**Board Meeting Minutes**

**September 20, 2019**

**1:30pm-3:00pm, Newcastle Elementary Conference Room**

Attendees:

Trisha Marshall, President

Mary Brown, Co-Treasurer

Christina Lee

Christina Hanson, Communications

Nicole Anderson, Co-VP of Outreach

Allison Sweeney, Co-VP of Volunteers

Alice Kim

Daisy Forsythe, Co-Treasurer

Rebecca Nguyen, Co-Secretary

Elysa Piha, Co-Secretary

Tammy Chin, Co-VP of Outreach

Ali Bligh, VP of Ways & Means

Dr. Wood, Principal of Newcastle Elementary School

1. **Agenda Review** -Trisha Marshall called the meeting to order at 1:33p
2. **Review/Approve Board Meeting Minutes from 8/22/19** -Nicole Anderson motioned to approve the meeting minutes from 8/22/19. Mary Brown seconded the motion. The motion was approved unanimously with no abstentions.
3. **Board Business**
   1. Review Standing Rules and Goals- Trisha Marshall proposed to make some changes to the standing rules. See attached document. She proposed these changes based on the suggestions from the PTSA & The Law class. The changes were sent out via email to all Executive Board Members to review. Daisy Forsythe motioned to approve the changes to the Standing Rules. Mary Brown seconded the motion. The motion was approved unanimously with no abstentions.

Trisha Marshall had reached out to the Executive Board to gather goals for the year. See attached document. Ali Bligh motioned to approve the goals as written. Elysa Piha seconded the motion. The motion was approved unanimously with no abstentions.

* 1. Communications – eNews timing, KidMail, Facebook

Christina Hansen is the PTSA Communications Chair. Communications are to come through the “Request for Communication” on the PTSA website. The eNews will go out Monday’s and Christina has requested for all communications requests be to her by the Friday before. KidMail is going out on Tuesday’s by Inga Anderson. Mary Brown spoke about teachers sending KidMail out through Seesaw. Discussion was had regarding reaching out to the teachers to see if everyone would be willing to send it out via email. Trisha Marshall is going to reach out to Dr. Wood to discuss with the teachers on how they would like to handle KidMail. That information will be relayed onto Inga and hopefully will reduce the amount of paper being sent home. All KidMail items should be put in the KidMail box in the PTSA office. Any information to go out on Facebook, please send to Trisha Marshall.

* 1. Playground update The playground is estimated to be finished by the week of October 15th, 2019. The project includes adding onto the existing equipment as well as moving some things around. The new equipment will be expanded beyond the covered area. There was discussion regarding some sort of recognition of the PTSA for raising the money for it. Discussion will continue on how to introduce it to the Students and school.
  2. General Membership Meeting – Sept. 25, 2019 @6:30pm in the library. Light refreshments, Dr. Wood to present on Growth Mindset, vote on Secretary, Standing Rules, Goals, Budget Dr. Wood is excited to introduce some parent education into the General Membership Meeting. Trisha will look into providing a movie in the Newcastle Common’s for children of parents that will be at the General Membership Meeting. Trisha Marshall will discuss with Dr. Wood for future uses of the Common’s, if there is a need.

1. **Budget Review** Mary Brown gave a PTSA Budget review. There are some unexpected changes that needed to be addressed from approval in spring. (~$13K- Math ASAP, ~$6K Playground Shortage, ~$5K prior years-auction & winter event- equaling ~$24K) The Issaquah School District is no longer funding Math ASAP for all schools. They are only providing it for Title 1 schools in Issaquah. Discussion was had on the PTSA paying for it this year and evaluating how many students qualify. Concerns have been brought to Dr. Wood.
   1. Balance Sheet – Concerns/Opportunities- Balances as of 7/1/19 are: Savings, $58,049.38; Community Partnership checking, $10,838.54; Checking, $212,957.23.
   2. Budget changes
   3. Special Funding Requests $6k has been allotted for Special Funding Requests

. Family Engagement Night, $100. Conditions that we will not pay for paper goods because we have so many in the POD and the Office. Ali Bligh motioned to approve this Special Funding Request with Conditions. Daisy Forsythe seconded the motion. The motion was approved unanimously with no abstentions.

. Robotics, $1480 for 8 laptops, expecting grant money (4th-5th grade). Conditions were made that they have to exhaust all grants first. Ali Bligh motioned to approve this Special Funding Request with Conditions. Daisy Forsythe seconded the motion. The motion was approved unanimously with no abstentions.

