

# SMB

**SARATOGA MUSIC  
BOOSTERS**

A 501(c)(3) organization supporting music programs in the Saratoga Union School District and Saratoga High School

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Regular Meeting in-person on March 12th, 2024, for 01 Hours 38 Minutes

Attendance: total number of attendees = 20

## Attendees

### Executive Board

Name	Role
Alicia de Fuentes	President / Pancake Breakfast co-chair
Bharti Ramaswamy	Co-Recording Secretary
Nisha Hebbalae	Co-Recording Secretary
Ramya Vasu	Parliamentarian / SUSD & RMS Program Donations Chair
Revathi Koteeswaran	Treasurer

### Music Directors

Name	School
Isabel McPherson	RMS
Jon Jow	RMS
Beth Nitzan	SHS
Jason Shiuan	SHS
Michael Boitz	SHS

### Booster Members

Name	Role
Richard Aochi	Controller
Rashi Sanghi	Publicity
Thea Widmer	Parent Webmaster
Sameer Vaidya	SHS Band and Percussion Liaison
Vrinda Gopal	SHS Percussion Liaison
Joyce Fernandez	Member
Beryl Liu	Member
Wenlan Lu	Member
Priya Chakravarthi	Member
Hailong Rong	Member

Alicia calls the meeting to order at 7:05 pm.

# February Meeting Minutes Approval

(presented by Alicia de Fuentes)

**Alicia:** Thank you everyone for coming today. Are there any questions or comments about last month's meeting minutes? If not, may we have a motion to approve them?

**Ramya** makes the motion to approve the minutes, seconded by **Thea**. May the record show that the motion passed unanimously.

# February 2024 Financials

(Presented by Revathi Koteeswaran)

## Cash Flow:

**Rev:** We still need a copy of the approved budget for the 2023 orchestra Midwest Clinic trip.


**Alicia:** Mr. Shiuan, when you or Mr. Boitz have a moment, please send the budget that you created to Rev. Our auditors have also requested it.

**Jason:** Did Mrs. Hasegawa not send it to you?

**Alicia:** They need the full budget, with the breakdown of costs.

**Jason:** We have what World Projects gave us. It has inclusions of hotels, packages etc.

**Alicia:** That is the one that our treasurer Rev and the auditors have requested. Sounds like what we need.

 <b>Saratoga Music Boosters</b> Cash Flow 02/29/24					23-24	23-24	23-24	23-24
Name	Actual Carryover	Actual Income	Actual Expenses	23-24 Actual	2023-24 Carryforward	2023-24 Income	2023-24 Expenses	2023-24 Projected \$
SHS Band	43,444	234,469	175,379	102,534	43,444	254,370	278,539	19,275
SHS Concert Band	0		7,864	(7,864)	0		11,275	(11,275)
SHS Jazz Band	0			0	0		8,000	(8,000)
SHS Winter Guard	8,000	13,688	15,538	6,150	8,000	22,000	32,095	(2,095)
SHS Winter Percussion	10,000	102,475	38,845	73,630	10,000	87,630	80,500	17,130
SHS Orchestra	0	89,823	53,408	36,415	0	101,380	101,352	28
SHS Choir	16,575	15,200	10,715	21,060	16,575	18,000	34,575	0
SHS Band Trip(CASMEC)		18,340	21,255	(2,915)		27,995	27,990	5
SHS Orchestra Trip		140,069	148,324	(8,255)		[1]		0
SHS Choir Trip		50,383	45,741	4,643		36,000	36,000	0
SHS WP Trip		12,650	9,405	3,245		77,000	104,024	(27,024) [2]
SHS WG Trip		0	0	0				0
SHS International Trip		0	0	0				0
<b>SHS Totals</b>	<b>78,019</b>	<b>677,097</b>	<b>526,475</b>	<b>228,641</b>	<b>78,019</b>	<b>624,375</b>	<b>714,350</b>	<b>(11,956)</b>
Redwood Marching Band	0	19,589 [3]	3,020	16,568	0	17,500	17,400	100
Redwood Ensemble	150	27,065	19,950	7,265	150	47,850	48,000	0
Redwood Upper Strings	0	20,745	20,502	243	0	30,745	30,600	145
RMS Color Guard	5,500	3,950	1,794	7,656	5,500	4,200	9,700	0
Redwood Chorus	9,625	1,050		10,675	9,625	7,700	17,325	0
RMS Trip/Tour	0	97,430	169,443	(72,013)	0	130,000	130,000	0
<b>Redwood Total</b>	<b>15,275</b>	<b>169,829</b>	<b>214,710</b>	<b>(29,607)</b>	<b>15,275</b>	<b>237,995</b>	<b>253,025</b>	<b>245</b>
5th Grade Band	0			0	0	11,220	10,500	720
<b>Elementary Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,220</b>	<b>10,500</b>	<b>720</b>
<b>Total Redwood+Elem</b>	<b>15,275</b>	<b>169,829</b>	<b>214,710</b>	<b>(29,607)</b>	<b>15,275</b>	<b>249,215</b>	<b>263,525</b>	<b>965</b>

