

General Membership Meeting

Date: 9/28/2022

Location: Lake Youngs Elementary School

Attendees: See Sign-in Roster

6:12pm Call to Order

6:13pm Presidents Update

Minutes reviewed by general consent: no objections.

Reviewed agenda and explained focus of LYPTSA and review documents.

Introductions of Executive board and attendees.

Principal's Report

More of a focus on opening the school and getting back to school.

Encourages parents to bring issues forward.

Looking to address the needs of children who may still be recovering academically from Covid.

Treasurer's Update

See treasurers' report. Finances are on plan.

Essentially, LYPTSA spent roughly equal to what was brought in last year.

Committee Updates

Book Fair

3 events over the course of the year. This year they really need help with set up/tear down.

Last year, they used the budget to ensure every child was able to leave with a book. This will continue; however, they are going to ask for parent donations to augment that fund (link TBP).

To volunteer at the book fair as a cashier, you need to be a member.

Family Fun

Continuing monthly events – Movie, Bingo, Trivia, prior to the holiday break. Cosmic Bowling, et al. will be after break.

Will host on different up the day of the week to accommodate different schedules.

Any cashier positions require membership.

Staff Appreciation

This year staff appreciation will consist of monthly potlucks by grade and monthly snack-carts.

Also supporting national recognition weeks; each staff groups will be recognized.

A signup genius will be published via Skyward, and flyer for the grade of the month.

Grizzly Reader

Underway now. There are 7 levels of prizes. When kids complete all levels, they're invited to an end of year pizza party. Volunteers are needed for recess prize distribution, etc.

Community Events

Trunk or Treat – Planning is in progress, however more volunteers are always welcome. The biggest need is for more trunks, however other jobs are needed.

Festival of Light—Cultural event that aims introduce cultural holidays through food, activities, and participation. Will be led by the Multicultural & Equity committee.

New Business

2023-2024 Budget

Fundraisers reviewed.

Raise Right and Fred Meyers opportunities reviewed - Both fundraisers are active and have the potential to be significant. The question was asked about pinning a video to our social media/website with instructions on signing up.

Answered question regarding how field trips are funded and whether the school would get the grant used last year. A: The grant is not guaranteed this year, so the school/grades will use the money provided in the Grade Level Grants as was done in years past.

Budget Approved without objection. See Motion 1-23.

2023-2024 Standing Rules

Changes to rules reviewed:

- Changes to formatting
- Requirements for leadership training, specifically PTA and the law
- Clarification on records retention

Standing Rules approved without objection. See Motion 2-23.

2023-2024 Executive Officers

All officers approved without objection. See motion forms 23-3 through 23-7.

President – Jessica Stan

Vice President – Christy Stanton

Treasurer – Sam Byrd

Secretary – Eric Kupper

Cashier – Kristen Schmidt

EP&O Levey Endorsement

Capital Projects Levy

Q&A

- Can we get our LYPTSA website added to the Kent School District Website. A: Christy will engage with LYPTSA office staff.
- Can we brainstorm ways to increase membership. A: Contact <Name TBD> to coordinate ideas and potentially get involved in membership.
- Reflections are coming up.

October Dates

Dates presented and briefly discussed.

7:30pm Call to Adjourn



LAKE YOUNGS PTSA

SINCE 1965

Fall General Membership Meeting

09/28/2023 - 6:00pm - Lake Youngs Elementary School

Call to Order

Approval of minutes from 05/24/23 by general consent

- President's Report
- Principal's Report
- Treasurer's Report
- Committee Updates
- New Business:
 - 2023-2024 Budget
 - 2023-2024 Standing Rules
 - 2023-2024 Executive Officers
 - EP&O Levy Endorsement Vote
 - Capital Projects Levy Endorsement Vote
- Q&A
- October Dates:
 - MOD Pizza Vendor Night — 10/5, All Day
 - PTSA Board of Directors Meeting — 10/11, 6:00PM - 8:00PM
 - Last Day to order Spirit Wear — 10/13
 - Scholastic Book Fair — 10/16 - 10/20, During Library Class & Conference Times
 - Cherrydale Catalog Fundraiser — 10/16 - 10/30
 - Family Bingo Night — 10/18, 6:00PM - 8:00PM
 - Staff Appreciation Lunch (5th Grade Families) — 10/19
 - Trunk-or-Treat — 10/27, 5:30PM - 7:30PM
- Next General Membership Meeting:
 - Thursday, January 25th

Adjourn Meeting



LAKE YOUNGS PTSA
SINCE 1965

Meeting Guide

Questions & Discussion

Discussions and questions are encouraged throughout the meeting as long as...