. Robotics, $1400 to cover part of registration, 2 sets of robots- $500 each (1st -3rd grade). Conditions were made that all grants were to be taken before PTSA money. Allison Sweeney motioned to approve this Special Funding Request with Conditions. Daisy Forsythe seconded the motion. The motion was approved unanimously with no abstentions.

. Library reading challenge, $200 for lunch if kids complete the challenge. Nicole Anderson motions to approve this Special Funding Request. Ali Bligh seconded the motion. The motion was approved unanimously with no abstentions.

. Tap Roots Theatre Assembly. This will be paid out of Assembly line item in the Budget. This does not need to be voted on nor does it need to go through special funding.

. Razz Kids-Reading program for Kindergartners, $430.20. Nicole Anderson motions to approve this Special Funding Request. Rebecca Nguyen seconded the motion. The motion was approved unanimously with no abstentions.

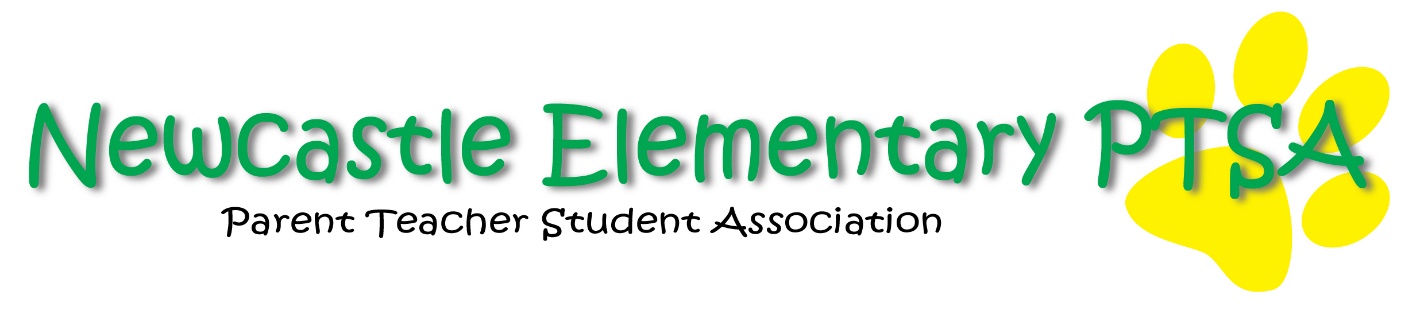
. School Garden, $200. Ali Bligh motions to approve this Special Funding Request. Rebecca Nguyen seconded the motion. The motion was approved unanimously with no abstentions.

1. **Board Updates**
   1. Programs
      1. Reflections At this point there is no chair, but Programs chairs are meeting with someone next week.
      2. Costume Carnival Oct. 18th
      3. Art Art is being Chaired by Samantha Condiotty and Randi Belcher.
      4. Timing for Spelling Bee, Geography Bee, etc The Geography Bee was in January last year.
   2. Outreach
      1. Food Drive details Heather Ackermann is chairing the Food Drive. The Food Drive will occur from October 16-30th. Heather has a flyer ready to go, she just needs to know what competition will be used this year. Trisha Marshall is reaching out to teachers and see if the student council will decide. She would like a date for spirit day.
      2. Sunshine We are unaware of any needs at this time
   3. Membership
      1. Currently at 485 members (vs 514 for 2018/2019)
      2. Membership contest underway – ends Oct. 31
   4. Ways and Means- Marcia O’Donoghue will be put on agenda to be voted in as Co-Ways & Means
      1. Spirit Wear sales; Leftover Spirit Wear All leftover spirit wear has been given to Dr. Wood.
      2. Orange Ruler – looking to do it, coordinating dates.
      3. Box tops
   5. Volunteers If you need volunteers- please contact Allison and/or Mary. Both are requesting a 2 day notice for turnaround. They are putting together a process for thanking volunteers, such as a small card or note. There will be a little token of appreciation, potentially each quarter. They have purchased zipper pulls with a paw on it for each volunteer.
2. **Discussion**
   1. ISF – Honk and Wave on Tuesday, Oct. 1 at pick up; need volunteers
   2. Code Ninjas Opportunity- They would like to put together a program for Newcastle, $25 off for new Newcastle students that join and a $50 donation back to Newcastle for each Newcastle family. Trisha will coordinate to get that information out.
   3. ParentWiser event: Normal Sucks, Oct. 22 7p at Skyline—Is Your Child Normal?
   4. State PTA delegates

Other Information:

. Tuesday Game room- The school is looking for volunteers to help manage the game room.

. POD- The POD needs to be cleaned out. Discussion occurred regarding this.

