

Tyee PTSA BOD Meeting Minutes

DRAFT

Mar 21st, 2024

Zoom

TYEE PTSA
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Minutes Stand As approved on XXX XX, 2024 BOD meeting

1. Call to Order 7:34pm

1.1 Attendance & Quorum

Quorum met & Attendance (See Appendix 1)

Stella, Lesley, Sandy, Yan, Kelly, Peggy, Sarah, Xiao, Jenny, Elizabeth

2. Approval of Minutes

- Minutes for Jan 18th, Feb 15th BOD meeting and Jan 25th 2024, GM meetings were approved. Sarah motion to approve Jan 25th GM meeting minutes; Kelly 2nd. Unanimous vote.
- Sarah motion to approve Jan 18th BOD meeting minutes; Yan 2nd. Unanimous vote.
- Sarah motion to approve Feb 15th BOD meeting minutes; Lesley 2nd. Unanimous vote.

3. Previous month's actions:

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

- Feb does not have much activity. Income - received \$450 for LNY from a sponsor.
- Expenses - major expense was for \$2500 for Robotics club for Coach. Most of the expenses are also under budget so we are good.

5. Standard Business

5.1 Principal's Report

5.2 President's Report

5.3 Reports from:

- Ways and Means - Jenny:
 - For April 6, we have the Goodwill fundraising. But spring break is starting so perhaps we won't have enough volunteers or donations given families may go on vacation. Usually they give us 2 trucks. One truck is \$600. Last time we filled about 1 1/3 of a truck so about \$800.

- Sarah - would be better to postpone this fundraising so that we can give families more heads up.
 - Kelly - what if we cancel it? Jenny - Goodwill truck told us that we can cancel the event but we cannot reschedule it as their calendars are already set til July. We also cannot use the front parking lot that day so families may not be able to find us if we are in the back.
 - Stella - how many times do we schedule the truck? Sandy - 2 times per school year for every school. Stella - I think we are ok to cancel.
 - Sarah - if we do need an additional fundraiser, doing a Mod Pizza night might be better. Jenny - I scheduled a Chipotle in April and Mod Pizza fundraiser in June. This brings in about \$140 for each so not as much as Goodwill.
 - Sandy - we have another fundraiser - the Taiko Drum performance on April 14. If we help them sell tickets, every ticket we sell they will donate \$10 to Tyee PTSA. Board members - please help promote this and post on your social media.
- Programs - Lalitha:
 - There was an incident involving a 6th-grade student during the Science Olympiad competition and regular club sessions. As you may recall, I previously shared an email from Katherine Ma regarding this matter. After thorough deliberation with club members and our coaching team, the decision has been made that it would be in the best interest of the majority of our club members if the student in question does not participate in the Science Club next year. Katherine (club chair) sent an email to the student's parents to let them know he won't be allowed in the club next year.
 - The Robotics Club has resumed its meetings post-competition season. These gatherings occur every Thursday from 5:00 PM to 6:30 PM and are led by Mr. Burke and our 8th-grade students. The primary goal is to maintain the skills they have acquired and to foster team spirit. Please note that these meetings are informal, and we are not permitting parent volunteers or coaching at this time.
 - Additionally, there will be forthcoming updates from the Chairs regarding the next year's plans.
 - For the Reflection and Python Bytes club - chairperson positions will be open for next year. Other club chairs will continue.
 - Peggy - Cooking Club is under Bellevue Council now so we can remove it from the list. Spelling Bee club may be removed since we did not get any parents interested in leading the club.

- Sandy - from Lalitha's email:

S.No	Club Name	Club Chair Name	Y/N for 2024-2025	Would you lead it next year	Budget similar to this year	Any problem
1.	Reflection program	Chen Nina	Yes	No	Yes	No issues
2	Python	Reji & Yunzhao	Yes	No	Yes	No issues

3	Science	Katherine	Yes	Yes (along with Grace, Yiwen)	Yes	No issues
4	Math	Dongbin Xu	Yes	Yes	Yes	No issues
5	Speech & Debate	Jennifer (Li Li) Vicky Zhao	Yes	Yes (along with Jing Yang)	Yes	No issues
6	Programming competition	Johannes	Yes	Yes	Yes	No issues
7	Robotics	Prasetha	Yes	Yes	Yes	No issues
8	Chess	Eun Bae				
9	Cooking	Lily Yin				In Bellevue PTSA
10	Book Fair	Lesley	Yes	Yes	Yes	No issues-may need co-chair
11	Finance	Nicole Li				
12	Spelling Bee	NA	NA	NA	NA	No Club this year