- The current speaker is first allowed the time needed to finish without interruption.
- Your hand is raised, and you have been called on to speak by the presiding officer(s).
- You stay on topic according to the agenda, otherwise waiting until the completion of all agenda items for off-topic comments or questions.
- You remain respectful of all attendees and their time.

Minutes Approval: The group can approve Minutes without a vote by what is called "general" consent. Objections are still allowed before or after a general consent approval.

President Reports: Off-agenda updates from the previous month, important reminders and business housekeeping.

Treasurer Reports: Regular monthly financial reports made available at every meeting by the Treasurer.

Principal Reports: School and district related updates and reminders.

Motions: Motion forms will be provided by the Secretary. A motion should be made in writing and reviewed first by the President (or presiding officer in the President's absence) to assure the following:

- The motion is filed by a current, paid, LYPTSA member.
- The motion is relevant and in or out of order.
- It is the correct time in the agenda to put forward the motion.
- The motion contains sufficient and accurate information.

If the President deems the motion valid, the motion is given back to the person making the motion to read aloud. Motions die if there is a lack of a second. Motions that do not continue to a vote should not be included in the minutes. Motions that are made by a Committee Chair or on behalf of a committee do not require a second.

- The person making the motion has the first opportunity to speak after their motion is seconded.
- When speaking on a motion, always state if you are for or against the motion.
- Motions that include a financial aspect must include where the money is coming from and how budget lines are impacted.

Lake Youngs PTSA FY 2023

Treasurer's Report

07/01/2023 - 06/30/2024

1 Donations, Gifts, Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Box Tops	-	-	-	\$250.00	-\$250.00
General Donations	\$750.00	-	\$750.00	\$5,000.00	-\$4,250.00
1 Donations, Gifts, Grants Totals	\$750.00	-	\$750.00	\$5,250.00	-\$4,500.00
2 Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall and Other Fundraisers	-	\$522.50	-\$522.50	\$10,000.00	-\$10,522.50
Apex	-	-	-	\$16,000.00	-\$16,000.00
Grizzly Challenge	-	-	-	\$9,500.00	-\$9,500.00
Fundraiser - monthly vendors	-	-	-	\$1,000.00	-\$1,000.00
Spirit Sale	-	\$950.00	-\$950.00	\$100.00	-\$1,050.00
RaiseRight/Scrip	-	-	-	\$1,000.00	-\$1,000.00
Fred Meyer Community Rewards	-	-	-	\$500.00	-\$500.00
2 Fundraising Totals	-	-\$1,472.50	-\$1,472.50	\$38,100.00	-\$39,572.50
3 Committees	Income	Expenses	Year to Date	Net Budget	More/-Less
Art Docent	-	\$239.31	-\$239.31	-\$2,400.00	\$2,160.69
Book Fairs	-	-	-	-	-
Courtyard	-	-	-	-\$1,000.00	\$1,000.00
Family Fun	-	\$286.02	-\$286.02	-\$400.00	\$113.98
Fifth Grade Party	-	-	-	-\$500.00	\$500.00
Grizzlies At The Game	-	-	-	-	-
Grizzly Reader Club	-	-	-	-\$2,000.00	\$2,000.00
Health & Welfare	-	-	-	-\$100.00	\$100.00
Holidaygrams	-	-	-	-	-
Hospitality	-	\$271.30	-\$271.30	-\$1,000.00	\$728.70
Legislative	-	-	-	-	-
Membership	-	-	-	\$250.00	-\$250.00
Multi-cultural/ Equity	-	-	-	-\$600.00	\$600.00
Nomination	-	-	-	-	-
Reflections	-	-	-	-\$100.00	\$100.00
School Wide Celebrations and Community Events	-	-	-	-\$500.00	\$500.00
Science Fair/STEM Club	-	-	-	-\$2,000.00	\$2,000.00
Staff Appreciation	-	\$425.99	-\$425.99	-\$2,000.00	\$1,574.01
Sunshine/Rain Fund	-	-	-	-\$250.00	\$250.00
Welcome-Back-To-School / Ice Cream Social	-	\$140.12	-\$140.12	-\$250.00	\$109.88
Yearbook	-	-	-	-	-
3 Committees Totals	-	-\$1,362.74	-\$1,362.74	-\$12,850.00	\$11,487.26
4 Special Projects/Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Choir	-	-	-	-\$400.00	\$400.00