**STANDING RULES**

These guidelines govern the operation of the Newcastle Elementary PTSA and are approved annually by the General Membership. Supplemental to the Washington State PTA Bylaws, these Standing Rules were approved on September 25, 2019.

**ARTICLE I: NAME**

**Section 1**: The name of this unit shall be Newcastle Elementary PTSA 2.6.18

**Section 2**: This unit is a non-profit corporation recognized by the State of Washington on April 8, 2004. It is the responsibility of the Treasurer to annually renew the Articles of Incorporation by filing a “Non Profit Corporation Annual Report” prior to March 30th each year. The Washington State PTA is the registered agent for this corporation.

**Section 3**: The unit’s Employer Identification Number (EIN) is on file in the Legal Documents Notebook.

**Section 4**: The IRS recognized this unit as a tax-exempt charitable organization on August 17, 2004 under Section 501 (c) (3). The Treasurer shall file a form 990 Return of Organization Exempt from Income Tax, if required, as well as a State Charitable Solicitations Renewal form by November 15 of each year.

**Section 5**: The Secretary shall keep the legal notebook current and maintain one extra copy, kept in the school PTSA office.

**ARTICLE II: MEETINGS**

**Section 1**: General Membership meetings of this unit shall be as the Board decides. There shall be at least three meetings during the year. Notification of date, time, place and purpose of meeting will be given to membership a minimum of 10 days in advance. Notice can be given by calendar announcement, digital communication, school signage, paper communication or any combination of these. The quorum for general membership shall be 10 voting members. Voting members are defined as current paid PTSA Members of the Newcastle PTSA for the purposes of General Membership Meetings, and Board Members at Board Meetings.

**Section 2**: The budget shall be drafted by a Budget Committee chaired by the Treasurer. The budget will then be presented to the Board of Directors for approval. Final approval of the budget will be by vote of the General Membership. This vote shall take place at the last general meeting of the school year (for the following year’s budget) or at the first general meeting of the school year. The approved budget must include adequate reserves to cover the minimum membership fee to remain a PTSA in good standing, allotments which become available when the budget passes, and annual fees for legal filings and organizational insurance.

**Section 3**: The standing rules shall be adopted annually by a majority vote by the General Membership and may be amended at any General Membership meeting by two-thirds vote.

**ARTICLE III: SERVICE FEES**

**Section 1**: Newcastle Elementary PTSA is a member of the Issaquah PTSA Council, WA State PTA and National PTA. Membership service fees are due each year and are determined on an annual basis through the Washington State PTA ~~State~~ Office.

**Section 2**: The membership fee of this unit shall not exceed $30. Memberships can be for a Family (2 Adults), Individual, Teacher/Staff Member, Community Member, or Corporate Member. Community memberships will be honorary memberships of this unit without voice, vote, or privilege of holding office. Corporate memberships will be honorary memberships of this unit without voice, vote, or privilege of holding office.

**ARTICLE IV: OFFICERS**

**Section 1**: The Executive Committee of this unit shall be the President, VP of Ways and Means, VP of Programs, VP of Outreach, VP of Volunteers, Secretary, Treasurer and an optional Officer-At-Large. The Officer-At-Large position must be filled by an officer who served on the Executive Committee the previous school year. These officers will be elected by the General Membership by June 30th and assume office on July 1st. The term of office shall be one year, and no longer than two consecutive years. All Executive Committee members must be members of the Newcastle Elementary PTSA. Executive Committee positions can be shared by two people and each person will have a vote. In the case of Co-Presidents, the presiding President has only a tie-breaking vote. All Executive Committee Members are required to attend at least one (1) WSPTA training session or WSPTA Convention during their elected term.

**Section 2**: The Board of Directors shall be comprised of the Executive Committee, Communications Director, Website/E-Communications Representative, Advocacy Chair, Membership Chair, Auction Chair(s), Parent Education Representative, and Issaquah Schools Foundation (ISF) Ambassador. The Board meetings will be scheduled as determined by the Board.

**Section 3**: An office shall be declared vacant if the person misses three (3) meetings unless excused by the President, according to WSPTA Bylaws.

**Section 4**: The quorum for Executive Committee and Board of Directors Meetings will be a majority (50% + 1). Executive Committee and Board of Directors votes may be conducted via email following the guidelines set forth by the Washington State PTA. Email votes must be ratified at the next Board meeting.

**Section 5**: The Nominating Committee shall be elected by General Membership in accordance with WSPTA Bylaws. Members of the Nominating Committee shall not serve more than two consecutive years. The Nominating Committee will assist in identifying candidates for the Executive Committee positions.