Cookie Dough Sales		30,330	18,318	12,012		28,000	20,000	8,000
Jazz Cabaret		0		0				0
Misc Fundraising				0		0	0	0
Pancake Breakfast		1,500	519	981		34,000	17,500	16,500
Spirit Sales				0		0	0	0
Website and Publicity			123	(123)		0	3,000	(3,000)
Bank Interest/Charges/Sale		2,574		2,574		700	1,000	(300)
Benefactors/Matching/NonCash		195,568		195,568		120,000	0	120,000
Admin			4,455	(4,455)		0	19,000	(19,000)
Credit Card Fees			8,046	(8,046)		0	8,000	(8,000)
Other		57,351 [4]	2,620	54,732		0	7,000	(7,000)
<b>SMB Unrestricted Funds</b>		<b>287,324</b>	<b>34,082</b>	<b>253,242</b>		<b>182,700</b>	<b>75,500</b>	<b>107,200</b>
Unallocated	367,398			367,398	367,398	0	0	367,398
Program Wishlist			309,006 [5]	(309,006)		0	359,820	(359,820)
WP Instrument Fundraiser	0			0	0	0	0	0
Allen Orchestra Scholarship	2,875			2,875	2,875	0	200	2,675
Rowland Schwab	500			500	500	0	500	0
Southgate-Johnson Scholarship	10,000		1,000	9,000	10,000		2,000	
SHS Uniforms	109,199			109,199	109,199	0	0	109,199
RMS Uniforms	72,972			72,972	72,972	0	0	72,972
SHS Orchestra Commission	7,700			7,700	7,700	0	0	7,700
SHS Donations	0			0	0	0	0	0
Designated Instrument Reserve*	0			0	0	0	0	0
SHS Percussion Donations	0			0	0	0	0	0
SMB Scholarship	50,000			50,000	50,000	0	0	50,000
<b>SMB Restricted</b>	<b>620,644</b>	<b>0</b>	<b>310,006</b>	<b>310,638</b>	<b>620,644</b>	<b>0</b>	<b>362,520</b>	<b>250,124</b>
<b>SMB Totals</b>	<b>620,644</b>	<b>287,324</b>	<b>344,088</b>	<b>563,880</b>	<b>620,644</b>	<b>182,700</b>	<b>438,020</b>	<b>357,324</b>
Current Totals	713,938	1,134,249	1,085,273	762,914	713,938	1,056,290	1,415,895	346,333
SHS Trip Accruals		0	0	0				0
RMS Trip Accruals								
<b>Grand Totals</b>	<b>713,938</b>	<b>1,134,249</b>	<b>1,085,273</b>	<b>762,914</b>	<b>713,938</b>	<b>1,056,290</b>	<b>1,415,895</b>	<b>346,333</b>
			<b>Net Revenue</b>	<b>48,975.87</b>				

**Rev:** We have brought in about 27k from Winter Percussion trip fundraising. I don't have any updates for it.

**Jason:** We received a donation check marked for the trip from Branham High School, have we designated the donation accordingly?

**Alicia:** I have, and to date I have received 1 big check. Do we have more donations coming in outside of family donors?

**Jason:** Some of the funds such as the boba tea fundraiser revenue are through the SHS ASB organization. ASB cannot write a check to SMB. So ASB is paying directly for some of the expenses. Money must be deposited into the ASB account, and they cannot transfer it out to us.

**Rev:** RMS Marching Band budget is \$17.5k and we seem to have raised \$19k, which is unusual. Maybe we raised more than we aimed for. Is this misallocated?

**Alicia:** I think parents have wrongly indicated Marching Band when they meant sectionals on the donation form.

**Rev:** This is not urgent, but it needs to be allocated correctly.

**Alicia:** Donations team will check the roster and sort this one out to correct the errors.

**Rev:** RMS trip budget was \$130K and we spent \$169K.

**Jon:** This is because more kids are going so we have allocated more. Also, more money came in since the end of the month.

**Rev:** We still have about \$57k marked as unallocated. There is also another \$50k in donations that were received this week, which needs to be allocated as well. The wish list still needs to be sorted out.

**Alicia:** Rev and I have sent out a request to the directors about the wish list. This week they are busy with CMEA. We will need to sit with them and sort the wish list items, especially those related to the Midwest Clinic trip.

## Balance sheet

**Rev:** Net revenue is going up, which is always a good thing. Net revenue is \$48975, which is higher than \$10k from last month, which is great.



## Saratoga Music Boosters

### Balance Sheet

As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Comerica Checking	222,751.30
1100 Comerica - Money Market	203,245.72
1103 B of A Checking	29,967.90
1104 B of A Savings	108,464.55
1110 Schwab Account	198,484.80
<b>Total Bank Accounts</b>	<b>\$762,914.27</b>
<b>Total Current Assets</b>	<b>\$762,914.27</b>
<b>TOTAL ASSETS</b>	<b>\$762,914.27</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
3100 SHS Equity	0.00
3101 SHS Band Equity	43,444.00
3104 SHS Choir Equity	16,575.00
3116 SHS Color Guard/Winter Guard Equity	8,000.00
3117 SHS Winter Percussion Equity	10,000.00
<b>Total 3100 SHS Equity</b>	<b>78,019.00</b>
3200 K-8 Equity	0.00
3220 Redwood Equity	
3223 Redwood Band Sectional Equity	150.00
3227 Redwood Colorguard	5,500.00
3229 Redwood Chorus	9,625.00
<b>Total 3220 Redwood Equity</b>	<b>15,275.00</b>

<b>Total 3200 K-8 Equity</b>	<b>15,275.00</b>
3300 SMB Restricted Accounts	0.00
3225 Redwood Uniform	72,972.06
3302 Rowland Schwab Memorial	500.00
3303 Southgate-Johnson Scholarship	10,000.00
3304 Unallocated	367,398.46
3305 Allen Orchestra Scholarship	2,875.00
3306 SMB Scholarship	50,000.00
3316 SHS Orchestra Commission	7,700.00
3352 SHS Uniforms	109,198.88
<b>Total 3300 SMB Restricted Accounts</b>	<b>620,644.40</b>

Accrual Basis Monday, March 4, 2024 02:47 PM GMT-08:00

1/2



## Saratoga Music Boosters

### Balance Sheet

As of February 29, 2024

	TOTAL
Retained Earnings	0.00
Net Revenue	48,975.87
<b>Total Equity</b>	<b>\$762,914.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$762,914.27</b>

## Budget vs actuals

**Rev:** Everything here is already captured in the cash flow statements, so this is just a formality.

**Alicia:** This reflects the Marching Band as bringing in a revenue at 111% of the budget.

**Rev:** This reflects actuals vs budget.

**Alicia:** Budget is also calculated based on number of students. We calculate our revenue budget at 80% of the calculated cost for the program, correct?