	Income	Expenses	Year to Date	Net Budget	More/-Less
4 Special Projects/Grants					
Kids helping kids	-	-	-	-\$1,400.00	\$1,400.00
Grade Level Grants (\$1.8K)	-	-	-	-\$10,800.00	\$10,800.00
Teacher Classroom Grants (\$200)	-	-	-	-\$4,200.00	\$4,200.00
Programs/Assemblies	-	-	-	-\$4,200.00	\$4,200.00
Library	-	-	-	-\$1,000.00	\$1,000.00
PE	-	-	-	-\$500.00	\$500.00
Music	-	-	-	-\$500.00	\$500.00
Specialist Grants (\$200)	-	-	-	-\$1,600.00	\$1,600.00
Support Center	-	-	-	-\$1,000.00	\$1,000.00
LYPTSA Community Grant	-	-	-	-\$500.00	\$500.00
Afterschool Sports Grant	-	-	-	-\$750.00	\$750.00
4 Special Projects/Grants Totals				-\$26,850.00	\$26,850.00
	Income	Expenses	Year to Date	Net Budget	More/-Less
5 KAC Programs					
Clothing Bank	-	-	-	-\$100.00	\$100.00
Founders Day Basket	-	-	-	-\$250.00	\$250.00
Cinderella Project	-	-	-	-\$50.00	\$50.00
Founders Day Dinner	-	-	-	-\$600.00	\$600.00
5 KAC Programs Totals				-\$1,000.00	\$1,000.00
	Income	Expenses	Year to Date	Net Budget	More/-Less
6 Awards					
Awards - Golden Acorn, etc	-	-	-	-\$500.00	\$500.00
6 Awards Totals				-\$500.00	\$500.00
	Income	Expenses	Year to Date	Net Budget	More/-Less
7 Administration					
Charitable Org/Corp Renew	-	-	-	-\$70.00	\$70.00
Insurance	-	-	-	-\$620.00	\$620.00
Administrative Supplies	-	\$133.21	-\$133.21	-\$500.00	\$366.79
Accounting Svcs- Money Minder/Tax Filing	-	-	-	-\$300.00	\$300.00
Bank Fees	\$0.26	-	\$0.26	-\$100.00	\$100.26
Website	-	\$120.00	-\$120.00	-\$120.00	-
Gambling License	-	-	-	-	-
Greater Giving Software Fees	-	-	-	-	-
Movie License	-	\$415.00	-\$415.00	-\$450.00	\$35.00
7 Administration Totals	\$0.26	-\$668.21	-\$667.95	-\$2,160.00	\$1,492.05
	Income	Expenses	Year to Date	Net Budget	More/-Less
RESTRICTED LINE ITEM					
AUCTION 2018-2019 Special Needs	-	-	-	-	-
Playground Enhancement Restricted Savings	-	\$501.70	-\$501.70	-	-\$501.70
RESTRICTED LINE ITEM Totals		-\$501.70	-\$501.70		-\$501.70
Grand Totals	\$750.26	-\$4,005.15	-\$3,254.89	-\$10.00	-\$3,244.89

Bank Account Balances

	07/01/2023	06/30/2024	Last reconciled	Summary for the Period	
Cash on Hand	-	\$200.00	Never	Starting Total	\$44,857.72
Checking	\$26,530.41	\$23,075.26	08/31/2023	Income	\$750.26
Restricted Savings	\$1,862.91	\$1,862.91	08/31/2023	Expenses	-\$4,005.15
Savings	\$10,002.37	\$10,002.53	08/31/2023	Ending Total	\$41,602.83
Restricted Savings - Playground Equipment	\$6,462.03	\$6,462.13	08/31/2023		
Totals	\$44,857.72	\$41,602.83			

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

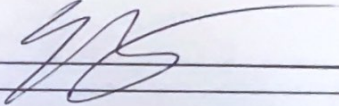
Submitted by:

Name: _____ Signature: _____ Date: _____

LYPTSA Motion Form

Date: 9/28/25

I move that We approve the LYPTSA Budget for
2023-2024 with no amendments.

Motion by: (print) Eric Kupper Signature 

FOR SECRETARY USE: General membership meeting or Board meeting (circle one)
Motion Number 23-1 Second Passed Failed _____ Withdrawn _____

