

Tyee PTSA BOD Meeting Minutes

Nov 14th, 2024
Zoom Conference Call

TYEE PTSA
YOU BELONG • STAY CONNECTED



Minutes Stand As approved on Nov 14, 2024 BOD meeting

1. Call to Order

The meeting was called to order by Peggy Wang at 7:31 pm on Nov 14th, 2024.

1.1 Attendance & Quorum

Quorum met & Attendance (See Appendix 1)

2. Approval of Minutes

We reviewed the minutes for Sep 12th, 2024 GM and BOD meetings were approved. Peggy made the motion to approve and Yan seconded the motion. Motion passed with unanimous votes.

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

- YTD financials - for revenue we already raised \$41k in Tyee Bucks which is more than we expected.
- For the programs - most of the clubs already started and we have collected the club fees. Finance club will start in Jan. Musical club to start next year. Kelly finished the reconciliation for each club (checking members and fees vs revenues) and everything looks good.
- PTSA Membership - we have higher than expected enrollment (\$9k)
- Expense side - 7th grade carnival we prepaid for the event for inflatables - \$3625
- Most of the expenses are related to the clubs so far. We don't have a lot of expenses yet. For PTA admin we only spent about \$3500 so far.
- Nicole asked how corporate matching is doing - we have received \$10k in matches so far. Usually we receive it every 2 - 3 months depending on when the parents submit the paperwork. We receive a chunk in Oct/Nov and then again in Jan.
- We also increased the budget for staff appreciation by \$500 to be able to give gift cards to the staff during Staff Appreciation Week. This was approved and voted on unanimously via email by the board.

4. New Business

None

5. Standard Business

5.1 Principal's Report

5.2 President's Report

5.3 Reports from

- **Grants - Yan** - deadline of Dec 2 for grant application. Another grant deadline is in Feb. We have not received anything yet. We received an email from Mr Backus for a request; Yan will check the amount. Grant budget this year is \$15k. They have some other approved budget for PBIS.
- **Scholarships for students - Yan** - We've also been talking about scholarship guidelines and allocate \$15k for the process. We've been talking about a couple of requirements like people who qualify for free/reduced lunch. Maybe max each student can apply for is \$500. We were talking to the school and since we are not allowed to know who the list of kids are, then we may need 2 staff members to approve the scholarship. So we can keep student confidentiality. The Tye PTSA club received 1 student's request for the scholarship. The parent provided the free/reduced lunch application form so it has been approved. For the 8th grade promotion chair, we planned to give kids on free/reduced lunch the free personalized hoodie. Nicole - previously seen PTSA donate money to the school directly and have the uses for the money specified. So if we could find out how many kids we potentially need to help, then PTSA can donate that money to the school to then dole out to whoever they believe needs help. Yan - will speak to the office manager and principal to see how we can do this. Scholarship - can cover outside activity school fees and ASB membership fee. Sung - they were not aware that they need to get an ASB membership to do a lot of clubs. Also many parents were not aware of the PTSA clubs and that they need a PTSA membership to join these clubs. It would be good to have some info for the students and families joining in 6th grade to get more informed about this. It would also be good to publicize that Jubilee Reach needs more volunteers for after school sports.
- **Grants question - Kelly** - Ms Williams applied for a \$2600 grant for the Biology textbook printing for her 8th grade students. Should we make this a part of the budget if this is going to be an annual activity. Each student is already being told to draw the picture for their book each week. She may be relying on the grant to be approved already.
- **Ways and Means - Jenny and Ting** not here
- **Programs - Lalitha** - most clubs have started. Sung is heading up the Finance club. Peggy mentioned he should reach out to the previous chair, fill up the POA

form and get it approved by the board. Host a parent info night, collect the fees etc. The club can start after the new year in January and be hosted online. Sung - ideally 40 students can join the club.

- **Communications - Nicole and Preethi** - we have a form for people who submit their interest in volunteering. What happens to the people who submit the form? The volunteer coordinator Chu gets those names and sends out volunteer opportunities e.g. picture day, library, to those who signed up. For new parents we can reuse the FAQ info that Peggy worked on and have that provided to Tyee parents as part of a welcome letter from the principal and also on the website as many parents had the same questions.
- **Membership - Sung** - no update.
- **Student Socials - Darcie** - need for volunteers for Glow Dance and also committee members for the Maker's Market. Noi volunteered to join the committee. Peggy will connect her with Darcie.
- **Glow Dance - Lesley** - Peggy mentioned Principal Virata asked whether we should look to limit the high school volunteers to a certain age. Lesley mentioned that we mostly use HS students for setup, cleanup, distributing snacks and monitoring the exit doors. There will also be parents chaperoning the dance and also monitoring the exit doors in case students try to leave. We have about 270 kids signed up for the dance so far and we have enough HS student and adult volunteers. Ting will be the DJ and we have the Newport Cover and Choreography club coming to perform as well. Have 331 students registered so far tonight.
- **Staff Appreciation - Noi and Le** - sent Nicole and Preethi the signupper link for a breakfast of thanks (11/27 7:45am). We plan to do a continental breakfast with coffee, tea, oatmeal, and bagels. Got 1 business for sponsorship - from a juice bar in Redmond. She doesn't open til 9 or 10am. We've agreed between Ms Virata and the owner that we will feature her the day before (11/26) to help promote her business. Also will feature her in the newsletter and social media. We have another upcoming International Staff Appreciation and will also reach out to more small businesses and see what we can do.
- **7th Grade Carnival - Sita** - joined the meeting to find out more about what needs to be done for the 7th grade carnival. The POA was approved last Sep but she will double check with Darcie if there is more to do there. The inflatables have already been prepaid and they only need to purchase snacks for that time. The event is in May 2025.