**Jon:** Yes, for elementary and middle school.

**Jason:** At SHS we calculate the revenue budget at 90% of the cost.

**Rev:** Actuals more than 100% of budget is good, since it is income. Expenses ideally should be under 100% of the budget.

## Approval of February transactions

**Alicia:** When we review the February 2023 transactions list, you will notice that we have skipped some checks and voided others.

We are missing checks **1571, 1572, 1573** this month (we will submit them for approval at next month's SMB meeting).

Checks **1574 - 1576** were voided.

We therefore need to approve transactions 1570, and 1574 - 1605. May I please request a motion to approve transactions for checks **1570, 1574 – 1605?**

**Vrinda** makes the motion to approve transactions 1570, 1574-1605, seconded by **Ramya**. May the record show that the motion passed unanimously.

## Update on SMB financials (2022-23) audit.

(Presented by Richard Aochi)

**Alicia:** Richard, I would like to confirm that our contractors received their 1099 form from the high school.

**Richard:** QuickBooks says that the forms were sent out, but there is no way for us to get a receipt from the contractors. So, they have received them, as far as I know.

**Jason:** In the past we sent out paper forms.

**Richard:** This year we must do that electronically due to a change in the law. Therefore, we used QuickBooks.

**Alicia:** How are we doing with audit?

**Rev:** We did have a first read out from the auditors. They had some advice for us such as: take pictures of all the checks before we send them out because the banks typically don't store images for the required period of time as indicated by the best practices guidelines. You can add a note in QuickBooks that you wrote the check to X, and that is the only way to save the record. So going forward, it is good practice to take a photo of the check after it is issued and before it is deposited, and to store it for record keeping and reference, such as during an audit.

**Ramya:** How many years do we need to save our records in this manner?

**Richard:** 7-10 years.

**Rev:** Banks will give you a record of the check if you ask for it, but it is not easy and not always possible. So, it is best for us to save the records for future reference and a potential future audit.

**Alicia:** Let's make this a practice going forward.

## Parliamentarian Update

(Presented by Ramya Vasu)

We have a nominating committee in place for the year 2024-25. It will be headed by Sameer and include 2 additional committee members: Vrinda, and Susie Kim.

# SMB:

## SARATOGA MUSIC BOOSTERS

### BOARD POSITIONS

EXECUTIVE BOARD	2024-2025 Nominees	2023-2024 Board
President (Executive)	Alicia de Fuentes	Alicia de Fuentes
co-VP Donations (Executive)	Mrudula Prashant	Mrudula Prashant
co-VP Donations (Executive)	Tista Kapoor	Tista Kapoor
Treasurer (Executive)	Sneha Melkote	Revathi Koteeswarn
Co-Recording Secretary (Executive)	Bharti Ramaswamy	Bharti Ramaswamy
Co-Recording Secretary (Executive)	Nisha Hebbalae	Nisha Hebbalae
Parliamentarian (Executive)	Ramya Vasu	Ramya Vasu

Auditor *		Tang & Lee, LLP
*:Appointed position by President		
Controller	Richard Aochi	Richard Aochi

Financial Secretary		
Co-Financial Secretary		Jaya Sundra
Co-Financial Secretary		Chris Schilling
Accounts Payable Secretary	Nina Fu	Nina Fu

requested change  
Not confirmed

COMMUNICATION		
Corresponding Secretary	Dhanashri Kulkarni	Dhanashri Kulkarni
Publicity	Joyce	Rashi Sanghi
Publicity	Isabel Oh	Ruchi Joshi
SMB Student Webmaster	Oliver Su	Oliver Su
SMB parent Webmaster (new for 2023-2024)	Thea Widmer	Thea Widmer

LIAISONS		
SHS Alumni		Beth Kingsley
SHS Band Liaison	Chitra Nandula	Chitra Nandula
SHS Band Liaison		Sameer Vaidya
SHS Band Liaison	Dongni Chen	Dongni Chen
SHS Choral Program Liaison		Anu Kangabam
SHS Choral Program Liaison		Kieran Coghlan
SHS Color Guard/Winter Guard Liaison		Arnita Proffitt
SHS Color Guard/Winter Guard Liaison	Anu Kankanwadi	Anu Kankanwadi
SHS Orchestra Liaison	Rahul Agarwal	Rahul Agarwal
SHS Orchestra Liaison		Cecile Cohen-Jonathan

