

Committee Meeting

Date: 10/12/2022

Location: Lake Youngs Elementary School

**Attendees:** Sam Byrd, Christina Hewlett, Christy Stanton, Eric Kupper, Jessica Kessler, Dr. Brian Hutchison., Yvette Ramirez, Ahn Cao, Renee Lute, Skyler Burreson, Tammy Cho, Cathleen Turner

## 6:15 - Call to Order

### Opening Comments

6:15 - Christy

Over the past year or two with Zoom being the norm, we may have drifted away from standards. Distributed forms for use with the committees, standing rules and other documents to try and bring structure back to the way we are doing things. We will go over the basics of how we are going to work the LYPTSA.

6:19 - Jessica

Jessica discusses the contents of the container. There are book donation boxes, the bears, signage, a treasure box, prizes in the grey bin, a laminator, a popup tent, a balloon inflator, kitchen supplies (tablecloths, streamers, cutlery, plates, etc.), office supplies, white boards, paint marker boards, various themed party stuff, and a coin counter. Christy will send out a list and layout of the container. We can show people how to open it if needed. We still need to go back in and label the individual containers, so they are forward facing.

6:24 - Dr. H

Things are going well and excited about the PTSA this year. Musical instruments are beginning to trickle in, and we want to make sure no students are omitted. The GaGa ball pit should be getting a mat and the kids really enjoy playing with it.

Next week is conference week. We did not use the electronic "Bookit" app, but instead went back to the paper-pencil method. We should be getting the appointments back this week. Is this method working for everyone?

- Yvette

Which room would work best for science activities? Dr. H said it would be in the lunchroom and she should make an appointment to discuss when it should be done. This activity is targeted for the Spring.

- Jessica

Are there any issues with bringing food trucks and parking them off the side of the building? Dr. H says that is probably fine. There might be an issue with them parking on property. They may have to park on the street. Jessi

Dr. H departs.

## Treasurer's report

6:29 - Christina

No significant changes since October. Amazon Smiles received \$155. Membership dues received \$342.70 and paid out \$146.25

## September 14th Meeting Minutes

6:30 - Sam

Regarding the previous meeting minutes, the date must be adjusted from June to September, a time changed from 18:30 to 16:38, and one name adjusted.

6:32 - Jessica motions to approve the minutes as amended. Renee Seconds. Approved without dissent.

## Protocol Refresher

6:33 - Christy

Everyone should have a plan of action reminder. If you are a committee that makes a lot of deposits, reimbursements, keep a blank template copy of the docs and make copies as needed. Intended to include the budget but forgot. The correct budget is on the website.

Most of these items are things we have been doing forever that are required by WA PTA or by LY Elementary.

1. Your budget is your budget. If you need to increase it, bring it to the executive committee. A larger increase will need to be approved by a General Committee meeting. If you need a budget adjustment, please get it in before January's meeting. We can do less than a discretionary amount, but that is a one-time thing, not a budget change.
2. The Plan of Action (POA) is required for each committee and should cover the whole year. Ideally, it is how the budget will be used over the year. Once complete, submit it to the ExCo. Every committee needs an approved POA to operate. Please get them in before your first event. The treasurer is not supposed to reimburse expenses without an approved POA.
3. Committee Chairs are considered board members. You or a delegate are required to attend meetings. We can make zoom happen if needed, but it is difficult to keep up on events if you are not attending the meetings. If you cannot attend, please provide a detailed update in writing. At a minimum, committee leads must come the month before, month of, and month after.
4. Facility Use Forms are needed if you are doing anything outside school hours on Kent School District (KSD) property. Committee forms need to be approved by the ExCo and submitted to the school NLT 10 days prior to the event. Drop it in "The Box", then email, text, or somehow let us know there is something in there. Christy will make sure it is submitted after approved. Dates can be submitted seasonally (Sep-Dec, Jan - Mar, Apr - Jun). To reserve a room, add a sign to the door letting people know it is reserved. We may look at establishing a calendar. You should not reserve during the school day as school needs will take priority.

The Care room is a shared room for the PTSA and people are allowed to use it. We have office supplies, etc. Don't spend money you don't need to. Ask if you cannot find it.

- Ahn

Who do we talk to about handing out prizes during lunch? It would be something that would have to happen every other week. Christy recommends asking Kree and doing it during recess. No facility request form needed.

1. If you want anything posted on social media, it needs to be approved by the LYPTSA President. Christy is O.K. with delegating the authority for Instagram stuff to other board members. The concerns are timing, volume, and coordinating with the school. We are not doing Member Planet emails. Kree is O.K. with PTSA using skyway. The school has a translation service that will translate Skyward emails. Use PDFs and attach the text to the email body so it can be translated. Include any other critical information in the body that may need translation. The President not need to re-approved messages that are being resent and were previously approved. Just send them directly to Kree, CC Christy.
2. Printing flyers needs to be approved, unless it's a previously approved recurring event. The printer is in the library hallway. Get help the first time you use it because there is a lot that can and cannot be done. You also need the printer code to make sure we are using the PTSA account. We can use most of the paper types in the printer room. Don't use construction paper, paint, or the last of a certain type of supply. Reload the paper tray with white when you are done. No color printing. You can use color paper with black/white ink.

We have a laminator we bought for the school. Talk to Christy for more details. We can also use the Bulletin board in the lobby but run it through Christy to deconflict messages and space.

1. Attach your receipt to the reimbursement form. You can sign it yourself.
2. For any items you need to submit, you can use "The Box," just let us know. Use the slots in the box to help route the form to the right person.
3. For deposits, take the keys, open the closet, put your signed deposit form, and drop it in the deposit box slot. Secure the check to the deposit form. Email Sam, who is the Cashier. Ask someone from the ExCo if you need help.

