

# Newcastle Elementary PTSA

Parent Teacher Student Association



**PTSA Board Meeting Minutes**

**April 4, 2022**

**7pm-8:30pm**

**Newcastle Elementary Library**

**Attendees:**

**Dr. Wood**

**Mary Vickers**

**Marcia O'Donoghue**

**Lara Flores**

**Mei Atangan**

**Bisa Meek**

**Ali Bligh**

***Meeting called to order at 7:05 PM.***

**Nominating Committee:** Rebecca Nguyen is moving forward on all cylinders now. We need more names! There are still lots of open positions. We will vote on the new board at the June membership meeting.

**If we want to spend any PTSA money in the summer, we'll need to approve the budget in April.**

**Angel Program:** We need to add a line item into the budget for restricted donations. Lots of other ISD schools have restricted funds for their angel programs. The program has been a huge success at Newcastle Elementary this year; Marcia has had all requests fulfilled almost immediately. Moving forward, however, it would be nice for families to be able to donate money to be used for the program.

**Reminder to board members:**

- Update the One Drive for the monthly tasks of your job to ease the transition. For example – when is Spirit Wear ordered, when is the Form 990 due, what programs have been done in the past, contact info for certain programs, etc.
- Ask current chairs if they will be returning. If not, ask them what info they can add to the One Drive. (i.e. Yearbook chair).

**Auction:** Mary spoke to Christine at the Hyatt today. Date is set for March 10, 2023. Still looking for an auction chair. Someone has volunteered to co-chair, but she has never been to an auction.

Reach out to kinder connect chairs and K,1<sup>st</sup>,2<sup>nd</sup> grade teachers for the names of parents that may be interested in volunteering.

**5<sup>th</sup> Grade Celebration:** Can we do something in person, in the school? Dr. Wood does not know. He spoke to the teachers about this a week ago and does not know what they are planning.

Dr. Wood said we have three tents that we could use for an outdoor celebration.

We need a sense from the staff (5<sup>th</sup> grade teachers) as to what they'll do for the program. Dr. Wood, Marcia, and Mrs. Binks will work together to determine how this will come together.

Discussion about the 5<sup>th</sup> grade pictures for the celebration. Should we do the pictures?

**Volunteer Update:** Today was picture day. Tomorrow is hearing screening. Staff Appreciation Week will be in May. Dates are May 2-6.

**Monday:** Donuts and coffee

**Tuesday:** Mexican lunch

**Wednesday:** Bouquet Day with notes

**Thursday:** Car wash

**Friday:** Movie tickets and popcorn

**Art:** Dr. Wood got an email today regarding art docents. "Number of volunteers allowed: There are no requirements. The number should be based on the space available." Sam and Randi are still trying to figure out how to make it work. They do not have enough volunteers and are trying to identify an art docent for each class.

**Covid Update:** We have had two classrooms with a cluster. We are one of the lucky schools. Neither class spread beyond that. We'll see after the break if there is a spread. IF there is not a large surge after the break, we could move into Phase 3 quickly.

**Ways and Means Update:** Chair for read-a-thon had some health issues but is back at it. Dates have not been set, but preferably not during Teacher Appreciation Week and STEM Week. Briarwood is using 99 Pledges for their fundraiser. We are using the same company.

**Programs Update:** STEM week is coming along. Jon and Luisa Gass are chairing the event. One of our STEM week events (Planetarium) is during our PTSA General Membership meeting. Robotics is Wednesday.

We'll move the General Membership meeting to May 2<sup>nd</sup> at 7:00. Mary will do a facilities request.

May 9<sup>th</sup> is the next Board Meeting at 7:00.

Spring Fling – Can we have it? It historically takes place during the classes’ recess. Marcia recommended the fire department come and spray the kids.

Outreach Update: Angel Program – one family reached out for a mattress. Kailey Mutter was able to source a mattress through Costco. Angel Program was able to buy 13 yearbooks for students that requested them.

Lunch for the Break – Outreach does not do anything for that anymore. Issaquah Food and Clothing Bank has taken over.

Requests for black pants.

Lionbrary Cart: Mrs. Thomas suggested a new location for it. The teachers have taken the cart and planned an indoor schedule for it. It will be available during recess times and will be outside of the school during the summer.

Someone reached out to Kailey about kids that need breakfast. ISF? We need to figure out a way to get food to children in need before school. Ms. Mutter is pregnant and due towards the end of the school year.

Treasurer Update:

Annual Corporation Renewal and Charitable Solicitations Renewal Due in April/May.

Renew PTSA mailbox.

Budget Committee will consist of Bisa, Mei, Mary and Ali. Meeting to work on next year’s budget will be 5/22/22 at 1:00.

All check requests need to be received by 6/7 for reimbursement.

Sunshine: We need to add a link to the PTSA website so that people can recommend. We confirmed that we added to our budget under “Admin” for cards for Sunshine. Recommended that we send a card to Jenn McAleer to get well.

Teacher Rep for next year’s PTSA Board – we need to have someone that volunteers to attend our meetings and communicate back to the staff.

Secretary Update:

Only one person needs to complete their training. Convention is coming up on May 20-22.

*Meeting adjourned at 8:42 PM.*