Not returning

Not confirmed

Not confirmed

Not returning

Not returning



SHS Orchestra Liaison		Helen Tarn	Not confirmed
SHS Orchestra Liaison		Kirthi Narayanaswamy	Not confirmed
SHS Percussion /Winter Percussion Liaison		Sameer Vaidya	Not returning
SHS Percussion /Winter Percussion Liaison	Dongni Chen	Dongni Chen	
SHS Percussion /Winter Percussion Liaison	Vrinda Gopal	Vrinda Gopal	
5th Grade Instrumental Music (Foothill)	Virginia Young	OPEN	
5th Grade Instrumental Music (Argo)	Josh Rupert		
5th Grade Instrumental Music (Saratoga)		OPEN	
RMS Music Programs Liaison	Suzie Kim	Suzie Kim	
RMS Orchestra Liaison	Suzie Kim	Suzie Kim	
RMS Band Liaison	Tista Kapoor	Tista Kapoor	
RMS Band Liaison		Isabel Oh	
RMS Choir Liaison		Josh Rupert	
RMS Color Guard Liaison		OPEN	
RMS Color Guard Liaison		OPEN	
SUSD / RMS Program Donations Chair	Ramya Vasu	Ramya Vasu	

FUNDRAISING EVENT CHAIRS		
Cookie Dough Sales	Lily Chow	Lily Chow
Cookie Dough Sales	Meghana Palande	Meghana Palande
Pancake Breakfast	Mrudula Prashant	Mrudula Prashant
Pancake Breakfast	Alicia de Fuentes	Alicia de Fuentes
Pancake Breakfast Treasurer	Sneha Melkote	Sneha Melkote

**Ramya:** Before we begin, I want to reiterate that everyone is a nominee now. If you have someone in mind to fill in any of these roles, please do propose their name to us and we will include them as a nominee.

This is our update so far. The executive board has one change. Sneha Melkote has been nominated to fill the role of SMB treasurer next year, replacing Rev. The rest of the executive board remains the same as this year.

**Alicia:** We are just showing an interest in returning to our respective roles. But if anyone wants to step in, it will be great.

**Ramya:** Richard will continue in his role as the controller (finances).

The auditor will be appointed by the SMB president in consultation with the board if we need to have an audit.

We need two co-financial secretaries. Jaya Sundra, who holds the position currently, has requested a change. Chris Schilling has not been confirmed yet. If you know anyone who may be interested, please propose them to us. We have a treasurer nominee, and we need a team to support them.

**Alicia:** This is a great opportunity if you like behind-the-scenes support. Jaya works full time. She recently changed jobs requiring travel and therefore cannot commit to it. But otherwise, the work can be done from the backend. If you know someone who can do this, please do reach out to the nominating committee. The amount of work is steady, except during certain times, such as the beginning of a program, when there are a lot of checks to process.

**Ramya:** Jaya is happy to talk to any interested person. She is still going to be onboard and available for support.

The communications team will see a change too. Rashi and Ruchi are graduating out. Joyce Koh-Fernandez and Isabel Oh have been nominated for this role. They are fantastic and they will

bring their creativity to our team. As with other roles, the positions are open to all community members, we can have multiple people running for any role.

Oliver and Thea are staying on as our web masters.

For liaisons, Beth Kingsley is retiring as our alumni liaison. We are looking for an alum parent. Positions that are not confirmed are marked as not confirmed. Please propose them as soon as you can. The RMS liaison roles can be filled when the school reopens next academic year. We have three 5<sup>th</sup> grade positions for elementary school liaisons next year.

**Alicia:** For Pancake Breakfast, Nisha has agreed to work as a co-lead. Alicia and Mrudula are shadowing next year. For the Cookie Dough fundraiser, Lily also needs a shadow. If you know anyone who is a good fit, please reach out to us. Nisha, were you able to find someone who can be a co-lead with you on the Pancake Breakfast committee?

**Nisha:** Not yet, but I thought you had a name already.

**Ramya:** We do, but we need to confirm that.

**Alicia:** Thank you, nomination committee. You have done a fantastic job.

## MOU signed between SUSD and SMB

(Presented by Alicia de Fuentes)

This is an FYI to the board. Memorandum of Understanding was signed with SUSD. My job is to formally announce it to the board. Signed on this day, the 12th of March. This is for the current school year (2023-24).

## Pancake Breakfast Update

(Presented by Alicia de Fuentes and Dongni Chen)

**Alicia:** We are busy with planning now. We have had great ideas from the team. Let's start with purchasing for this year.

**Beryl:** We made a change to the sausages. We are getting them from Costco this year since the cost is half of what we paid last year. We tasted them during our last meeting, and we agreed they were yummiier. They are pre-cooked, so no more complaints of half cooked and raw sausages. They will also be easier to work with. And less expensive.

**Dongni:** For the silent auction, I got most of the donations from the school principals and talked to the music teachers about their donation. Mr. Clark will also donate. We are waiting for Mr. Boitz and Mr. Shiuan to get back.

**Jason:** I will do so ASAP.

**Dongni:** We have new items for our silent auction this year. We got a donation worth \$2000 from a Japanese chef. We are trying to figure out how to auction it. He will work with us on planning and implementing the auction. Bich is donating a vacation house and giving us a favorable price. Isabel will auction the Pokémon doll that she crocheted for us.

**Isabel:** I will take it with me to the schools to build the hype and then give it to the Pancake Breakfast team to set up the auction.

**Dongni:** This year we did not go for quantity, but quality for the items being auctioned.

**Alicia:** Next meeting we will talk about going online with the silent auction.

**Dongni:** For the vacation house we want to start our auction earlier. If we go online, we can attract a larger number of bids.

**Rashi:** The webmasters have updated the SMB website to announce the Pancake Breakfast. The regular ticket price is \$25, \$5 early bird discount till Apr 15. Sponsoring a teacher is \$20. You can select the school and fill in a teacher's name or leave it blank to put it in a general pool for all teachers.

We will feature our silent auction items on our social media.