**Section 6**: The voting delegate(s) to the Issaquah PTSA Council shall be appointed by the President.

**Section 7**: The vote of this unit for the Washington State PTA Area Vice President shall be by Presidential action.

**Section 8**: The voting delegates to the Annual State PTA Convention shall be appointed by the President.

**Section 9**: The voting delegates to the Legislative Assembly shall be appointed by the President.

**Section 10:** In the event that there is no president on the Nominating Committee slate, then the first Vice President is president by default, and will take on all functions of the role.  Vice President order is determined by historical order in which the role became a position of the Organization:  VP Ways and Means (2004), VP Programs (2008), VP Outreach (2008), VP Volunteers (2011).

**ARTICLE V: ORGANIZATION**

**Section 1**: The Executive Committee shall include the following positions: President, Vice President of Ways and Means, Vice President of Programs, Vice President of Outreach, Vice President of Volunteers, Secretary, Treasurer, and an optional Officer At Large.

**Section 2**: The Standing Committees shall be: Communications Director, Website/E-Communications Representative, Advocacy Chair, Membership Representative, Auction Chair, Parent Education Representative, and Issaquah Schools Foundation (ISF) Ambassador.

**Section 3**: The Chairpersons of the Standing Committees and Ad Hoc Committees shall be appointed by the Board of Directors. All Committee Chairpersons must be members of the Newcastle Elementary PTSA. The chairperson of both standing and ad hoc committees will have a term of one year. At the end of two consecutive years, the chair position will be opened to the general membership. If there is no interest from the general membership, the previous chair may serve an additional year.

**Section 4**: The Board of Director positions will receive one vote only. In the event of more than one officer, the vote will be equally divided.

**Section 5**: The Students of Newcastle Elementary School shall be considered honorary members of this unit without voice, vote, or privilege of holding office.

**Section 6**: All contracts must be signed by two members of the Board of Directors, according to WSPTA Bylaws, with one of these members being the PTSA President.

**Section 7**: Information contained in directories, newsletters, or membership lists published by Newcastle Elementary PTSA may not be used for purposes of solicitation either commercial, political, ideological or any other purpose not consistent with the WSPTA Bylaws.

**Section 8**: Golden Acorn Awards shall be presented annually to outstanding volunteer(s). Additionally, the Outstanding Advocate and Outstanding Educator awards can be presented annually as deemed appropriate.

**Section 9**: Committee Chairpersons must bring any budget line adjustment requests to the Board of Directors for approval. The Board may not approve any budget adjustment which will decrease the organization’s reserves, but may reallocate line item adjustments and increased income. Any funding requests that fall under PTSA Funded Programs can be presented to and voted on by either the Board or General Membership. Fund allocations over $1,000.00 shall also be approved by the General Membership.

2018-2019 Goals

MEMBERSHIP

1. The PTSA will strive to achieve 100% membership to ensure that each child who attends

Newcastle Elementary is represented by an adult.

2. The PTSA will strive to increase the number of school family members over last years.

STUDENT ENRICHMENT PROGRAMS

The PTSA will strive to support and enrich the educational needs of Newcastle Elementary students through

supplemental programs (e.g., Art Docents, Clay Art, Science-to-Go, Assemblies, and funding for additional BEL

support).

FAMILY EVENTS

Throughout the year the PTSA will sponsor, coordinate, and promote family events that enrich our curriculum

and/or foster a sense of school community.

PARENT OUTREACH

1. The PTSA will foster an open and welcoming community by contacting new families that arrive

throughout the school year and organizing a Kinder Connect program to connect kindergarten

parents together.

2. The PTSA will reach out to those families that speak English as the second language.

3. The PTSA will provide parenting resources through Parent Education workshops.

COMMUNICATION

1. The PTSA will ensure timely and effective communication among the PTSA, staff and parents of

Newcastle Elementary through KidMail, eBlasts, and the PTSA website.

2. The PTSA will inform the Newcastle community of how fundraising dollars are spent through the

use of signs at school, family events, the bulletin board, and other modes of PTSA

communication.

STAFF AND VOLUNTEER SUPPORT

1. The PTSA will recognize and support the efforts of the staff at Newcastle Elementary by hosting

luncheons throughout the year and celebrating with a Staff Appreciation Week.

2. The PTSA will recognize and support the efforts of volunteers by publicizing in the Cub News

newsletter.

FUNDRAISING

The PTSA will increase financial support to the school through fundraising activities such as the auction, corporate

rebate programs, gift-a-book, and book fair.

HUMANITARIAN

The PTSA will encourage charitable giving through our Polar Express program, canned food drive, and humanitarian outreach programs.