

Tyee PTSA BOD Meeting Minutes

Dec 7th, 2023
Zoom

TYEE PTSA
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Minutes Stand As approved on Jan 18, 2024 BOD meeting

1. Call to Order 7:37pm

1.1 Attendance & Quorum

Quorum met & Attendance (See Appendix 1)

Stella, Lesley, Sandy, Yan, Elizabeth, Peggy, Kelly, Ting

2. Approval of Minutes

Minutes for Nov 16th, 2023, BOD meetings were approved. Lesley motion to approve last month's meeting; Kelly 2nd. Unanimous vote.

3. Previous month's actions:

- **Xiao**: CD account has been opened.
- **Sandy** opened the OneDrive - follow up with Xiao to upload her files on the OneDrive.

4. Treasurer's Financial Report – Treasurer(s)

- For Nov financial report, (sent via email) - only highlight is the 7 month CD opened on Nov 22nd, APR is 4.89%.
- All other items were normal.
- Other revenue received is the money Peggy will use to print the signs for the entire Bellevue - Keep Tyee Open. Collected \$1155 in donations - Peggy spent close to this amount to print the signs.

5. Standard Business

5.1 Principal's Report

- Mr. Lillie - talked about the club mentor/instructor fee. He scheduled a separate meeting with the club chairs to discuss that. Mr Burke - issue with field trip for science club need to get the waiver
- Math competition club and Robotics club - both clubs may need more funding. Board said they need to be within their approved budget. Ask the parents involved if volunteer hours can be claimed to help with this.

5.2 President's Report

5.3 Reports from:

- Ways and Means - Jenny:
- Programs - Lalitha:
 - Not present

- Communications - Peggy
 - No updates. No newsletter during the winter break. Only 1 week will not have a newsletter.

- Membership - Tracy (not present) - Hoping to get a replacement for the membership chair. We're checking if Sarah would be interested in doing the membership chair. Elizabeth will check with Sarah.

- Grants - Yan
 - Sent email out to all the board members regarding the teacher grants. The budget is \$10k. Extending the deadline so more teachers can send apps in. All requests now total \$15k (see attached list of grants below). Less concerned about the small grant requests as they cover a variety of different departments. There are some larger amount requests to discuss.
 - Grant request: Translator devices needed for MLL students (\$3837.50, for 27 devices - 25 students, 2 teachers).
 - Student Biology book (\$2600.00, 74 students) - Qn about student biology book - these are books of notes that the students made during the year. Students made the textbook and they put the materials and contents into the book. She wants to print that out for the students to keep and use as a reference in high school.
 - Yan - Talk to Mr Lillie in Jan and see if there are more applications.
 - Stella - see if Ms Williams is ok with the biology book.
 - Can we add back in the Microscopes request from Ms Williams for \$6300.
 - Check if they have priorities for different items and prices. We should spend the money down in the bank.
 - Sandy - I agree with Elizabeth - see if telling them we have the reserve and what else can we spend on and what are the priorities.
 - We will ask Ms Williams re microscopes. And she submitted the staff lounge refreshment. This will be the fundraising goal for the Maker's Market in April. We think we can raise \$2k for that. PTSA funds should be more towards the students' benefit. Discussion on making sure we spend the large surplus down.
 - Ask Mr. Lillie if there is any necessary equipment needed by him that the Tye PTSA can fund.
 - Still need a plan for accounting for this surplus funds. Maybe each budget year we can plan to spend slightly more expense over the revenue so we can drain down the funds each year.

- Student Socials - Elizabeth
 - 86 kids registered for the 6th grade night. It was full in the Commons.
 - Next one is 1/19 - all school movie night. Meeting with Sirisha Tadapalli tomorrow. She wants to take charge of the Maker's Market.
 - Last Thurs met with the 8th Grade party chair with Mr. Lillie. And also met for LNY with Sandy and Ting. Found some decorations for the 8th Grade Party and connected last year's chair with this year's chair.
 - Kelly agreed to buy the treats for the Christmas Party by ASB on 12/19. Just need to buy individually packed items.
 - Maybe have a stamp on their hand so that they only go through the food line once.

6. New Business

6.1 Vote for membership chair replacement

- Still pending - cannot make the discussion right now

6.2 Discuss the Grants applications

- Discussed above. Hopefully at Jan board meeting we will have the principal ideas as well so we can vote and approve the updated budget.

6.3 Discuss the teacher lounge refreshment plan

- Probably need to form a committee - 3 person committee. Elizabeth can be the lead. She will work with Ashley Williams with it.
- Yan - share the grant application information with Elizabeth so she can review the lounge refreshment request. We should also check the room setup to see what else can be put in.

7. Announcements & Upcoming Dates

Dec / Jan 2023

- 11/23-24, Thu-Fri, Thanksgiving, No School
- Winter Break
- 1/25 - General Membership Meeting

8. Adjournment

The meeting was adjourned by Stella Chen at <8:33> pm on Dec 7th, 2023. Next general meeting Jan 25th, 2024.

9. Submitted by

Lesley Tay-Chung, Tyee PTSA Secretary, on Dec 7th, 2023.

Appendix 1: Attendance



BOD Meeting Sign-in Sheet

Zoom
Dec 7th, 2023

Quorum: 8 Total Attendance: 8 Majority Vote: 5

EXECUTIVE COMMITTEE		SIGNATURE
Stella Chen	Co-President	X
Sandy Zhang	Co-President	X
Jenny Chen	Co-Vice President – Ways & Means	
Ting Li	Co-Vice President – Ways & Means	X
Lalitha Subramanyam	Co-Vice President - Programs	
Prasetha Warriar	Co-Vice President - Programs	
Peggy Wang	Co-Vice President - Communications	X
Sarah O'Brien	Co-Vice President - Communications	
Xiao Liu	Co-Treasurer	
Kelly Wong	Co-Treasurer	X
Lesley Tay-Chung	Secretary	X
BOARD OF DIRECTORS		SIGNATURE
See EC Above	See EC Above	See EC Above
Tracy Daguitera	Membership Chair	
Yan Shen	Grants Co-Chair	X
Iris Huang	Grants Co-Chair and President Volunteer Service Award	
Peggy Wang	Advocacy Chair	
James Burke	At-Large Board Member	
Elizabeth Lindquist	Student Socials Chair	X
SCHOOL REPRESENTATIVES		SIGNATURE
Byron Lillie	Tyee Principal	
James Burke	Staff Representative	See BOD Above
COMMITTEES		SIGNATURE
Jingyuan Luo	BSF Ambassador	

Lesley Tay-Chung	Book Fair Chair	X
Christin Aminoto	Spiritwear Chair	
Valeri Makam	Staff Appreciation Chair	
Lynn Zhang	Staff Appreciation Chair	
Chu Chen	Volunteer Coordinator	
Christin Aminoto	Walk About Chair	
CLUBS		SIGNATURE
Eun Bae	Chess Club	
Li Jin	Chess Club	
Joanne Wang	Competition Math Club	
Dongbin Xu	Competition Math Club	
Dora Yin	Competition Math Club	
Carolyn Li	Competition Math Club	
Lily Yin	Cooking Club	
Reji Dasan	Python Bytes	
Prasetha Warriar	Robotics Club	
Li Li	Speech and Debate Club	
Johannes Grad	Programming Competition	
Katherine Ma	Science Bowl	
Grace Yu	Science Bowl	
Yiwen Sun	Science Bowl	
VISITORS (Print Name)		SIGNATURE