We are planning a showcase for SMB 50<sup>th</sup> anniversary celebration. Vidya, Ruchi and I met with Mr. Boitz. We created reels to raise awareness. If a student wants to do an in-depth article: SHS TV, Falcon news, etc., we are encouraging them to work with us. We are looking for a student to own this. Mr. Boitz and Kristi Obenhauser are also reaching out to students. We need this before Pancake Breakfast so we can use it to publicize the event. Ruchi and I will create reels. Students also do a phenomenal job with reels; we plan to use them.

We are hoping to get mascots from all schools at the event. We will work with Mr. Jow to arrange that.

Jon, would you be interested in attending the city council meeting? I can ping you.

**Jon:** Certainly.

**Rashi:** We have new posters for the event. We posted them around the SHS campus: music building and McAfee. I will send emails to RMS and elementary school liaisons so someone can post them there. Are we asking RMS parents to donate items for the silent auction?

**Isabel:** I was going to send the email, but I hesitated since you mentioned quality over quantity. Do you still want it?

**Alicia:** Yes

**Isabel:** Ok I will send it.

**Alicia:** For SHS, Mr. Boitz said he will send it out the email to parents requesting donations for the silent auction.

**Ramya:** Coming to the celebrity pancake flippers. The 9-10 am slot is taken. 2 spots left for 8am. We invite celebrities, such as school principals and city council members to flip pancakes at the event. If you know any celebrity, please let me know so I can invite them. We are avoiding political campaigns, so no nominees, but only elected officials are being invited. Unless they are serving on the council, we don't invite them. If we could have alumni students, they could come and flip pancakes for us. Again, please let us know so we can reach out to them.

**Alicia:** I would like to promote the SMB 50<sup>th</sup> year celebration. Is there any viability to making it a fundraising opportunity to have alumni come back and perform? We have alumni who are celebrated artists, would they be interested in performing? We can make the event a fundraiser for SMB. Please think about it and let me know. We can do this before the end of 2024, for legacy.

**Jason:** The issue is timing and fitting it in our schedule.

**Alicia:** I will be happy to talk about dates and viability with you.

**Jason:** We should aim for the holiday concert time since that's when folks come back home to visit. Also, it is the end of the school year. It will give us time to plan it out. We can have each concert ending with the alum group performing.

**Alicia:** We can talk about it more. If we have a list, I will send out the dates. We will work with the SUSD and SHS time. I will reach out to people for this.

**Rashi:** Some folks are part of the Saratoga community band, perhaps we can invite them.

**Jason:** They are alums and parents of alums, so yes.

**Rashi:** I have another suggestion for the directors. When you have your performance lineup, can 1 or 2 performances be from trips in the past, and can we announce it as a 50<sup>th</sup> year celebration performance? If pieces have not been decided for Pancake Breakfast, we can get something from an older concert and have our students perform it.

**Jason:** All concert performances are already planned. However, we could include it in the alum concert.

**Rashi:** We are creating merchandise for the 50<sup>th</sup> anniversary to sell at Pancake Breakfast. So, we can include a piece during the Pancake Breakfast performance and call it the 50<sup>th</sup> year special.

**Jason:** Maybe the combined group finale can be a 50<sup>th</sup> year celebration performance.

**Rashi:** Sounds good. Also, we found some accolades and awards from the last decades, we will find a way to display them.

## SHS Choir Seattle Trip Update

(presented by Alicia de Fuentes)

27 SHS choir students are traveling on this trip. Only 1 student is shy of paying the full donation amount. The actual amount is over the budgeted amount, which is wonderful. Some parents donated and got matched by their employer, which helped.

## RMS Music Disney/SoCal Trip Update

(presented by Alicia de Fuentes)

We are halfway through our asking period. We have received donations that are over 50% of what we budgeted. We have some pending checks to process. We are on track now.

**Ramya:** Question: are we still good as far as meeting our donation needs to fund the trip?

**Jon:** If everyone who said they donated, has donated, we are good. Once everything is processed and reconciled, we will look healthy.

## Update on 9th Grade PE Requirement

(presented by Alicia de Fuentes)

A request was made during the 02/27/2024 LGSUHSD board meeting to add 'Review the plan to eliminate PE exemption for interscholastic athletes at Saratoga High' as an agenda item. The LGSUHSD board concluded that it is not in their purview. So, the request was denied.

[View Board of Trustees Regular Meeting](https://simbli.eboardsolutions.com)  
[simbli.eboardsolutions.com](https://simbli.eboardsolutions.com)

## Update on international trips for LG/SHS music students.

(presented by Alicia de Fuentes)

The Los Gatos High music department's international trip for summer of 2024 was approved as a district sponsored event after initially being denied district support. Community members spoke up during the board meeting and requested that if there are or were to be changes to travel guidance then they must be communicated to the community, especially to those planning the travel program, ahead of time. The district had initially made the decision to send the Los Gatos High Europe Music trip without the district sponsorship. That has many serious repercussions: the staff is not fully protected (liability wise), and students cannot perform on school grounds or use school resources and facilities. Given this experience, we at SMB, must have our radars up because it is on us to take on the good fight, if required, on behalf of our students to continue with what we have enjoyed for decades. We will keep the board updated on our progress.

**Ramya:** Did the school board comment on other trips that are coming up?

**Alicia:** It was a technicality they had to go through to approve the LG trip after they previously denied it. By approving the trip, the trip is recognized as a school sponsored event, so they backed tracked from their original position. So, it was only related to the Los Gatos High Trip.