5.4 Agenda Items for Dec meeting

- Mr Burke - proposed changing the club registration process and criteria. For the Rocketry Club, since it had to be limited to 15 members only, they had a registration period and then a lottery to select 15 applicants from all those who registered. He suggested that all PTSA clubs should follow the procedure of application and then have a lottery instead of first come first served especially for clubs that are very in demand e.g. for robotics. Sung suggested we allow applications for a day and then do a lottery to allow parents who may not be able

to sit at the computer at exactly 8pm to register. Lynn suggested we table this discussion for next month when Mr. Burke joins.

6. Announcements & Upcoming Dates

Nov - Dec 2024

- Nov 14 (Fri): Glow Dance 7 - 8:30pm
- Nov 27 (Wed): Staff Appreciation - Breakfast of Thanks
- Nov 28-29 (Thu - Fri): Thanksgiving Holiday - No School
- Dec 12 (Thu): In person combined BOD and GM meeting @ Tyee
- Dec 23 - Jan 3: Winter Break

7. Adjournment

The meeting was adjourned by Peggy Wang at 8:36 pm on Nov 14th, 2024. Next BOD meeting Dec 12, 2024 in person at Tyee.

8. Submitted by

Lesley Tay-Chung, Tyee PTSA Secretary, on Nov 14th, 2024.



BOD Meeting Sign-in Sheet

In Person
Nov 14th, 2024

Quorum: 8 Total Attendance: X Majority Vote: X

EXECUTIVE COMMITTEE		SIGNATURE
Peggy Wang	Co-President	X
Lynn Zhang	Co-President	X
Jenny Chen	Co-Vice President – Ways & Means	
Ting Li	Co-Vice President – Ways & Means	
Lalitha Subramanyam	Co-Vice President - Programs	
Prasetha Warriar	Co-Vice President - Programs	
Darcie Durr	Co-Vice President - Programs	
Preethi Chandrasekhar	Co-Vice President - Communications	
Nicole Hepworth	Co-Vice President - Communications	X
Yan Zhou	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
Sung Kim	Membership Chair	X
Yan Shen	Grants Co-Chair	X
Nina Chen	Grants Co-Chair	
	Advocacy Chair	
James Burke	At-Large Board Member	
Christin Aminoto	At-Large Board Member	
SCHOOL REPRESENTATIVES		SIGNATURE
Danielle Virata	Tyee Principal	
James Burke	Staff Representative	See BOD Above
COMMITTEES		SIGNATURE
Jingyuan Luo	BSF Ambassador	
Lesley Tay-Chung	Book Fair Chair	

	Spiritwear Chair	
Noi Paraso	Staff Appreciation Co-Chair	X
Le Au	Staff Appreciation Co-Chair	
Chu Chen	Volunteer Coordinator	
	Walk About Chair	
Yim Cheng	Website Administrator	
CLUBS		SIGNATURE
	Chess Club	
Dongbin Xu	Competition Math Club	
Dora Yin	Competition Math Club	
Carolyn Li	Competition Math Club	
Yan Zhou	Competition Math Club	
Jinchi Han	Competition Math Club	
Sung Kim	Finance Club	
Johannes Grad	Programming Competition	
Ting Wu	Python Bytes	
Prasetha Warriar	Robotics Club	
Valerie Shah	Rocketry Club	
Jing Yang	Speech and Debate Club	
Katherine Ma	Science Bowl	
Grace Yu	Science Bowl	
Yiwen Sun	Science Bowl	
Programs/Events Chairs		SIGNATURE
	Reflection	
Demi Wang	6th Grade Meet and Greet Co-Chair	
Lin Zhang	6th Grade Meet and Greet Co-Chair	
Sita Whitaker-Robinson	7th Grade Carnival	X
Hongyan Yang	8th Grade Party	
Katherine Ma	8th Grade Party	
Sonja Ross	Maker's Market	
Lesley Tay-Chung	Glow Dance Party	
Sarah O'Brien	Beach Party	
Ting Li	Lunar New Year Celebration	
VISITORS (Print Name)		SIGNATURE
Lanlan		X