

# Tyee PTSA BOD Meeting Minutes

Sep 6th, 2023  
Newport Way Library

**TYEE PTSA**  
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*Minutes Stand As approved on **Oct 19, 2023** BOD meeting*

## 1. Call to Order

The meeting was called to order by Jennifer Lee at 6:55 pm on Sep 6th, 2023.

### 1.1 Attendance & Quorum

Quorum met & Attendance (See Appendix 1)

## 2. Approval of Minutes

Minutes for May 11<sup>th</sup>, 2023, BOD meetings were approved.

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

PTSA budget for the 2023-2024 school year (Appendix 2) was presented and discussed by the board members.

Each club/budget line item change will need a POA (Plan of Action form). Clubs have income and expense line items; and charge a fee per student. Can reuse previous years' POA. New club chairs can revise the budget but it requires a POA and review with the treasurers and board members to do so. Any budget changes needs board meeting approval and a general membership approval. Teachers can be coaches for clubs and would need to be paid.

## 4. Standard Business

### 4.1 Principal's Report

Principal Lillie was not present

### 4.2 President's Report

Past President Jennifer thanked all volunteers and board members for their support and service to Tyee PTSA.

### 4.3 Reports from

- Ways and Means - No update.
- Programs - Lalitha and Sandy - Each club needs chairs and coaches for supervision and need to follow school rules and policy so we can continue using school facilities. For robotics, high school students help students prep, chair submits tournament forms and applications.
- Communications - No update.

- Membership - Completed turnover of duties, need to update flyers to update donation ask to \$150.
- Grants - Yan - majority of our funds goes to teacher grants and classroom funds. The teachers used around \$12k in grants last year. Each teacher gets \$120 per FTE. PE and Science teachers use a lot of funds since the equipment costs a lot. This year music teachers may need to use more funds for equipment, Teachers will apply to Michelle, Byron and Carmen for funds. PTSA liaises with Michelle.
- Student Socials - Elizabeth mentioned events planned this year include 6th grade ice cream social (Mr. Lillie asked for 6th gr only events), Glow Dance, Beach Party, Lunar New Year event (2/2/2024). Potentially have a separate Maker's Market event where kids can make and sell items in booths but need a chair to organize.

## 5. New Business

### 5.1. Nominate, vote, and approve incoming PTSA President - Stella Chen, Co-President – Sandy Zhang, Treasurer(s) - Xiao Liu and Kelly Wong, VP of Programs - Lalitha Subramanyam, Co-VP of Programs - Prasetha Warriar, VP of Ways and Means - Jenny Chen, Grant Co-Chair – Iris Huang

Elizabeth motioned to nominate, vote and approve incoming PTA President Stella Chen, Co-President Sandy Zhang, Treasurers Xiao Liu and Kelly Wong, VP of Programs Lalitha Subramanyam, Co-VP of Programs Prasetha Warriar, VP of Ways and Means Jenny Chen, Grant Co-Chair Iris Huang. Sandy seconded the motion. Motion was carried and approved unanimously.

### 5.2. Change the Tye PTSA bank account signers to the new President, Co-President, and Treasurers.

Tye PTSA bank account signers will be changed to add the new President Stella Chen, Co-President Sandy Zhang and Treasurers Xiao Liu and Kelly Wong.

### 5.3. Student Socials Chair, Elizabeth will present a Plan of Action (POA) for the upcoming Ice Cream Social event. BoD will review and approve the POA.

Elizabeth presented the POA for the 6th Grade ice cream event. The POA budget is \$400 for the entire event. Ice cream will be served by volunteers. Tracy made a motion to approve the POA for the event, Xiao seconded the motion. The motion was approved and carried unanimously.

### 5.2 Board Commitment Form – new and returning officers

**Action:** All board members are encouraged to review and sign the commitment form and send it to Lesley via the [secretary@tyepts.org](mailto:secretary@tyepts.org) email.

### 5.3 PTSA goal and standing rule review

**Action:** All board members to review the Tyee PTSA Standing Rules, Mission and Goals found on the Tyee PTSA website [www.tyeeptsa.org](http://www.tyeeptsa.org)

