

MEETING MINUTES

Sonoma Charter School CCC

Date | time 10.28.24 | 5:30 PM | Virtual

Meeting called to order by: Krissy Skyjovsky *at:* 5:33 PM

Notes Prepared By Elizabeth Sebastiani

Attendees:

Elizabeth Sebastiani

Krissy Skyjovsky

Ashly Wexler

Thomas Tracy

Ms. Bissiri

Kerry Brady

Christina Burnett

Mary Reynolds

Alex Henrie

Cristin Monnich

Maeve Smith

Kimmy Peterson

Kaitlyn Tinder

General Items

- **Upcoming Events**
 - Bake Sale (November) - Change to event details
 - Change to a pie ordering type event
 - Anyone know a baker?
 - 11/10: Family Photo Day
 - Almost half booked, will do push for last few spots
 - Not just for SCS - community wide
 - 11/15: Movie Night
 - Need a Lead, currently in the air
 - Collab with Leadership
 - 12/7: Teddy Bear Tea
 - Tickets go live 11/1 - website will be live
 - Can buy single ticket or a table

- Sponsorship Strategy - All hands on deck this week and next!
 - Promotions / Communication Strategy
 - Source Santa
 - CCC Attendance day of
 - Overview of event details
 - More kid friendly menu
 - Dark and moody feel to repurpose decor from previous events
 - Ballerina performance in process
 - Hoping to incorporate more religions/holidays
 - Need a Santa - looks like Santa and joyful
 - Collabo on merch for the event - totes and hats
 - Teachers to donate candles again?
- **Events on Deck**
 - Trivia Date - need to solidify date for January
 - Maeve is lead
 - 1/24: Family Fiesta
 - Need details on how to incorporate cultural assembly (Mary)
 - Need lead
- **Actions / Updates**
 - Staff T-Shirts
 - Ordered
 - 8th Grade Sweatshirts
 - Ordered
 - Stock Staff Lounge
 - Ashley has list, working on a functioning credit card
 - Order merch to have on hand
- **Communications**
 - Monthly Newsletter - next one January
 - Constant Contact - utilized for broad reach communication
 - Using for TBT
 - Parent Square
 - Push out minted discount to couple with family photos
 - Bake Sale details once finalized
 - Parking Lot Auction (ends 10/30, Announced on Halloween)
 - Movie Night
 - Social Media (IG & Facebook)
 - Fill final Family Photo Slots
 - Teddy Bear Tea (comms schedule being finalized by Jenny Davis)
 - School Website (Mary)
 - Newsletter & CCC Updates section is outdated
 - October newsletter to be added

- **Passive Fundraising**

- Dine & Donate
 - So far: Cielito x 2 & Sonoma Eats
 - Idea: Capo Isetta, new tasting room on square; shooting for 12/19; 20% kick back on sales that night
- Update on other avenues - script, donations, etc.
 - Script cards need to be registered and SCS needs to be selected as donation preference

Finances and Other Business

- **Treasurer's Report**

- Review Updates to Budget
 - CCC met privately to review budget and adjust
 - Budget is conservative so we avoid using last year's surplus
- Event Expense Tracking - need to complete GE Fair and Halloween
- Teacher Grant Disbursement
- Receipts for Debit Card and Deposits
- Reminder on procedure to get reimbursed when using personal CC
 - Be sure to fill out reimbursement form if using personal payment method

October 2024		Date	Check Number	Amount
Balance On Hand		10/1/2024		89,959.92

Income				
	Car Wash (Square)	10/7/2024		72.75
	99 Pledges Readathon	10/9/2024		11,129.57
	Car Wash Check	10/10/2024		220.00
	Fried Chicken	10/10/2024		1,440.00
	Readthon	10/10/2024		100.00
	Carwash	10/10/2024		1,389.00
	Square Kids Alley	10/15/2024		735.26
	Square Kids Alley	10/15/2024		234.10
	Car Wash Deposit	10/15/2024		286.00
	Readthon	10/15/2024		700.00
	Kids Alley	10/15/2024		2,149.00

	Family Photo Sales	10/16/2024		639.96
	Famil Photos Sales	10/17/2024		1,372.16
	Family Photo Sales	10/21/2024		320.13
	Family Photo Sales	10/21/2024		232.74
	D&D Cielito #2	10/25/2024		445.16
	Car Wash	10/25/2024		63.00
	Square Halloween Carnival	10/28/2024		1,290.22
			Total Income	22,819.05

Expenses				
	Merchant Fee Gateway Auth	10/2/2024		20.00
	Merchant Fees	10/3/2024		39.90
	Merchant Fees	10/3/2024		34.95
	Constant Contact	10/4/2024		81.00
	Teacher grants Rachelle E	10/3/2024	1050	500.00
	Teacher grants Reagen Hedley	10/4/2024	1057	500.00
	Amazon (GE Fair)	10/7/2024		297.05
	Grant Liz Fanora	10/7/2024	1062	500.00
	Grant Angela Thibault	10/7/2024	1053	500.00
	Grant Brittany Jones	10/7/2024	1054	500.00
	Olivia Gearing Grant	10/8/2024	1052	500.00
	Jason Page Grant	10/8/2024	1059	500.00
	EZ PZ Party TBT	10/8/2024	1048	50.00
	Grant Cole Aviles	10/10/2024	1061	500.00
	Patts Copy World (last year)	10/14/2024		86.88
	Etsy	10/15/2024		254.79
	Maeve Smith (Readthon)	10/18/2024	1065	493.03

	Krissy (B2S breakfast)	10/21/2024	1049	13.08
	Squad Locker (8th Grade)	10/24/2024		637.12
	Staples TBT	10/24/2024		94.16
	Teacher Grant (Miss Julie)	10/24/2024	1060	500.00
	Squad Locker (teachers)	10/25/2024		618.12
			Total Expenses	7,220.08
			Balance On Hand	105,558.89
			Reserves	20,000.00
			Total After Reserves	85,558.89

Christina Burnett motioned to increase the staff t-shirt budget by \$150.

Ashley Wexler seconds the motion
 Krissy Kyjovsky with third approval
 Motioned passed

Meeting adjourned by: Krissy Skyjovsky *at:* 6:20 PM