

Newcastle Elementary PTSA

Parent Teacher Student Association



President: Fiorella Tapiarene	Secretary Kackie Mitti Laura Kaya	Treasurer Chai Dasari, Paul Graves	Outreach Jill Binks Alicia Singh	Volunteers Melissa Federhar Christine Clarkson	Ways and Means Sangeeta Iyer	Programs Bindi Patel
Communications Chair (TBD) Room Parent Coordinator Kidmail Bulletin Board School Supplies ISF Ambassador Advocacy Chair Membership Chair Golden Acorn Nominating Committee Teachers Rep(s)	Directory Yearbook Layout Sales WA State PTA training	Corporate Matching Corporate Rebates Budget Committee Financial Review Committee	New Family Welcome FACE Sunshine KinderConnect Angel Program Holiday Gift Barn Food Drives Power Packs	Lost & Found Coordinator 1 st two weeks of school Vision & Hearing Picture Day Volunteer Appreciation Staff Appreciation	Spirit Wear Gift-A-Book Auction Spring Book Fair Fundraising 5th Grade Fundraising	Lion Art Popcorn Movie Nights After School Programs Game Night Fall Festival Winter Decorating Party Multicultural Spring Event

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Position	Current Board	Description	Time Commitment
Co-Presidents	Fiorella Tapiarene Newcastleptsa.president@gmail.com	The PTSA President serves as the chief volunteer leader and official spokesperson for the organization, providing leadership to the board and ensuring the PTSA operates in accordance with its bylaws, policies, and approved budget. • Preside over all board and general membership meetings in a fair and impartial manner. • Prepare meeting agendas with the Secretary and facilitate productive meetings. • Serve as the official spokesperson and representative of the PTSA. • Build strong partnerships with families, school administration, teachers, staff, and the community. • Provide leadership, guidance, and support to board members and committee chairs. • Delegate responsibilities, encourage volunteer involvement, and develop future leaders. • Ensure all officers, chairs, and committee members are current PTSA members. • Serve as an ex officio member of all committees except the Nominating Committee. • Work with the Treasurer to ensure the PTSA stays within its approved budget and maintains sound financial practices. • Help set annual goals, oversee the implementation of programs and events, and monitor progress throughout the year. • Ensure the PTSA follows its bylaws, standing rules, and Washington State PTA requirements.	5-8 hours per week

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		• Support board transitions by helping orient and mentor incoming officers. • Perform other duties as assigned by the board or outlined in the PTSA bylaws.	
VP Volunteers	Melissa Federhar Christine Clarkson Newcastleptsa.volunteers@gmail.com	The VP(s) of Volunteers recruit, coordinate, and support volunteers to ensure the successful execution of PTSA programs, events, and initiatives. They also foster a welcoming volunteer culture by recognizing and appreciating the contributions of our school community. • Recruit and coordinate volunteers for PTSA programs, events, and committees. • Maintain volunteer sign-ups and communicate volunteer needs throughout the year. • Ensure committees and events have adequate volunteer support. • Coordinate Hearing & Vision Screening volunteers in partnership with the school. • Plan and organize Teacher Appreciation Week activities. • Coordinate teacher and volunteer appreciation events, including the annual luncheon. • Recognize and celebrate volunteers throughout the year. • Work with board members and event chairs to identify volunteer needs and provide support. • Encourage family involvement and help connect new volunteers with meaningful opportunities. • Perform other duties as assigned by the board or outlined in the PTSA bylaws.	3-4 hours per week
VP Programs	Bindi Patel OPEN Newcastle.programs@gmail.com	The Vice President(s) of Programs are responsible for ensuring that the school's academic, family, and enrichment events reflect the needs and	3-4 hours per week

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		interests of students and families. He or she serve as the primary point of coordination between the Board, event Chairs, school leadership, and participating families to help ensure that all programs are meaningful, inclusive, and well executed. • Plan a variety of programs, events, and scheduling throughout the school year. • Bring back academic events such as the Geography Bee and Spelling Bee. • Supporting family and community events, including Fall Festival, Winter Decorating Party, Game Night, Multicultural family night and Spring Fling. • Recruiting, guiding, and supporting event Chairs in the planning and execution of each program. • Ensure that all events are planned and executed smoothly, remain within the approved budget, and are completed in a timely and organized manner. • Overseeing the Art Docent Program, which is managed directly by the Art Docent Chairs. • Recommend and coordinate after-school enrichment programs, such as LEGO® Robotics, cooking, Spanish, chess, and public speaking classes. • Works close to Popcorn chair	
VP Outreach	Jill Binks Alicia Singh Newcastle.outreach@gmail.com	• Lead the PTA's community outreach efforts to support Newcastle Elementary families through programs such as food drives, the Holiday Gift Barn, and FACE (Family and Community Engagement). • Help plan Kinder Connect playdates to welcome incoming kindergarten students and their families. • Work closely with the Angel Program Chair to identify and support families in need.	2-4 hours per week

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		Foster an inclusive and connected school community through outreach initiatives and partnerships.	
VP Ways and Means	Sangeeta Iyer OPEN Newcastle.waysmeans@gmail.com	- Lead the PTA's fundraising efforts to ensure sufficient funding to support the organization's programs, events, and commitments. - Recommend fundraising activities and develop the annual fundraising plan. - Oversee the planning and execution of all fundraising events and campaigns. - Recruit, support, and guide fundraising event Chairs and volunteers. - Monitor fundraising goals and results to help ensure financial success. - Coordinate major fundraising initiatives, including the biannual Auction, Fun Run, Spirit Wear sales, Mariners games and community fundraising events such ice skating.	4-6 hours per week
Treasurer	Paul Graves Chai Dasari Newcastl.treasurer@gmail.com	The members elect the treasurer to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, the books, and the record-keeping material are the property of the PTA. The treasurer serves as an active participant on the board of directors and executive committee and attends all meetings of each body. The treasurer serves as chair of the budget committee and presents the budget to the board and membership. - Assure all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained, separate from funds of any other organization. - Assure that appropriate and adequate insurance (liability insurance at a minimum) is purchased for the PTA. - Keep an accurate and detailed account of all funds received and disbursed.	3-5 hours per week

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		• Pay all authorized financial obligations of the PTA, including all membership dues and fees owed to a council (if any) in a timely manner. • Prepare and file the appropriate IRS informational forms (990-N, 990-EZ, or 990), state sales tax forms, annual incorporation renewal report, Charitable Solicitations report, business license, and any city/county license in a timely manner. • Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable. • Submit a details, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors. • Submit written reports by mail or email to the board during months when no meetings are held. • Develop and present, with the support of the budget committee, the budget for the following year. • Submit an annual report at the end of the fiscal year (June 30) • Prior to delivering the books to the successor treasurer, submit the current year's records to a financial review committee.	
Secretary	Jackie Mitti Laura Kaya Newcastle.secretary@gmail.com	• Take, maintain, and distribute accurate minutes of all PTA and Board meetings. • Assist with planning and preparing meeting agendas. • Issue notices of meetings in accordance with the PTA bylaws and standing rules. • Handle official PTA correspondence. • Maintain an up-to-date roster of PTA members, officers, and committee Chairs. • Keep current records of all standing and special committees. • Maintain official PTA records and documents. • Perform other duties as directed by the President or as outlined in the PTA bylaws and standing rules.	2-3 hours per week

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| | | <ul style="list-style-type: none">• Works close with yearbook chair• Prepares and publishes student directory | |
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