**Jason:** Mr. Boitz sent several follow ups to the board. The board said that this approval was a one-time deal. We sent follow ups to the superintendent but have received no response from him yet.

**Alicia:** Did he copy the board on those emails?

**Jason:** I am not sure, Mr. Boitz can answer that question.

## Update on Proposed SHS Booster Clubs Joint Fundraiser

(presented by Alicia de Fuentes)

I attended the St Teresa High School crab fest, which is a fundraiser event for their athletics clubs, as a spectator. SHS Principal Greg Louie proposes to have a school wide fundraiser where all boosters and clubs may benefit from. Here are my observations on what we can learn from the St Teresa fundraiser. What is good: the silent auction. Each group gets to keep what they raise through auction sales. Ticket sales revenue is shared and distributed equally to all booster clubs. Raffle sales revenue as well. I did not like the donations race where donors would offer cash to a particular athletic club and announce what club was raising more funds over others during the night. This 'innocent' rivalry is not fair to clubs with smaller memberships. Mr. Louie has several ideas for a schoolwide fundraiser, such as holding a hall of fame night for alumni and current families. Hold a full-scale barbeque cookout and so on. More information on these or other options to come in the next few weeks.

## Music Directors' Reports

Isabel McPherson



I completed crocheting the Pokémon character Snorlax and I will be donating it for the Pancake Breakfast silent auction. March is crunch-time for the music program. Our advanced orchestra ensemble had a Zoom clinic with [Dr Soo Han](#). We will be playing a piece composed by him at the [CMEA](#) festival. We usually perform music from composers from previous centuries. It is not often that we perform a piece from a contemporary composer, so to be able to present to him and get feedback from him is invaluable. Dr Han was wonderful with the kids and helped them get

ready for their performance. Advanced and Chamber Orchestra groups are prepping for CMEA. They are playing on Saturday at McAfee. They will also attend performances by other schools to support and encourage our fellow musicians from other schools.

We are preparing for the RMS Music Disney/SoCal trip in the first week of April. We have a record number of student participants on the SoCal trip. Advanced and chamber orchestras will have 2 weeks to prepare for the Disney performance, after their CMEA performance. Beginning orchestra is working on new skills.

One frustration for us and the parents is that the school does not guarantee student elective requests for the upcoming year. Hopefully, we can encourage the RMS office to respect student requests for electives this time. We are not privy to the number of students who select music electives. We only get the final lists of participants for each ensemble, after they are placed.

Next year, between all the band and orchestra ensembles, we expect to have 400 students participating in music programs at RMS, based on their elective requests. This is an increase on this year. 2/3rds of RMS students will potentially be registered in band and orchestra. The choir and percussion groups may have at least 20 students each, which means there are even more students.

**Ramya:** Color Guard has a few students too who are not in any other music program, adding to the count.

**Isabel:** Every kid in the beginning orchestra program this year signed up to continue next year, which is a first time for us. Jon is very helpful in easing the pressure on the students.

In our elementary schools, 5<sup>th</sup> grade students are working on their 2<sup>nd</sup> instrument. More than half of 5<sup>th</sup> graders signed up for middle school music at Redwood.

**Ramya:** Do you know if next year the same pattern repeats for 5<sup>th</sup> grade schedule?

**Isabel:** I have not worked with Moira on this yet. We are still planning and working out the logistics.

**Joyce:** My child is a 5<sup>th</sup> grader. Parents want to know if there is a band/orchestra/choir 5<sup>th</sup> grade night.

**Isabel:** We need to talk to the school administration to see if it is possible. We were told we should not do a recruitment event for just music without including other electives, since it is unfair to them. I would love to do it, since it helps us start early at RMS with figuring out instruments and putting them on our wish lists to submit to the board. This will help us place kids better.

**Joyce:** Who should I ask about this?

**Isabel:** Ask Mr. Ham. Talk to him about your experience. I will also inquire.

**Michael:** So much enthusiasm at the music night. The high school kids ask about that. They love doing that.

**Isabel:** I need to ask the schools if they will allow it.

**Alicia:** Let me take this up with them.

**Michael:** Do they know your retention rate? 100% retention in music, for the first time ever. So, something is working well, and they should know it.

**Isabel:** We also had our MESH benefit concert, which the students plan and organize on their own. I get to sit back and enjoy the concert. It is a great opportunity for our middle school students to work with a high school mentor. The kids look up to their high school mentor.

**Michael:** Kids have a sense of ownership of the MESH concert and get to oversee the planning and organization and cleanup after the event. It is an invaluable learning experience for high school kids.

**Isabel:** Mr. Shiuan and I were sitting and watching, and we saw kids help in every way, even helping with instrument tune up and setting up and cleaning up after.

**Alicia:** One thing I wanted to mention to you. The good news is that Moira has agreed that Jean can help pay for instruments that 5<sup>th</sup> grade students needed this year. If you have invoices from this year, please submit them. Please check with Jean and cc Moira. Also cc me.

## Jemal Ramirez

We are working on three pieces and soon will add a fourth piece - that we look forward to sharing at the pancake breakfast and spring concert with the high school at the end of May. We are exploring various ways to work more on audiation. We are exploring how to connect our audiation work/skills with singing in harmony. I also use the game solfège Sally to work on audiation/dictation.

We will be sending our students to listen to the Saratoga high school choir concert next week on the 19th. There will be extra credit for our students who attend the concert on the 19th.