Lake Youngs PTSA FY 2023 Budget Report

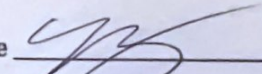
Funds available at beginning of financial year (07/01/2023)				\$44,857.72
1 Donations, Gifts, Grants	Budgeted Income	Budgeted Expenses	Budget Net	
Box Tops	\$250.00	-	\$250.00	
General Donations	\$5,000.00	-	\$5,000.00	
1 Donations, Gifts, Grants Totals	\$5,250.00	-	\$5,250.00	
2 Fundraising	Budgeted Income	Budgeted Expenses	Budget Net	
Fall and Other Fundraisers	\$12,000.00	-\$2,000.00	\$10,000.00	
Apex	\$32,000.00	-\$16,000.00	\$16,000.00	
Grizzly Challenge	\$11,000.00	-\$1,500.00	\$9,500.00	
Fundraiser - monthly vendors	\$1,000.00	-	\$1,000.00	
Spirit Sale	\$4,100.00	-\$4,000.00	\$100.00	
RaiseRight/Scrip	\$1,000.00	-	\$1,000.00	
Fred Meyer Community Rewards	\$500.00	-	\$500.00	
2 Fundraising Totals	\$61,600.00	-\$23,500.00	\$38,100.00	
3 Committees	Budgeted Income	Budgeted Expenses	Budget Net	
Art Docent	-	-\$2,400.00	-\$2,400.00	
Book Fairs	\$10,000.00	-\$10,000.00	-	
Courtyard	-	-\$1,000.00	-\$1,000.00	
Family Fun	\$600.00	-\$1,000.00	-\$400.00	
Fifth Grade Party	-	-\$500.00	-\$500.00	
Grizzlies At The Game	\$3,000.00	-\$3,000.00	-	
Grizzly Reader Club	-	-\$3,000.00	-\$3,000.00	
Health & Welfare	-	-\$100.00	-\$100.00	
Holidaygrams	\$1,000.00	-\$1,000.00	-	
Hospitality	-	-\$1,000.00	-\$1,000.00	
Legislative	-	-	-	
Membership	\$2,000.00	-\$1,750.00	\$250.00	
Multi-cultural/ Equity	-	-\$500.00	-\$500.00	
Nomination	-	-	-	
Reflections	-	-\$100.00	-\$100.00	
School Wide Celebrations and Community Events	\$5,000.00	-\$5,500.00	-\$500.00	
Science Fair/STEM Club	-	-\$2,000.00	-\$2,000.00	
Staff Appreciation	-	-\$2,000.00	-\$2,000.00	
Sunshine/Rain Fund	-	-\$250.00	-\$250.00	
Welcome-Back-To-School / Ice Cream Social	-	-\$250.00	-\$250.00	
Yearbook	\$300.00	-\$300.00	-	
3 Committees Totals	\$1,900.00	-\$11,950.00	-\$10,050.00	
4 Special Projects/Grants	Budgeted Income	Budgeted Expenses	Budget Net	
Choir	-	-\$400.00	-\$400.00	

4 Special Projects/Grants	Budgeted Income	Budgeted Expenses	Budget Net
Kids helping kids	-	-\$1,400.00	-\$1,400.00
Grade Level Grants (\$1.8K)	-	-\$10,800.00	-\$10,800.00
Teacher Classroom Grants (\$200)	-	-\$4,200.00	-\$4,200.00
Programs/Assemblies	-	-\$4,200.00	-\$4,200.00
Library	-	-\$1,000.00	-\$1,000.00
PE	-	-\$500.00	-\$500.00
Music	-	-\$500.00	-\$500.00
Specialist Grants (\$200)	-	-\$1,600.00	-\$1,600.00
Support Center	-	-\$1,000.00	-\$1,000.00
LYPTSA Community Grant	-	-\$500.00	-\$500.00
Afterschool Sports Grant	-	-\$750.00	-\$750.00
4 Special Projects/Grants Totals	-	-\$26,850.00	-\$26,850.00
5 KAC Programs	Budgeted Income	Budgeted Expenses	Budget Net
Clothing Bank	-	-\$100.00	-\$100.00
Founders Day Basket	-	-\$250.00	-\$250.00
Cinderella Project	-	-\$50.00	-\$50.00
Founders Day Dinner	-	-\$600.00	-\$600.00
5 KAC Programs Totals	-	-\$1,000.00	-\$1,000.00
6 Awards	Budgeted Income	Budgeted Expenses	Budget Net
Awards - Golden Acorn, etc	-	-\$500.00	-\$500.00
6 Awards Totals	-	-\$500.00	-\$500.00
7 Administration	Budgeted Income	Budgeted Expenses	Budget Net
Charitable Org/Corp Renew	-	-\$70.00	-\$70.00
Insurance	-	-\$620.00	-\$620.00
Administrative Supplies	-	-\$500.00	-\$500.00
Accounting Svcs- Money Minder/Tax Filing	-	-\$300.00	-\$300.00
Bank Fees	-	-\$100.00	-\$100.00
Website	-	-\$120.00	-\$120.00
Gambling License	-	-	-
Greater Giving Software Fees	-	-	-
Movie License	-	-\$450.00	-\$450.00
7 Administration Totals	-	-\$2,160.00	-\$2,160.00
RESTRICTED LINE ITEM	Budgeted Income	Budgeted Expenses	Budget Net
AUCTION 2018-2019 Special Needs	\$1,862.91	-\$1,862.91	-
Playground Enhancement Restricted Savings	\$6,462.13	-\$6,462.13	-
RESTRICTED LINE ITEM Totals	\$8,325.04	-\$8,325.04	-
Grand Totals			
	\$97,075.04	-\$97,085.04	-\$10.00
Projected bank balance If on budget			\$44,847.72

