

# Newcastle Elementary PTSA

Parent Teacher Student Association



## 2024-2025 PTSA Board Planning Agenda

Date: July 30, 5-7:30p

Location: Newcastle Library

**In attendance:** Katie Green, Paul Graves, Sangeeta Iyer, Stephanie Shujman, Shellie Colby, Nicole Danley, Mindy Niehaus, Alice Kim (remote: Danielle Colatasti, Fiorella Tapiarene, Alicia Singh, Kathryn Sciba)

### Topics

1. Introductions/Icebreakers
2. Roles / Expectations
  - a. Positions and Responsibilities Chart
    - Auction 2025 Chair - Jessica Burnham
    - Yearbook 2024-2025 Chair - Katie Afman & Pricilla Hooke
      - Contract signed for the year - yearbook sales will close earlier - in total will have 390
    - Directory - potential for online directory vs. paperback (or opt out)
    - Fundraising - limited activity this year as it is an auction year
  - b. Renew PTSA membership during EVP (Enrollment Verification Process)
    - Givebacks - new membership database (vs prior year used Memberplanet), more training to come
  - Chairs:
    - LionArt - new chairs, looking for 3 volunteers
    - Popcorn Friday - Dalyn Huveltd
    - Book Fair - Ellen Lubbers (confirm Advocacy Chair as well)
    - Angel Program - Hilary Doherty
    - KinderCare - Emily Olstein
  - c. Meet with past board - training, collection resources (email, binders, etc.)
  - d. Website Review
    - Newcastle PTSA website
    - WA PTA site <https://www.wastatepta.org/>
    - For required trainings: PTA Leaders -> Leader Resources -> Trainings - various options to select
  - e. Open/unfinished business - budget changes, check request, etc.
  - f. Processes - budget approval, communications, and check requests
    - Budget - moved to later date discussion
    - Check requests - any outstanding checks will be processed with the current year budget. Form available on PTA site.
    - Newsletter - update this year to bi-monthly (vs weekly) unless urgent request/due date
3. Strategic Planning
  - a. Review Mission, Standing Rules - no updates to current year Mission
  - b. Identify top 3-5 priorities
    - Feedback/Thoughts: More activities at the school, (ie Fall festival), 5th Grade Promotion (more involvement from committee), Popcorn Friday (move to first friday of the month or 2x month), Movie Nights (during Winter), Spring Fling (rename it Field Day, half day), Art Docent - classes will still in located in portable
    - Auction, Spring Fling, Fall Festival - in lieu of Fletcher Farms

c. Strategy and Goal Development

- Goal to have recurring board member to help guide new board member (2 year commitment is the ask)

d. Activities prep for August meeting

Area-specific goals - (Membership, Student Enrichment, Family/Community Events, Parent and Community Outreach, Communications, Staff/Volunteer Support, Fundraising) - solidify which activities we are looking to have for the year

4. Administration

a. Board Meeting Schedule - 1 meeting per month - TBD

b. General Membership Meeting - 3/4 per school year - May will be final membership meeting (nominate comm. to approve next board)

c. Check Signers - Bring to a vote - Sangeeta motions to add: Mindy Niehaus, Paul Graves, Danielle Colatasti, Alice Kim and Stephanie Shujman as check signer. All aye, no nay. Motion Passed.

- Continue to allow Kathy Sciba for online access to bank account - passed

d. Volunteer Positions - Email list to Alice & Nicole by July 31

e. PTSA Council Meetings - 10:00AM every 3rd Thursday of the month - overarching Issaquah School District PTA - upcoming due dates, meetings are held in person at district bldg, some remote - Mindy will do sign up - expectation each board member attends

f. Bank account - PTA is now allowing for debit cards in use of PTA funds. Paul to connect with the bank.

g. Playworks - Mindy looking to hire staff to facilitate during recess (Coach Casey) - \$10,576 cost - plus training time/planning period. Working through school board approval thru Tammy Anderson. Will also submit Grant to ISF for reimbursement. New line items on budget \$13,000.

5. Upcoming Dates to Remember

August 7 - 13 - EVP

August 28 - Meet the Teacher

Popsicles on the Playground - PTSA Sign-ups

August 29 - FIRST DAY OF SCHOOL

August 31 - KinderConnect - PTSA Sign-ups (no TK invited)