## Jon Jow

- CMEA is this weekend. We have two bands and two orchestras performing. This will be the first festival experience for Intermediate Band students, and we're excited for them to get some feedback and feel that "push" toward a big event.
- Our color guard will be taking a field trip to the CCGC Live Oak HS competition this weekend (after bands and orchestras perform at CMEA). This will be the first time that many of our students will see a color guard performing at competitive pageantry.
- Trip updates: chaperone meeting next week on Friday, 3/22, departure on Wednesday 4/3
- Thanks to our volunteers who have stepped up to chaperone, help organize, and make all these events possible (including upcoming Pancake Breakfast)!

**Alicia:** Are the students performing the pieces from the Disney trip at CMEA?

**Jon:** No, they are playing different pieces at both the events. They are practicing 10 pieces of music, which for middle school kids is a lot. But looks like they will manage it with all the practice time they will be getting. You will get to enjoy the Disney pieces at Pancake Breakfast.

## Beth Nitzan

We took the SHS Choir ensemble on a field trip to watch a Verdi opera Rigoletto at Opera San Jose. This year 6 students performed at the CMEA solo ensemble festival at San Jose State. Some of them were soloing for the first time and got valuable feedback from the adjudicators. Some students performed duets. It was a good experience for our students to get out and do something on their own musically. Chamber Choir will be performing at the SJSU Choral Invitational. We will perform and be adjudicated at the event. Next week, SHS choir has a concert with RMS choir. Our trip to Seattle is coming up, we leave next Friday. We had a parents' info meeting last night. The weather in Seattle has been looking good until that week, fingers crossed that it stays that way.

## Jason Shiuan

Winter Percussion and Winter Guard are in the middle of their competition season. Winter Percussion was at American Canyon High School on March 2<sup>nd</sup>. A big shoutout to our parent volunteers. It was pouring that day, but the parents cheerfully helped us out. I was with the Winter Guard at Fremont High School that day. We all got back to SHS at the same time. I could tell that the Winter Percussion kids and parents were exhausted.

Winter Guard was at Fremont that day, and we had a lot of fun together. It rained hard, but thankfully the rain stopped or slowed down during our performance. Winter Guard also

performed at James Logan High School. But we did not make the final round. But that is the life of competition in pageantry art. Mr. Crow pushes our students with more difficult routines than other teams. We are taking risks that will pay off in the long term. For example, other teams may have a single rifle toss, but we have multiple tosses which are more difficult. If one is not caught, we lose points on execution. Our vocabulary is more difficult. We are graded on both vocabulary and execution.

Winter Percussion going to SoCal on March 22-24. Next, we have a performance at James Logan High School. Then on to Stockton. And finally, we attended the [WGI](#) at Dayton Ohio.

**Vrinda:** Our trip to Stockton is cancelled. because it is too close to the Dayton trip.

**Jason:** Thank you for letting me know. Thank you to Mr. Jow for bringing the RMS guard to watch us perform. Winter Guard ends their championships in April. We will have senior night on April 3 in the large gym.

**Rashi:** Parents would love to attend that, so if you could email them will be great.

**Jason:** Band had their concert on Feb 29. CMEA is coming up this week. It will be during the school day this year; we are encouraging families to come and watch the performances and sight-reading sessions. A fun thing to watch is sight reading. You get to see how the students work behind the scenes. You can walk with your group; you can watch your group perform and watch them sight read. You are welcome to come and hang out with us all 3 days.

**Alicia:** Will you be sending schedules out?

**Rashi:** It is on the [SMB website](#).

**Jason:** Advanced Jazz II will be featured as part of the Saratoga Foothill Club Public Event Series event: [An Evening of Jazz](#) on March 28. You can purchase tickets for the event. Students attend for free. This is the second year for us. One of our students will play a piece. We have invited our alum Charlie Yun to play. Our student Diya will also be singing.

MESH mentoring was wonderful for SHS students. Shoutout to MESH leaders. They need to plan, coordinate, and set the schedule for the events. Greatest compliment from Ms. Schwanhausser praising the students for their work ethic. Students are working very hard and taking lessons that matter, not just the performance aspect of it.

**Prop 28 Update:** Mrs. de Fuentes and one of our student representatives, Anika, are working with me on this. Mr. Louie has been really organized with how to proceed with Prop 28. He has a whole slide deck on how much money we have, and how we are dividing it. Each department on our campus - visual arts, media arts, drama, and music - can present a proposal of how we would use our portion of the monies for next year. We have had two meetings so far, and we are having a third meeting in a few weeks to continue that process.

**Isabel:** Did you talk to SUSD administration about Prop 28? I don't know if they got community input, they said they were going to. And then, they said: what if we got an aide for art and music at Redwood, which would be helpful for things like making copies and preparing art materials, and stuff like that. But in talking to the art teacher, we were also thinking that the said person would need to have a background in both art and music, which is a big ask.

Nothing is posted yet, but if you know of a person who has a music or art background, which would be best, please let us know. Of course we could train them in specific tasks, but it would be nice to be able to train them like "*here's how you change your violin string,*" and not like "*this is a violin, it has four strings.*" You know, like somebody with a little bit of background knowledge.

Or the art teacher can ask them for help - like cutting paper and stuff - ahead of time, and that person would do a good, precise job with it.

Let us know because we anticipate that it will be difficult to find somebody. It will be a classified position, so if you know people that we could recommend, that will make it easier. It is a full-time position, but you do not need teaching credentials for it.



## Michael Boitz

We are hosting the CMEA festival this weekend. We would like to invite our parent community to attend. You can come anytime on Thursday and hear our orchestra ensembles. The bands perform on Friday. RMS performs on Saturday. Please spread the word. We added a day this year.

The orchestra spring concert was held last Thursday. We played a few prequel pieces to the CMEA. Our Symphony Orchestra featured our own cellist, David Kim. We have a couple of exciting pieces for CMEA.