LYPTSA Motion Form

Date: 9/28/23

I move that we approve the 2023-2024 LYPTSA Standing Rule
with no amendments

Motion by: (print) Eric Kupper Signature 

FOR SECRETARY USE: General membership meeting or Board meeting (circle one)

Motion Number 23-2 Second Passed Failed Withdrawn

Lake Youngs Elementary PTSA 9.7.25
Standing Rules
2023-2024

Approved on: —/—/—

1. Name and Identity

The name of this unit is LAKE YOUNGS ELEMENTARY PTSA 9.7.25. The Washington State PTA chartered this unit in March of 1965. Washington State PTA Local Unit ID #9.7.25, National PTA Local Unit ID #023101.

2. Purpose and Community

Lake Youngs PTSA serves the Lake Youngs community, including the children, residences, staff and businesses in the Lake Youngs Elementary School enrollment area.

3. Incorporation

This unit is a non-profit corporation recognized by the State of Washington on April 21, 1980 and assigned UBI #601873671. It is the responsibility of the Treasurer to annually renew Articles of Incorporation prior to the anniversary date. The Incorporation ID# is D298836. The Employer Identification Number (EIN) is kept in the legal documents notebooks in the custody of the PTSA President and Secretary.

4. Charities Program

This unit is registered with the Washington State Secretary of State Charities program, registration number KEA-R88-315. The Treasurer is responsible for filing the annual renewal by May 31 to avoid penalties.

5. Tax-Exempt Status

This unit was granted tax exempt status on October, 7, 2005. A copy of the letter of determination is filed in the legal document notebooks maintained by the President and Secretary.

6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the Board of Directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the President and Secretary.

7. Registered Agent

This unit has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designations are available in the legal document notebooks maintained by the President and Secretary.

8. Standards of Affiliation

Per the Washington State PTA Uniform Bylaws, this unit will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies and principals of WSPTA.

9. Membership

- a. Membership in Lake Youngs PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of Lake Youngs PTSA.
- b. Students of Lake Youngs Elementary School shall be considered honorary members of Lake Youngs PTSA without voice, vote or the privilege of holding office.

10. Membership Dues and Council Fees

- a. The dues for Lake Youngs PTSA shall not exceed \$15.00 per individual adult membership and \$26.00 for dual membership of two (2) adults at the same residence. This should be clearly identified on membership forms, digital or physical. All paid members may make motions, participate in debate and vote at Lake Youngs PTSA Membership Meetings.
- b. Lake Youngs PTSA may offer full or partial membership subsidies to persons requesting them, in accordance with the Membership Subsidy Policy, which shall be reviewed and approved annually at a Membership Meeting.

11. Membership Meetings and Quorum

- a. Adoption of the budget, adoption of Standing Rules, election of the Nomination Committee, report of the Financial Review Committee, and election of officers shall take place at Membership Meetings. Membership Meetings may be held in person or by remote communications where all participants may hear one another and participate fully.
- b. A calendar of Membership Meetings adequate to accomplish the business of the association shall be determined by the Board of Directors. Each member will receive notice of the place, date, and time of meetings no less than ten (10) and no more than sixty (60) days prior to the date of the meeting. A quorum of at least ten (10) members must be present to conduct business.
- c. Voting for officers or Nominating Committee positions may take place in person, online or by mail as outlined in policy. If voting takes place by mail or online, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the meeting notice.
- d. The right to make motions, participate in debate and vote at Membership Meetings is reserved for current, paid members. Attendance without voice or vote is open to the public.

12. Elected Officers and Executive Committee

- a. The elected officers of the unit shall be: President, Vice-President, Secretary, Treasurer and Cashier.
- b. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the Executive Committee or Board of Directors. In the event of co-Treasurers, one of the Treasurers may not be a signer on the bank account.
- c. Election of officers shall take place at the final Membership Meeting of the previous school year. Officers may be elected at any Membership Meeting. Any current paid members of this unit may self-nominate for any of the above positions.
- d. This unit will ensure that each Executive Committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one (1) member of the Executive Committee will attend PTA and the Law during the fiscal year.

13. Committees

- a. The Executive Committee shall establish committees. Committee Chairpersons shall be appointed by the Executive Committee for a term of one (1) year. All Committee Chairpersons must be current members of Lake Youngs PTSA. A Committee Chair may be removed from their position by a vote of the Board of Directors.
- b. All committee budget expenditures must be estimated in a approved Plan of Action form, which all Committee Chairpersons are required to complete and must be approved by the Board of Directors prior to any expenditure or promotion of event. Any non-approved or over budget expenditures may be considered a donation.