- Communications - Peggy
 - No updates.
- Student Socials - Elizabeth
 - For the budget, we can keep the same budget as last year, \$8,000 (covers everything except 8th Grade Party).
 - We have found a Chair for the 7th Grade Carnival, Darcie Durr. She is a parent of a 7th grader and helped at the Glow Dance. I have already contracted with the company that rents inflatables for that event, so it will be an easy one to plan. Mr. Lillie has approved the items we are renting.
 - For Makers Market we have our 1st of three student workshops tomorrow. They will be the last 15 minutes of each lunch period in the library. Jenny Chen and Lynn Zhang are joining me for the first workshop tomorrow. We REALLY need a treasurer for Makers Market. If anyone is interested, please contact me.
 - Peggy - Reflection chair Nina Chen (ninachenc@gmail.com) said she could help with being the Treasurer for the Maker's Market but she just needs help with the details. Elizabeth - treasurer needs to help during the day. Each ticket is \$1. Place it in a canister to buy things. Collect all the tickets and help count them. Have a spreadsheet to account for all of them and give the funds for each kid. Basically

work through the details of money handling on the day. Peggy will send her details to Elizabeth.

- Sandy - should we charge an entrance fee of \$1? Elizabeth - no, we'll open it up to the public. They can come in, buy tickets and use that to buy items at the market. And also donate their tickets towards the Teacher's Lounge if they like. This would be a way to encourage people to purchase things. Sandy - is the table fee of \$30 high? Should we reduce it? Elizabeth - we're expecting a lot of people to come through. We'll talk to the kids about making sellable items. We have plans to put posters up at community centers, the mall, YMCA, library, all over the neighborhood. We'll ask Peggy to send an email out to the other PTAs so we have more people coming.
- Elizabeth - we had 16 tables registered on Mar 12. We're hoping that we'll get a lot of kids coming to the workshop tomorrow that haven't signed up as well. We'll keep the signup open so we can get more tables.
- Jenny - will we ask everyone coming in to buy \$10 worth of tickets? Eg group of 4 has to buy 40 tickets? No, there isn't a rule like that. But we will have 2 stalls selling tickets, 1 inside and 1 by the door. Sandy - would we want people to buy tickets beforehand? Elizabeth - it would be a treasurer question. Because the internet is not great at the school so credit cards might be hard. Maybe Venmo is quicker. We would have to see and talk to the event treasurer.
- Membership - Sarah
 - We're still standing at 415 members. I did attend the Bellevue Council PTSA meeting this month and got a little more insight on the system for next year. We are migrating from MemberPlanet to GoodDeeds.
- Grants - Yan
 - Grants are all approved now. The teachers will send Kelly the reimbursement requests.
 - Classroom funding is processing as well. Michelle will be passing on requests to Kelly. Just waiting for the teachers to send receipts for reimbursements.

6. New Business

6.1 Draft 24-25 Budget Discussion - Kelly and Xiao

- For the draft budget we are missing quite a few expense info from club chairs and programs. On the income side, we are keeping the amounts the same. The major change is removing the income side from the 8th grade party anymore. Starting this year we won't collect ticket monies from 8th graders.
- Cooking club has been removed.
- Interest income has increased.
- Still working on the expense side to see how much we can drain down on our surplus..
- The new expense items this year were the lounge refreshment, and the additional teacher's grants.
- Stella - should we look into draining down about \$20k each year? Yes
- Yan - can we increase the grants to \$15k next year? Kelly - yes

- Kelly - mentioned that FPS Teacher Mr. Pearson emailed parents and students and asked those with financial hardship to please email PTSA for help to pay the fees. We so far haven't received any emails yet.
- Lesley to follow up with Sarah about Anna Lewis, the family engagement specialist. And ask her to check in with families who need help with fees in case there were any that were not comfortable asking the PTSA for help.
- Xiao - asked Lalitha to collect the POAs for next year. Possibly getting it back to us within 2 weeks before spring break so we can have the final draft to approve and add in the budget.
- Stella - it's close to the end of the school year. So please look for potential candidates for all the positions for next year. If your kid is leaving the school or you are leaving the board please start looking for next year's candidates.
- Yan - I know a candidate who wants to take over my position - Nina.
- Peggy - might be easier to divide Elizabeth's job into many chairs (1 chair per event) so that it is easier to get someone to do each event. Elizabeth is already starting to do this with the different dances. LNY can be a different committee and chair on its own.

7. Announcements & Upcoming Dates

Mar 2024

- March 22: Snow-Day Make Up (regular classes)
- March 26: 6th Grade Camp Information Night (6pm)
- March 30: BSF Spring for Schools Event

Apr 2024

- April 8 - 12: Spring Break
- April 26: Maker's Market

8. Adjournment

The meeting was adjourned by Stella Chen at <8:33> pm on Mar 21st, 2024.

9. Submitted by

Lesley Tay-Chung, Tyee PTSA Secretary, on Mar 21st, 2024.



BOD Meeting Sign-in Sheet

Zoom
Mar 21st, 2024

Quorum: 8 Total Attendance: 10 Majority Vote: 6

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