Our musical pit orchestra is getting ready. One of our student leaders is helping plan this. It will be great to have acoustic instruments instead of synthesizer music at the musical.

For the SMB 50<sup>th</sup> anniversary celebration, we are trying to dig up information of the past groups and performances by reaching out to alumni and parents from that time. We have been able to find the ones from the 70s and 90s. The toughest ones are the 80s. We contacted original music boosters club members from 1974. Kristi Oberhauser's mom has been a great resource for information.

## ADDENDUM

### E-Vote to approve the opening of SMB checking account with Bank of America

The SMB bank account with BofA was recently hit by fraudulent activity, and this required quick action to prevent further damage.

Details of the fraud:

Check #1607 and check #1609 were fraudulently duplicated, and the name of payee and amount were modified. Unfortunately, the bank cashed both the checks (with identical serial numbers): the correct one, as well as the fraudulent duplicate one.

Correct cheque #1607 03/04/2024 was for Homestead HS Music Boosters for \$335

Correct cheque #1609 03/04/2024 was for Royal Coach Tours for \$5024

Here are the fraudulent checks:

**Saratoga Music Boosters** JV # 1520  
 20300 Herriman Avenue  
 Saratoga, CA 95070

BANK OF AMERICA, NA  
 11-35/1210

1607

03/04/2024

PAY TO THE ORDER OF **Alex Anthony Penalosa** \$ \*\*2,138.00

Two thousand one hundred thirty-eight and 00/100..... DOLLARS

Alex Anthony Penalosa  
 2825 S Fairview St Unit J  
 Santa Ana, CA 92704

MEMO

⑆001607⑆ ⑆121000358⑆ 325175869657⑆

*JV # 1520* **Saratoga Music Boosters** JV # 1520  
 20300 Herriman Avenue  
 Saratoga, CA 95070

BANK OF AMERICA, NA  
 11-35/1210

1609

03/04/2024

PAY TO THE ORDER OF **Raul Augusto Garcia Avendano** \$ \*\*2,217.50

Two thousand two hundred seventeen and 50/100..... DOLLARS

Raul Augusto Garcia Avendano  
 6937 Kester Ave Apt C  
 Van Nuys, CA 91405

MEMO

⑆001609⑆ ⑆121000358⑆ 325175869657⑆

The SMB treasurer (Rev) detected the fraudulent activity and alerted the SMB president and swift action was taken to report the fraud to BofA. We immediately reached out to BofA, and we were advised to close the current checking account that had been exposed to fraud and open a new account, with new checks issued. SMB board approval was needed to open a new bank checking account.

Recording co-secretary Nisha Hebbalae sent out an email to the SMB board members requesting an e-vote to approve the new checking account with BofA on March 18. The voting was closed on March 19 at 5pm and the results were tallied and reported to the board.

As per the [bylaws](#), for the e-vote to pass:

1. A board member must second the motion.
2. The motion must receive a majority of YES votes from the ballots cast.
3. At least 3 members of the SMB executive board must vote in favor of the motion.

E-vote results:

NAME	VOTE (HIDDEN)
Josh Rupert	Made the motion (YES)
Richard Aochi	Seconded (YES)
Alicia de Fuentes (E)	
Mrudula Prashant (E)	
Thea Widmer	
Tista Kapoor (E)	
Vrinda Gopal	
Arnita Profitt	
Ramya Vasu (E)	
Nisha Hebbalae (E)	
Suzie Kim	
Beth Kingsley	
Revathi Koteeswaran (E)	
<b>Total number of votes</b>	<b>13</b>
<b>Executive board members to vote YES</b>	<b>6</b>
<b>Number of YES votes</b>	<b>13</b>
<b>Number of NO votes</b>	<b>0</b>

The motion carries. The request to open a new checking account was unanimously approved by the SMB board by a vote of **13-0**.

There were some comments and questions shared by board members during the e-vote:

NAME	COMMENT
Josh Rupert	Did we report these issues to the Saratoga Police or Santa Clara County Sheriff's Department? The amounts in question make this a felony. I'm not an attorney, but I believe we should at least call one of the two department's I mentioned below and get their feedback. Perhaps they will tell us it's not worth the time, but the amounts certainly push this to a felony crime.
Thea Widmer	are we able to get reimbursed from the bank? Thank you for catching the fraud!
Ramya Vasu	I think we should report to the police.
Alicia de Fuentes (E)	Filing a fraud report immediately triggers an investigation and it takes about 90 days to offer a report back. The bank representatives in the Big Basin branch believe we will be fully refunded for two reasons: 1. Swift reporting 2. They are actually seeing on their end duplicate cheques. They can not explain how their own bank was unable to flag this. I am so grateful to Rev for being hawkish! I will phone the police tomorrow as I'm heading into another meeting and the most important actions have been taken for today. Thank you to all and keep the questions/suggestions coming.

The investigation into the check and mail fraud is in progress, as well as the measures being taken by the SMB president and treasurer to mitigate the risks. They will make a full report to the board at the next board meeting.

## Summary of Motions

Approval of February SMB Meeting Minutes	Ramya moves, Thea seconds, motion carries.
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Approval of February financials and transactions 1570, 1574-1605 (including voided checks 1574-1576)	Vrinda moves, Ramya seconds, motion carries.
Approval by e-vote of opening an SMB checking account with BofA	Josh moves, Richard seconds, motion carries.

The meeting adjourned at 8:43 pm.

Bharti Ramaswamy/ Nisha Hebbalae  
Co-Recording Secretaries