

**Somerset Elementary PTSA**  
**BOD Meeting Minutes**  
**Thursday, September 15th, 2022, 7:30pm – 9:30pm**  
**In-person at Room 111**

**Attendees:** Eileena Khattar, Stephanie Lee, Catherine Elder, Xi Chen, Shan Shi, Cindy (Hsin) Wang, Lancia Guo, Chu Chen, Lisa Leung, Joanna Yang, Melanie Chong, Cristy Localucci, Stephanie Keehn, Yingqi Zhao, Radhika Mehra, Mari Bisson, Vivian Ma, Carina Luo, Bana Miller, and Lily Zhao  
Yingqi Zhao via Zoom  
(EC 11 out of 12 + BOD 9 + the Principal) = 21 in total

**Quorum Present: Yes**  
**Notice Given: Yes**

**1. Administration**

- Announcement of 2022-2023 EC members and appointed BOD.

**2. Principal Update**

- **Curriculum Night**
  - There are two identical sessions on the curriculum nights
  - No live presentation from the principal.
- **Classroom assignments**
  - Multi-grade in 3rd and 4th grade.
  - 620 students this year. 59 different languages. Very diverse.
- **Winterfest**
  - Call for chairs and volunteers
  - Various culture, outside, Sep 28th night

**3. President Update**

- **Membership**
  - 145 households have joined + 39 sponsored teacher & staff members (as of 9/15)
  - Still need to recruit Membership Chair
- **Administrative**
  - Please read Standing Rules (SRs) → revisions will be presented at the Oct GM meeting for approval
- **Requirements of BOD members (EC + Appointed Directors)**
  - Must be a Somerset PTSA member, have a valid completed BSD background check, and be fully vaccinated against COVID-19

- Required to attend at least 4 BOD meetings (assuming at least bi-monthly meetings), may not be absent for more than 2 consecutive meetings, and must attend General membership Meetings (GMs)
  - Conflict of Interest: No BOD or any of its Committees shall derive personal profit; please disclose if so and refrain from participating in any decision/vote
  - Each BOD member shall sign a Conflict of Interest (COI) form and return to the Secretary ([SomersetPTSA@gmail.com](mailto:SomersetPTSA@gmail.com))
- **Responsibilities of BOD members (EC + Appointed Directors)**
    - Members of the BOD are the trustees of the Association
    - Shared fiduciary responsibility (ensure spending is aligned with WSPTA and Somerset PTSA's mission: child advocacy)
    - Ensure the PTSA is abiding by the Standing Rules (under revision for approval)
    - Ensure the PTSA is keeping up with the National PTA's Standards of Affiliation
    - Keep us aligned with the Somerset Elementary School Improvement Plan (SIP)
    - Review the master calendar of events presented by the EC
    - Review and approve Plan of Actions proposed by committee chairs or the EC
    - <https://forms.gle/KG4pm4U1XwE2Gvgr8>

#### 4. Secretary Update

- **Attendance Sheet**
  - Please sign in - QR code/Direct link
- **Conflict of Interest (COI) forms**
  - BOD (EC and Appointed Directors) need to sign and turn in
- **Presentation of legal docs, filings, permits, insurance**
  - Status review
  - Reseller permit will expire in Oct. 2022. Treasurers will review and take action.

#### 5. Treasurers Update

- **2022-2023 Budget**
  - Review of budget at Oct GM Meeting, changes will need to be approved
  - Budget – target fundraising \$40K more than last year (\$154K -> \$194K)
  - Fiscal year runs from July 1st 2022 to June 30 2023
  - The reason for the budget going up is expense going up.

- Grant provided by PTSA enables more hours and more GSAs
- Q1 P&L will be presented in the next meeting. We will be reducing the budget for certain buckets.
- E-news will educate what GSA is doing and why it's so important.
- GSA added safety and security in the playground, supported the clinic, helped transportation, and many other things.
- With the donation of PTSA, their hours almost doubled, multiplying the number of ppl to be here.

## 6. VP Programs Update

- **Preliminary calendar of events to be approved at Sept BOD meeting**
  - Sept 23 (Fri evening): Back-to-School Ice Cream Social
    - \$200 deposit. Budget \$1900
    - A flyer will be sent to all students, which serves as the ticket to get a free ice cream at the event.
    - Send a text message to a parent (suggested by Cathy)
    - Don't block the driveway (suggested by cathy)
    - Each student gets one ice cream for free. Additional \$2/each
    - No fund raising in ice cream social.
    - Vendor takes credit card and cash
    - Booth for smith brother,
  - Sept 29&30: Picture Day
- **Extracurriculars/After-school Activities**
  - Looking through the chairs list and see if any chair position is missing, chairs needed!
  - Local hoop Basketball / Titan Soccer/ Drama
    - Building fee: >\$75/hour as they are not non-profit organizations. Action item is to hold off the soccer and basketball class (proposed by Eileena)
  - Chick-fil-A would like to do a catering order. Meal \$15/each (including drinks)
    - Need minimum 12 volunteers to distribute the food.
    - Reserved 4-9
  - Maths/ Chess classes on track
    - No priority to previous students
    - Math class - no refund
  - Art class is new which need to be approved
    - Art class - new - to be approved 5%-10% discount
    - This program is provided by the "American Academy of Fine Art".
    - Time: 3:40 PM to 5:10PM
    - K-5 grader
    - Tuition: \$45/ class
    - Art Facility pay for classroom fee, and insurance.

- No volunteer needed
- Donation: 5%-10% Depends on how many students can enroll
- They prefer to use the art room, but it will be hard as artworks would be out sometimes.
- The class will be great on Thursday as it will not compete with chess class on Tuesday
- Totally will be 30 classes = 10 \* 3 sessions
- Johnna motion to vote on the art class, Kristen 2nd it, 15 voted yes, approved.
- Lego club - on - but out of PTSA hands.
- Yearbook - meeting will be on
- Vision/hearing 5 volunteers now.
  - Lily will talk to the school nurse.

## **6. VP Ways and Means Update**

- 100% PTSA member last year, and hopefully we can achieve it this year.
- The average per student is \$254
- Dine out is monthly event, involving multiple restaurants, such as MOD, panda express,
- Each brown bear car wash ticket, we can earn \$9, so the target is sell 2 tickets/student
- Smith brothers coming to ice cream social

## **7. VP Communications Update**

- Please refer to the agenda slides.

Meeting was adjourned at 9:30pm

**Signed by:** Shan Shi and Xi Chen, Secretary, 09/27/2022