Just ask if you need help. Christy will keep copies of all this stuff in the Care Room file cabinet.

7:09 - Jessica /Christy

There are plans to organize the Care Room but we keep the bed free. Covid rules lift in October so the Care Room will no longer serve that purpose

Renee asks if volunteers need to be vaccinated. That requirement is a KSD requirements, so we are not sure. Sam reports vaccines will no longer be required.

The vote for sixth grade moving is happening tonight. Our Legislative chair is at that meeting. Also, it looks like there will be no change to the current boundaries.

## Committee Updates

### Trunk or Treat 29OCT22

7:15 - Jessica / Christy

This will be a traditional walkthrough Trunk or Treat. Last year we handed out 400 bags of candy-- expect siblings to attend. We need to start candy donations. We might do a \$1 football toss/prize handout fundraiser, selfie wall. Families and teachers can sponsor a trunk. We can just have the trunks park on campus.

### 7:19 - Cookbook--Renee

Renee was inspired by cookbooks from her childhood and came out with the idea of doing a Lake Youngs fundraiser cookbook. We're using the Morris Publishing Company and are looking at a \$12 price point. We can order all at once, or in batches. We need to determine if these are sold at events or do we send home an order form. We need to find the minimum book batch size we can order. The cost per book was (est.) \$2.95 if we order 300. Initial thought is to do 300 books for the bazaar, then send home order forms for a second batch. We would like to have a holiday bazaar that partners the desserts in the cookbook with items. There is also a "This and That" section for random things around the house.

Christy raised the point of \$12 requiring a lot of small bills to make change.

### 7:24 - Courtyard/GaGa Committee - Skyler

The courtyards have a \$1000 budget. They still look good, but we still need to develop and an idea of what to do this year.

For the GaGa ball pit, Skyler is cleared to order the flooring. This is a priority due to the number of skinned fingers.

Skyler is taking on a delivering "Can's for Camp". He is not running the program. This is just recycling can's and getting money.

A Pot of Honey flyer went out mentioning a Bingo Night this month. This is an error and Jessica, or Christy need to correct. This event should happen on the 3rd Thursday every month. Skyler ran this event prior to Covid and can consult with Jessica if needed.

### 7:30 - Art Docent - Yvette

Art is starting tomorrow with a number of people having to mount projects. We only need docents for a few more teachers. Yvette will cover those teachers until we get volunteers.

If the prom will an auction and we want to include a project from each classroom, allocate 2 months so the teachers can plan it out. Also, consider a mix of silent and live auctions. In previous instances, all the art projects would be placed in a room and the teachers would get really competitive. It's usually done by an Art Docent, the teacher and students.

Is there going to be a reading night? Those are good events to pair with an Art Walk as people stroll through the building. Yvette will pair with Renee. The national day is March 2nd. Christy recommends the Student Showcase might be an alternate.

### 7:38 - Bookfair - Tammy Cho

We have a little over \$15,000 from Scholastic for the Bookfair. In the past we tended to hold back \$1000 in reserve incase other people need the money. Do we want to hold back the reserve this year with the warehouse being closed? Recommend not.

Jessica asks if we can use any of the \$15k to help with paying for books-for-all.

Families can come to book fair now that Covid restrictions are rolled back. Last year we set hours right after school for a few hours total. Last year we did the gift certificate for any book under

\$7.99. We can also do a small grant (\$50-\$75) to new teachers to buy new books. However, we have no new teachers.

#### 7:46 – Grizzley Reader – Ahn

Slips were sent home and extras were left with the teacher. We can print extras to put in the document boxes. Need to make sure kids/parents/teachers are signing a realistic number of slips.

#### 7:48 - Family Fun – Jessica

Pizza Night was very successful. We have trivia in November, bingo in December and will continue to alternate. Mr. Wood will be the MC. Jessica is going to solicit for prizes from other companies. Jessica is also asking if we exceed fundraising expectations on these events, should we send the excess to the Big Toy fund or do we need to earmark it for General Fundraising? Christina pointed out that any excess funds in the general fund will go to the Big Toy at the end of the year. She recommends keeping the money in general, so it is available for other events if needed.

Christy and Jennifer are meeting with Gordon from KSD regarding the Big Toy. We're hoping to see what KSD is willing to do and how much, if anything, they'd be willing to put toward a replacement. At a minimum, we will know what we need to do to get on the schedule for contracting and purchasing.

#### 7:54 – Staff Appreciation – Sam

First event will be on Thursday. The signup genius has been sent to the sixth grade and will be opened to all if it's not filled. Next month will either be a Chili Bar, or Thanksgiving themed. The Co-Chair, Sarah, will meet with Sam to plan out the next year. Sam will send out an email regarding Box Tops and Amazon Smile. (Sic?) Escrips has potential but needs someone to lead it. We need to investigate how it all works.

#### 7:58 - After School Clubs – Cathleen

Art Club, Game Club, Lego Club and Sports club are the top 4 most popular items so far. Cathleen will continue to collect data and sort through volunteers. The goal is to get one club up by the time the students get back from holiday break.

There is opportunity for overlap with the Art Docent program. The sports club will be non-sport specific so the activity can vary. Game club could involve multiple games, body games, round robin type games, etc. Lego club could be themed. Yvette asked about chess club and if there were any teachers that still ran it. It may be worthwhile to look at before school activities as well as last month activities.

#### 8:06 – Website

Committees should send updates to the website

8:06 – Meeting Adjourned.