14. Board of Directors and Standing Committees

- a. The Board of Directors of this unit shall consist of, but are not limited to, the elected officers and the chairs of the following Standing Committees: Art Docent, Fundraising, Grizzly Reader Club, Health and Welfare, Hospitality, Legislation, Membership, Website, Social Media, Staff Appreciation, Sunshine and Rain, Book Fair, Family Fun and Community Events, Financial Review, Yearbook, Spirit Wear, Multicultural and Equity, Classroom Volunteers, Kids Helping Kids, and Courtyard.
- b. Board of Director meetings shall be held monthly, Standing Committee Chairpersons shall attend all feasible Board Meetings with a current, up-to-date committee report. If a chairperson cannot attend a scheduled Board Meeting, a report including committee updates must be given to the President prior to the Board Meeting.
- c. The Executive Committee shall set a calendar of regular Board Meeting dates and times. Regular Board Meetings may be held in person or by remote communications where all participants may hear one another and participate fully. Quorum for Board Meetings is a majority of the sitting board.
- d. Special meetings of the Board of Directors may be called by the President or upon written request of the majority of members of the Board of Directors. Notification of place, date, time and purpose of meeting shall be delivered to each member of the Board of Directors via email at least five (5) days prior to the Special Meeting.

- e. The right to make motions, participate in debate, and vote at Board Meetings shall be limited to members of the Board of Directors, unless a motion to suspend the rules is approved by a two-thirds (2/3) vote.

15. Special Committees

- a. Special Committees are programs and events that occur only once during the school year, they include but are not limited to: Auctions, Awards, Clothing Bank, Nominations, Reflections, Science Night, 5th Grade Party, Prom and Read Across America Day.
- b. Special Committee Chairpersons shall attend Board Meetings the month prior, the month during and the month after their respective event with a current, up-to-date committee report. If a chairperson cannot attend a scheduled Board Meeting, a report including committee updates must be given to the President prior to the Board Meeting.

16. Awards

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate and Outstanding Educator Award(s) may be awarded annually. The President shall appoint the Awards Committee with the approval of the Executive Committee. The Awards Committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget. In the event of no votes or a tie, the Executive Committee may select the winners.

17. Budget and Monthly Financial Reports

- a. This unit shall approve an annual operating budget proposal at the final Membership Meeting of the school year, prior to the end of the current fiscal year. The unit shall hold meetings between the outgoing Executive Committee and incoming Executive Committee prior to the first Membership Meeting of the year to make edits and prepare a final Budget Proposal to present for official adoption.
- b. The Board of Directors has the authority to reallocate funds budgeted for one purpose to another purpose by two-thirds (2/3) vote up to but not exceeding \$999.00. Budget reallocations exceeding \$999.00 must be approved at a Membership Meeting.
- c. The Executive Committee can approve all reimbursement allocations up to \$150.00 in any one (1) transaction, and the President may approve Student Enrichment Grants in the amount of \$100.00 or less.
- d. The Treasurer will submit a monthly financial report to the Board of Directors, including July and August. The Treasurer may use electronic format statements for monthly banking reconciliation purposes.

18. Legal Documents and Record Retention

- a. This unit shall maintain two (2) copies of its legal documents, one (1) copy may be in secure online storage. An original or hardcopy of any legal documents shall be kept in a legal documents notebook in a secure location accessible by the President and Secretary. All elected officers shall have access to the contents of online legal document storage, and both online and hardcopy locations shall be noted in the minutes at a Board Meeting at the beginning of the year.
- b. All financial matters, binding agreements and contracts shall require two (2) signatures from Executive Officers. Officers may not obligate Lake Youngs PTSA beyond the current fiscal year without approval at a Membership Meeting.
- c. As of 9/13/2023 the WSPTA Records Retention requirements result in the keeping of original, hardcopy and/or digital records of the following:
- I. Legal Documents Notebook, hardcopy including originals, maintained by the President
 - II. Legal Documents Digital Record, maintained by the Secretary
 - III. Secretary Binders, Current and prior seven (7) years of binders, maintained by the Secretary
 - IV. Minutes Binder, Eight (8) year old minutes and older, maintained by the Secretary
 - V. Treasurer Binders, Current and prior seven (7) years of binders, maintained by the Treasurer
 - VI. Membership Records, All past membership rosters, maintained by Executive Committee
 - VII. Executive Office Records, All past Executive Committee rosters, maintained by Executive Committee
 - VIII. Award Winner Records, All past WSPTA Award Winner rosters, maintained by Executive Committee
 - IX. Correspondence Records, Prior 3 years of correspondence (including emails), maintained by Executive Committee

19. Financial Review

- a. This unit is required to conduct two (2) financial reviews annually, a mid-year review in January and a year-end review in July. President and Treasurer may conduct unofficial financial reviews quarterly to ensure all records are up to date. The financial reviews shall be presented by the committee at the following membership meetings.
- b. Members of this committee shall not include the Treasurer or any person authorized to sign on the Lake Youngs PTSA bank accounts for the period of time that is being reviewed, or any individuals living in their households.