### 5.4 Discussions and To-do list:

- Set date and time for monthly BoD meetings, and General Membership meetings (at least three meetings during the school year) - **3rd Thursday of the month 7 - 8:30pm.** General membership meetings generally in September, March, May.
- Appoint 3 board members for the PTSA financial review - The board unanimously appointed Yan, Lesley and Iris to complete the financial review in December and May.
- Bellevue PTA Council – 3 voting delegates from Tyee PTSA - The board appointed Ting, Yan and Xiao.
- Membership goal and promotional plan - **Action:** Tracy to set the membership goal and a promotional plan.
- Fundraising goal and promotional plan - **Action:** Need to set the goal and budget change on the same night as the general meeting via Zoom on 9/14.
- Review chair position openings - Nina and Kathy signed up to be co-chairs for Reflections.
- Plan of Action (POA) for PTSA clubs, programs and events review meeting date
- Review PTSA club enrollment policy, school site/building use application, procedures and rules
- Tyee Times weekly newsletter submissions deadline – Tyee Times will be published every Saturday morning. Please submit the info to VP of Communication, Peggy Wang no later than noon on Fridays.
- Budget adjustment if needed
- Form a President's Volunteer Service Award Committee - Iris signed up to be co-chair for the grants and committee for President Volunteer Service Award.
- **Action:** Lalitha to create a Whatsapp group for all board members and club chairs.

## 6. Announcements & Upcoming Dates

### Sep 2023

- 9/14, Thursday, PTSA General Membership Meeting
- 9/15, Fri, 6th Grade Ice Cream Social
- 9/26: Picture Day @ Tyee
- 10/2: Tyee MS Curriculum Night (5:30pm)

## 7. Adjournment

The meeting was adjourned by Jennifer Lee at 8:00 pm on Sep 6th, 2023. Next BOD meeting Oct 19, 2023.

## 8. Submitted by

Lesley Tay-Chung, Tyee PTSA Secretary, on Sep 14th, 2023.



## BOD Meeting Sign-in Sheet

In Person  
Sep 6th, 2023

Quorum: 8                      Total Attendance: 13                      Majority Vote: 7

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

|                              |                          |                  |
|------------------------------|--------------------------|------------------|
| Christin Aminoto             | Spiritwear Chair         | X                |
| Hongyan Yang                 | Staff Appreciation Chair |                  |
| Dandan Jiang                 | Staff Appreciation Chair |                  |
| Chu Chen                     | Volunteer Coordinator    | X                |
| Christin Aminoto             | Walk About Chair         | X                |
| <b>CLUBS</b>                 |                          | <b>SIGNATURE</b> |
| Eun Bae                      | Chess Club               | X                |
| 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             |                  |
|                              |                          |                  |
|                              |                          |                  |
| <b>VISITORS (Print Name)</b> |                          | <b>SIGNATURE</b> |
| Jennifer Lee                 | Past President           | X                |
| Christie Luo                 | Past Co-Treasurer        | X                |
|                              |                          |                  |

| <b>Tyee Middle School PTSA</b>                            |                     |
|---|---------------------|
| <b>Budget vs. Actuals: Budget2022~2023 - FY23 P&amp;L</b> |                     |
| <b>Customers</b>  |                     |
| <b>July 2022 - June 2023</b>                              |                     |
|   | <b>2023-2024</b>    |
| <b>Revenue</b>  |                     |
| <b>5100 Fundraising Income</b>                            |                     |
| 5110 Tyee Bucks   | 28,000.00           |
| 5120 Corporate Matching/Donation                          | 15,000.00           |
| 5140 Spiritwear   | 4,000.00            |
| 5150 eScrip   | 400.00              |
| 5190 Other Fundraising                                    | 2,000.00            |
| <b>Total 5100 Fundraising Income</b>                      | <b>\$ 49,400.00</b> |
| <b>5300 Program Income</b>                                |                     |
| 5310 8th Grade Party                                      | 10,000.00           |
| 5325 Competition Math Club                                | 7,500.00            |
| 5337 Finance Club   | 800.00              |
| 5338 Debate Club  | 1,800.00            |
| 5339 Cooking Club   | 800.00              |
| 5345 Python Bytes Club                                    | 2,500.00            |
| 5346 Programming Competition Club                         | 1,250.00            |
| 5350 Play / Musical                                       |                     |
| 5360 Student Socials                                      | 4,600.00            |
| 5375 Library Book Fair                                    | 500.00              |
| 5380 Robotics Club  | 9,000.00            |
| 5382 Chess Club   | 400.00              |
| 5385 Science Bowl   | 1,800.00            |
| <b>Total 5300 Program Income</b>                          | <b>\$ 40,950.00</b> |
| <b>5400 Membership/Directories</b>                        |                     |
| 5405 Membership   | 6,500.00            |
| 5410 Teacher/Staff PTSA Membership Sponsorships           | 200.00              |
| 5450 Student Directories                                  | 200.00              |
| <b>Total 5400 Membership/Directories</b>                  | <b>\$ 6,900.00</b>  |
| <b>Total Revenue</b>                                      | <b>\$ 97,250.00</b> |
| <b>Gross Profit</b>                                       | <b>\$ 97,250.00</b> |
| <b>Expenditures</b>                                       |                     |
| 8100 Fundraising Expense                                  |                     |
| 8140 Spiritwear   | 4,000.00            |

