
- Winter Celebration Relocation and Planning:** Michelle Wang announced that the winter celebration will move on-site to the school on December 18th during the Friday afternoon before the break, replacing the previous off-site venue at Redmond High School to ensure all students can participate ([00:18:53](#)). Michelle Wang explained that the event will feature vendor activities such as photo booths, face painting, balloon art, crafts, a hot chocolate bar, and pizza eaten in classrooms with support from teachers like Mr. Sauter ([00:20:19](#)). Michelle Wang and Yihua Wu reviewed snack options, proposing individually packaged

applesauce cups and string cheese snowmen to avoid messes and nut safety issues, with volunteer sign-ups beginning in November ([00:22:52](#)).

- **Yearbook Contract Renewal and Volunteer Hours:** Michelle Wang reported that the yearbook contract was successfully renewed at \$25 for soft copies and \$34 to \$35 for hard copies, featuring a 10% discount running until October 31st ([00:25:06](#)). Michelle Wang proposed increasing classroom yearbook volunteer hours from 5 to 10 hours to encourage higher quality page creation and accurate name-photo matching. Ruijie Cao (Jerry) agreed that 10 hours would be beneficial for coordinating with teachers and collecting photos, allowing the Parent Association team to focus primarily on quality control rather than finishing pages ([00:26:20](#)).
- **Camera Procurement and Discussion:** Michelle Wang and Tang Tang discussed purchasing a camera for school events and yearbook photography since personal cell phones are prohibited for security reasons ([00:29:30](#)) ([00:33:06](#)). While Michelle Wang initially suggested purchasing school iPhones for ease of use, Yihua Wu and Tang Tang expressed concern that it would lower standards for volunteer photographers ([00:37:49](#)) ([00:39:54](#)). Deborah Cunningham suggested housing the camera at the school front desk for convenient check-out by designated staff or volunteers ([00:33:06](#)) ([00:44:43](#)). To prevent buying the wrong model, Michelle Wang offered to donate their own entry-level professional Canon camera to the school for staff evaluation and feedback ([00:42:30](#)).
- **Budget and Financial Updates:** Tang Tang reported that the updated budget reflecting the \$35 per-student contribution for 175 to 178 students will be republished on the Parent Association website. Tang Tang noted that approximately 150 students have paid their dues, leaving a shortfall of about 25 to 30 families, and two families have prepaid their volunteer hours ([00:46:57](#)) ([00:48:09](#)). Tang Tang stated that the current account balance is approximately \$80,000, with an expected ending balance target around \$60,000, while Michelle Wang noted that vendor costs are rising and the \$13,000 budgeted for events may be insufficient ([00:50:35](#)).
- **Unresponsive Members and Volunteer Hour Logging:** Michelle Wang reminded board members and parents to log their required 10 volunteer hours and position titles on the website to prevent being automatically charged by the school, recounting an incident from the previous year where an unlogged Parent

Association member was mistakenly billed. Deborah Cunningham and Michelle Wang discussed ongoing communication challenges with families who do not check emails, noting that late messages and last-minute requests frequently occur ([00:52:49](#)).

- **Upcoming Meeting and Final Announcements:** Michelle Wang announced that the next meeting is scheduled for November 6th, noting that Diwali falls on November 8th. Michelle Wang plans to select the \$50 membership due raffle winner and open yearbook volunteer positions on the website over the weekend ([00:49:42](#)) ([00:55:07](#)). Additionally, Clarence Lo is coordinating an author visit with Divia, and Michelle Wang and Deborah Cunningham discussed having Santa Claus arrive during the second half of the winter celebration to distribute goodie bags during student departure ([00:56:21](#)).

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