20. Bank Account

- a. This unit shall establish one (1) or more accounts in financial institutions as determined by the Board of Directors. The unit shall require the approval of at least two (2) elected officers to make a withdrawal.
- b. A minimum balance of \$1,000.00 will be maintained in the Lake Youngs PTSA checking account at all times, with a recommendation of at least \$5,000.00 at the beginning of the school year to meet anticipated financial requirements prior to the first fundraiser.
- c. A minimum balance of \$10,000.00 will be maintained in the Lake Youngs PTSA savings account as available. Any exceptions must be approved at a Membership Meeting and returned to minimum as soon as possible.
- d. If a savings account has not been created or additional are required, then the Executive Committee can open one (1) with Lake Youngs PTSA's current bank as long as approval has been granted by the Board of Directors and documented in the minutes.
- e. Any person writing an NSF check will be required to pay all bank fees associated with the returned check(s). If a person has more than one (1) NSF check, Lake Youngs PTSA has the right to only accept cash or money order payments in the future.
- f. If a check is lost or stolen and a replacement is requested, any bank charges associated shall be deducted from the amount owed or refunded.

21. Bank Account Signers

- a. The Board of Directors shall determine which officers shall have signing authority on the bank account.
- b. In the event of co-Treasurers, one (1) will be a signer on the account and the other will have access to online banking for review. If there is one (1) Treasurer, another board member that is not a signer may be assigned to do the online banking review.

22. Independent Review of Bank Statements

This unit's monthly bank account statements shall be provided to a person appointed by the Board of Directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account or the Treasurer. The reviewer shall promptly report to the Executive Committee any concerns of discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer.

23. Payments and Reimbursements

- a. All payment and reimbursement requests shall include an invoice or receipt, a completed Reimbursement Request Form and should be submitted to the Treasurer within sixty (60) days of expenditure and prior to June 30th.
- b. Any requests for reimbursement not submitted prior to the date determined by the Treasurer and prior to the end of the fiscal year may be considered a donation to the general fund of Lake Youngs PTSA. Exceptions can only be made with approval of the Executive Committee.
- c. All vendor invoices must be presented with a complete Request for Reimbursement Form to the Treasurer. If no Committee Chairperson is available to complete the form, the request may be approved and signed by an Executive Officer.
- d. Committee purchases are approved only for events and programs during the current fiscal year.
- e. No authorized signer may sign a check to themselves. Two (2) authorized signers must sign all checks.

24. Deposits

- a. Any donations received by a Committee Chairperson must be deposited into the Lake Youngs PTSA bank account and be reimbursed through the proper process. Money collected for non-PTSA events shall not be deposited into the Lake Youngs PTSA bank account (5th Grade Party, 2nd Grade Sleepover, etc.)
- b. Committee Chairpersons are responsible for deposits made for their committee. Deposits must be submitted no later than three (3) school day after events. Deposits must be banked within five (5) school days of events.
- c. The Cashier must be notified once deposit details have been left in the deposit drop box. Deposits cannot be dropped off without filling out the Deposit Detail Log and including a completed deposit slip.
- d. In lieu of a Cashier, a delegated Executive Officer may carry out cashier duties.

25. Voting Delegates

- a. This unit may send as many voting delegates to the WSPTA Convention and KAC monthly meetings as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the Board of Directors, with preference given to Executive Officers.
- b. The voting delegates to the legislative assembly shall be the Legislative Chair unless otherwise designated by the Executive Committee.

26. Policy Review

This unit shall maintain policies for but not limited to: board standards of conduct, money handling, social media, online banking, after school activities, password transition and mail or electronic voting. These policies shall be reviewed and approved yearly by the Board of Directors. These policies shall reside with the Secretary.

27. Online Accounts

- a. A list of all active online accounts and programs and their passwords is kept with the President. A transition policy and list of active accounts (not including passwords) must be provided to the Financial Review Committee.
- b. All passwords should be kept in the hardcopy of the legal documents notebook. All online accounts for Lake Youngs PTSA should be discussed and approved by the Executive Committee and all logins and passwords added to the legal documents notebook.

28. Scholastic Book Fair

Scholastic Book Fair "dollars" earned from school wide book fairs will be kept track of by the Book Fair Committee Chairperson. Spending of Scholastic Dollars will be determined by a committee consisting of the Book Fair Chairperson, member of the Executive Committee and a Lake Youngs Library representative.

