

**Somerset Elementary PTSA**  
**Board of Director Meeting Minutes**  
**Thursday, July 21, 2022, 6:00 PM -**  
**Somerset Elementary**

Attendees: Refer to sign-in sheet

Quorum Present:

Notice Given:

**1. Administration**

- a. ? motioned to approve agenda. ? seconded the motion. It was approved
- b. ? motioned to approve May 18, 2022 BOD meeting minutes. ? seconded the motion. It was approved.

**2. President Heather Hsia**

- a. Executive Committee approve additional BOD members
- b. Appoint Ting as Co-VP of Programs - vote in to take place at next general meeting
- c. Review and approve standing rules - we are bound by law to follow these
- d. Conflict of interest forms
- e. Non-profit status update
- f. Review and approve PTSA general event plans for entire school year
- g. BOD plan of action for 2022/2023
- h. Non profit status & liability insurance coverage
- i. BOD position expectations, communications, training & resources-background checks
  - i. Open lead volunteer positions- Treasurer, co-program, Membership, reflections art, Lead volunteer, clubs events, program chairs
  - ii. Leadership Launch [training](#) 8/26 & 27 \$35 early bird
  - iii. WSPTA leadership newsletter- subscribe by emailing support@wastatepta.org

**3. Principal Cathy Elder**

- a. School update
  - i. All staff returning except 3 brand new moms
  - ii. All open positions hired
  - iii. Partnering w/ other schools for literacy training in aug
  - iv. Leadership team - retreat w/ consultant
  - v. Teachers have district level trainings available the week before meet & greet
  - vi. New asst. Principal
  - vii. New head custodian - 1 retiring 1 moving district positions
  - viii. Aug 23 1-3pm popsicles w/ principal. + scavenger hunt
  - ix. Meet & greet aug 30 11:15-12:15 all families will be notified via email about teachers
  - x. 30 new students registered this month. New student orientation - counselor will put it together w/ a specialist
  - xi. Our theme for the year is Somerset Soars (A is a rocket)
  - xii. 612 students - low but not atypical. 583 as of last night.
  - xiii. Decline in registration across king county
  - xiv. 26 classrooms - 1 fewer than last year
  - xv. 9:05 - 3:35/1:20
  - xvi. Won't have 6 different lunches this year
  - xvii. At pickup time - traffic gets blocked - how can PTSA help

**4. Co-Vice Presidents of Ways & Means Carina Luo & Stephanie Lee**

- a. Fundraising goal for approval
  - i. \$176k raised last year
  - ii. Fall fund raiser incl company matching: \$140k - try to meet this year
    - 1. Ask for \$200 donation is fair

2. People need to know how fundraising benefits their child - flyer (aka what is GSA? I family education)
3. Fall fest/fam movie night - school can host
  - a. Projector. Split into grades. Sell tix. Weekend - do we need to talk to neighbors? What about cleanup. No chairs allowed. Field has to be reserved via Shannon Gregory. How is turf cleaned? What food is allowed?
  - b. Fall fest: raffle tix or silent auction. Welcome back to school activity. Solicit for prizes. Raffle off classroom projects?
  - c. Add Chipotle to restaurant list
  - d. Smith Brothers
  - e. Signs within Somerset advertising
  - f. Art to remember - if art teacher is open
  - g. Walkathon made 27k
  - h. Amazon smile - add to welcome letter. Made 1300 last year
  - i. Kids tag sale - rent space & sell their stuff

b. Fundraising plans for approval

#### 5. **Vice President of Programs Yanli (Lily) Zhao**

- a. Ting Zheng to co-chair programs - approval will occur at next GM
- b. Events coming up next month - Playdate with food trucks & meet the teacher PTSA table
- c. Clubs - do we have chairs? Compile list of volunteer chairs needed
  - i. Math chess reading sports.
  - ii. High school want to start a lego robotics club in Somerset for 5th graders to join. Students pay \$100 for materials, we support by providing classrooms. And need to provide supervision (beyond high schoolers). Can parents of participating students rotate supervision?
  - iii. Raise price of clubs?
  - iv. Can we expand chess club b/c there's always a wait list - a way to also get more \$
- d. Teacher Appreciation- Provide lunch on meet the teacher day
  - i. Get BOD photos and give teachers a meet the PTSA introduction

#### 6. **Co-Vice Presidents of Communications Shengjie(Misa) Zhao & Yingqi Zhao**

- a. Newsletter plans- come out once a week on same day & time- send board drafts for edit checks 24 hours before release.
  - i. Late July Newsletter to advertise for remaining needed volunteer chairs & save the dates
  - ii. BOD and chairs must send blurb add ons by designated cut off weekly
  - iii. Need release for photos & new school wide contact list from Tami
- b. Social media - volunteer sign up to manage different platforms/languages/ethnicities. PTSA accounts and oversee management
- c. Need updated communication list for 2022-23 roster - refresh it every 3 months
- d. Newsletters go out sat morning - draft sent out friday morning - blurbs need to be submitted by thursday noon.
  - i. Change cadence? Or content?
  - ii. Vote next meeting - every other week

#### 7. **Treasurer Peijun(Peggy) Liu**

- a. Lu has resigned via email- need to find co treasurer replacement
- b. Complete 2021/22 year end financial review and close those books if not already done
- c. Change bank account signers and update all online account passwords
  - i. Peggy does not have access to quickbooks or bank accounts yet. Needs to happen ASAP.
- d. Liability insurance coverage status
  - i. Set until next may
  - ii. Every year we have been losing money - negative net profit
  - iii. GSA spends a lot - \$150k/yr
  - iv. There is PTSA carryover \$

- v. Every meeting budget should be printed & passed out
  - vi. Last school year - books have not been closed out. Peggy will double check with outgoing treasurers
- e. **Secretary Eileena Khattar**
- f. PTSA welcome packet for families
  - i. Welcome letter
  - ii.
  - iii. Print for tables at events- but send electronically to each family
- g. Update all online account passwords and admins
- 8. **Curriculum Enhancement**
  - a. Plan for the school year for board approval
- 9. **Membership Chair**
  - a. Plan to launch fall membership drive for board approval
- 10. **Spirit Wear Sales**
  - a. Plan for the school year for board approval
- 11. **Yearbook Sales**
  - a. Have Secretary create photo album with PTSA google account- share with volunteers to add
  - b. Photo release plan
- 12. **Club chairs**
  - a. POA for approval and registration set up
- 13. **Teacher appreciation**
  - a. POA for school year for board approval - work with room parent lead
- 14. **Room Parent Lead**
  - a. POA for school year for budget approval
- 15. **Lead Volunteer**
  - a. Update volunteer opportunities sign up on the website!
- 16. **Additional questions or comments**

The meeting adjourned at

**Signed by:**