

Alhambra Traditional Elementary School (ATS)

2023 Promotion Committee

Meeting Minutes

Date/Time	Thursday, October 20, 2022	4:30 PM – 5:30 PM
Next Meeting	Thursday, November 3, 2022	4:30 PM – 5:30 PM
Location	MPR Conference Room	
Attendees	<div style="display: flex; justify-content: space-between;"> <div> <u>School Admin:</u> Janelle Flora Amanda Stegen Michelle Blilie Kenneth Sampson <u>Parents</u> Candee Samora Jessica Brown Cynthia Hernandez </div> <div> <u>Parents Cont:</u> Daniela De Jesus Gina Ruiz Jana Maclellan Erica Avila Ruth Gallegos Yessenia Acosta Beatrica Brewer Erika Arellanes Fernando Ramirez </div> </div>	
Lead Committee Member	Candee Samora C.Samora3@gmail.com 602-402-6496	

Topics Discussed:

1. **UPDATED: Confirmation of budget from PTO**
 - a. \$1500 for promotion ceremony **& promotion dance**
 - b. \$600 for all **3** dances
2. **Dances**
 - a. Dances are 4PM to 6PM,
 - i. if student is picked up later than 6:15, student may not be able to attend next dance and/or walk during ceremony
 - ii. Stegen will need to approve all music for the DJs, She will send them a list of approved songs
 - b. 2nd Quarter Dance
 - i. 12/08/2022
 - ii. 7th & 8th graders attend
 - iii. DJ Tony DePaz will host at no charge
 - iv. PTO will give \$200 towards this dance
 - c. Valentine's Day Dance
 - i. 02/09/2023
 - ii. 7th & 8th graders attend
 - iii. PTO will give \$200 towards this dance
 - d. Spring Dance
 - i. 04/13/2013

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- ii. 6th, 7th, & 8th graders attend
 - iii. DJ Michael Gonzales to host no charge
 - iv. PTO will give \$200 towards this dance
 - e. Promotion Dance
 - i. 5/18/2023
 - ii. 8th graders attend
 - iii. PTO budget comes from the \$1500 promotion amount
 - f. Dances will be held in the MPR including the promotion dance
- 3. 8th grade shirts**
 - a. Blilie is handling:
 - i. Design has been made, pending color confirmation (this color confirmation will be our promotion ceremony & dance color scheme)
 - ii. Candee can get all shirts donated
 - 1. Blilie is confirming with her contact that she can use someone else's shirts
 - a. If not, Erica Avila has contact that will do the shirts using the donated shirts
 - iii. We are asking for a Promotion Fee from parents that will cover the cost of shirts and left over money will go to other promotion items
 - 1. Promotion Fee will be determined on who we use for shirts
 - 2. Promotion fee has to go through Student Council
 - iv. Shirts will be received before Christmas break
- 4. Special Moment Silk Flowers & Notes**
 - a. Daniela de Jesus & Fernando Ramirez handling flowers and note cards
 - i. Blilie will send a copy of silk flower and note card size home
- 5. Promotion Ceremony**
 - a. May 24, 2023 @ 5PM in the gym
 - b. 6 tickets provided per student
 - i. We need hole punch or seal stamp for tickets so they can't be copied
 - c. Gym holds 1260 total (bleachers hold 737 students)
- 6. Pictures**
 - a. Candee Samora has contact that will come do 8th grade shirt aerial photo for free
 - b. Duke and Lifetouch will be at next meeting to give us pricing and options that include the Promotion Certificate Portfolio (this will be given to the students at the ceremony when they walk up)
 - c. 8th grade pictures and 8th group picture will be taken the day of promotion
 - i. Students will arrive ~2 hours prior to ceremony for pictures
- 7. Decorations**
 - a. Erika Arellanes's contact: Instagram: bombas_az, will be doing decorations for

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a dance for free, we just need to purchase supplies

i. She is going to choose which dance she is going to do

b. Daniela de Jesue has a contact that will decorate for a dance as well

8. Turn around trip decided: Knott's Berry Farm

a. Saturday before Spring break –March 11, 2023

i. ~ \$50 per ticket which includes meal plan

ii. ~\$11K for 2 buses (each bus holds 54)

iii. Will be sending parents home a letter of commitment with a \$50 non-refundable deposit

9. Fundraising

a. Need difference between tax credit letter and 401C3 from Mr. Feight

b. Car wash-11/19/22 from 9am-3pm

i. Daniela de Jesus & Fernando Ramirez will be running carwash

ii. We need towels donated

iii. Those who work will be given credit for their time

c. Craft Fair

d. Krispy Kreme

10. Budget

a. Gina Ruiz & Erica Avila will be maintaining budget

11. Program

a. We will have proud sponsors listed in 8th grade promotion program

b. We pay for supplies: paper, ink, etc

c. Teachers will provide the “meat” to the program

i. Names will be provided mid May

Action Items	Owner
Reach out to shirt contact to see if they will use donated shirts	Mrs. Blilie
Need color scheme of shirts	Mrs. Blilie
Send home a silk flower sample to Daniela de Jesus & Fernando Ramirez	Mrs. Blilie
Need difference between tax credit letter and 401C3	Candee Samora
The drafted calendar will be sent via Remind app	Candee Samora
Teachers will take a poll on how many families per student for Special Moment Flower and card	8 th grade Teachers
Set up an account for turnaround trip money	Gina Ruiz & Erica Avila
Need towels donated for carwash	Candee Samora
Getting copy of commitment letter for turnaround trip	Erica Avila &

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	Jessica Brown
Need letter releasing school AND promotion committee from liability for turnaround trip	Erica Avila & Jessica Brown

Take Away

1. Memory Video
 - a. Need to pick a song for memory video
 - b. Need to decide how long the memory video will be
2. Need a DJ for the Valentine's Day dance and promotion dance
3. More fundraising ideas