|  |                     |
|--|---------------------|
| 8190 Other Fundraising                           | 1,000.00            |
| <b>Total 8100 Fundraising Expense</b>            | <b>\$ 5,000.00</b>  |
| 8200 Money Granted to School                     |                     |
| 8210 6th Grade Field Trip - Camp Orkila          | 2,500.00            |
| 8220 7th Grade Field Trip                        | 4,000.00            |
| 8240 Orchestra Retreat                           | 500.00              |
| 8270 Teacher's Classroom Fund                    | 6,000.00            |
| 8280 Teacher Grants                              | 10,000.00           |
| 8285 Global Goals                                | 500.00              |
| 8290 Living Voices                               | 1,500.00            |
| 8295 Family University                           | 500.00              |
| 8296 Raku Workshop                               | 700.00              |
| 8297 PBIS Incentives                             | 400.00              |
| 8298 Additional Grants Carryover from Prior Year | 2,500.00            |
| <b>Total 8200 Money Granted to School</b>        | <b>\$ 29,100.00</b> |
| 8300 Program Expense                             |                     |
| 8310 8th Grade Party                             | 12,000.00           |
| 8315 8th Grade Promotion Ceremony                | 700.00              |
| 8320 Cyber Safety                                | 300.00              |
| 8325 Competition Math Clubs                      | 7,775.00            |
| 8330 Principal Coffees                           | 300.00              |
| 8337 Finance Club                                | 1,300.00            |
| 8338 Debate Club                                 | 1,750.00            |
| 8339 Cooking Club                                | 750.00              |
| 8345 Python Bytes Club                           | 2,550.00            |
| 8346 Programming Competition Club                | 1,100.00            |
| 8350 Play / Musical                              |                     |
| 8352 Chess Club                                  | 400.00              |
| 8355 Reflections                                 | 300.00              |
| 8360 Student Socials                             | 8,000.00            |
| 8365 Staff Appreciation                          |                     |
| 8370 Meet & Greet (formerly TCOB Days)           | 500.00              |
| 8375 Library Book Fair                           | 500.00              |
| 8380 Robotics Club                               | 6,156.00            |
| 8381 Anime Club                                  | 950.00              |
| 8385 Science Bowl                                | 1,700.00            |
| 8390 GEO Bee                                     | 200.00              |
| 8395 Spelling Bee                                | 275.00              |
| <b>Total 8300 Program Expense</b>                | <b>\$ 47,506.00</b> |
| 8400 Membership Dues/Directories                 |                     |

|  |                      |
|--|----------------------|
| 8405 Membership                                | 4,700.00             |
| 8450 Student Directories                       | 750.00               |
| <b>Total 8400 Membership Dues/Directories</b>  | <b>\$ 5,450.00</b>   |
| 8500 Administrative                            |                      |
| 8501 Annual Corporation Report                 | 20.00                |
| 8502 Bank Fees                                 | 25.00                |
| 8510 Board Discretionary                       | 500.00               |
| 8515 Charitable Solicitation/Renewal           | 40.00                |
| 8520 Website/Sign Up Genius                    | 400.00               |
| 8525 Credit Card Payment                       | 3,500.00             |
| 8530 Mailing                                   | 100.00               |
| 8535 Hospitality Supplies / PTSA Mtgs          | 200.00               |
| 8540 Insurance                                 | 600.00               |
| 8545 Movie License                             | 450.00               |
| 8550 Printing/Copies/Mailing                   | 300.00               |
| 8555 PTSA Awards                               | 700.00               |
| 8560 QuickBooks                                | 250.00               |
| 8570 TCOB Days ( Taking Care Of Business Days) | 300.00               |
| 8580 WSPTA State Convention                    | 700.00               |
| 8582 Legislative Assembly                      | 800.00               |
| 8584 Board/Chair Training & Development        | 200.00               |
| 8585 Other Admin/Committee/Project             | 600.00               |
| 8590 Prior Year Expense                        | 1,500.00             |
| <b>Total 8500 Administrative</b>               | <b>\$ 11,185.00</b>  |
| 8600 Charity Contribution                      |                      |
| 8610 BSF                                       | 1,500.00             |
| 8620 Bellevue Quality Schools                  | 300.00               |
| <b>Total 8600 Charity Contribution</b>         | <b>\$ 1,800.00</b>   |
| <b>Total Expenditures</b>                      | <b>\$ 100,041.00</b> |
| <b>Net Operating Revenue</b>                   | <b>-\$ 2,791.00</b>  |
| <b>Net Revenue</b>                             | <b>-\$ 2,791.00</b>  |