29. Collaboration with Other Organizations

This unit may collaborate with non-PTA organizations. The unit will handle only PTA funds and will have in place a signed contract with the other organizations to clearly establish whether it is a PTA activity of the other organization's activity.

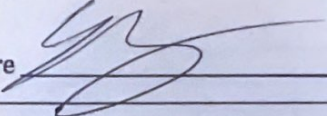
30. Standing Rules

The standing rules of this unit shall be adopted annually by majority vote at the first Membership Meeting of the school year. The standing rules may be amended at a Membership Meeting by majority vote if the previous notice of the meeting was given. If no previous notice was given, then a two-thirds vote is required.

LYPTSA Motion Form

Date: 9/28/23

I move that ^{we elect} ~~approve~~ Jessica Star as LYPTSA
president

Motion by: (print) Eric Kupper Signature 

FOR SECRETARY USE: *General membership meeting or Board meeting (circle one)*
Motion Number 23-3 Second Passed Failed Withdrawn

LYPTSA Motion Form

Date: 7/28/23

I move that We elect Christy Stanton as LYPTSA
Vice President

Motion by: (print) Eric Kupper Signature [Signature]

FOR SECRETARY USE: General membership meeting or Board meeting (circle one)
Motion Number 23-7 Second Passed Failed Withdrawn

LYPTSA Motion Form

Date: 9/28/23

I move that We appoint Eric Kupper as LYPTSA
Secretary

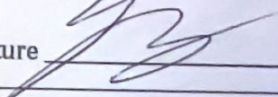
Motion by: (print) Christina Hensel Signature [Signature]

FOR SECRETARY USE: General membership meeting or Board meeting (circle one)
Motion Number 225 Second Passed Failed Withdrawn

LYPTSA Motion Form

Date: 9/28/23

I move that we elect Kristen Schmidt as LYPTSA
Cashier

Motion by: (print) Eric Kupper Signature 

FOR SECRETARY USE: *General membership meeting or Board meeting (circle one)*
Motion Number 23-6 Second _____ Passed _____ Failed _____ Withdrawn _____

LYPTSA Motion Form

Date: 9/28/23

I move that we approve Sam Byrd as LYPTSA
Treasurer

Motion by: (print) Eric Kupps Signature [Signature]

FOR SECRETARY USE: *General membership meeting or Board meeting (circle one)*

Motion Number 23-7 Second Passed Failed Withdrawn

Lake Youngs Elementary PTSA Meeting Attendance Roster

LYPTSA Meeting: **General Membership**
 Date: **9/28/23**
 Location: **Lake Youngs Elementary Gym**

Name	Email	Phone	Can we contact you for volunteer opportunities?
Jennifer Watson	Jmaewatson@gmail.com	253-355-6073	yes
Sam Bura	gmbur.samanthar@gmail.com	253-541-4698	yes
Eric Kupper	Kupperes@gmail.com	484-269-2119	yes
ERIN CLARKE	clarke.erin.e@gmail.com	206-462-0516	maybe ;)
Nichole Hermon	ccole24x@gmail.com	206-412-7323	Y.
Lara Hightberg	lbg1129@gmail.com	206 372 8871	yes
Brandon Whitman	brandon.c.whitman@gmail.com	425-577-3380	Yes
Kimberly Krebs	^{ICloud} Kimberly.Krebs@icloud.com	206 331 5277	yes.
Jean Mims	jhm.mims@gmail.com	425-420-7442	yes
Keith Burdette	Keith.burdette@gmail.com	802 683 8316	yes
Ashley Cooper	ash : ammatier@gmail.com	435 619 1160	yes
Elizabeth Byrd	lesbyrd.liztovar@gmail.com	206-799-2509	yes
Jacqueline Banks	JacquelineCBanks@gmail.com	2069201345	yes
Joan Rupp	jsohn311@gmail.com	(206)412-6057	yes
Mike Quan	thequan@gmail.com	(617) 3478757	yes
Angie Pellegrini	Angie.Rainier@comcast.net	253-913 2713	yes
JAMESON KAYE	JAMESON.KAYE@GMAIL.COM	206-914-3030	YES

1-1

Lake Youngs Elementary PTSA Meeting Attendance Roster

LYPTSA Meeting:

Date:

Location:

Name	Email	Phone	Can we contact you for volunteer opportunities?
Aselefeh Bereje	alemreth@yahoo.com	206 854 0680	
Chelsea Kaye	chelse.kaye@gmail.com	253 391 9159	
Carolyn Kupper	Kupper CL@gmail.com		
Christina Hewlett			
Christy Stanton			
Jessica Stan			
Jessica Kessler			

