

Newcastle Elementary PTSA

Parent Teacher Student Association



2025-2026 PTSA Board Planning Agenda

Date: July 31, 6-8pm

Location: Katie Green's House

In attendance: Katie, Chai, Sangeeta, Paul, Fio, Emily

Topics

1. Introductions/Icebreakers

2. Roles / Expectations

a. Positions and Responsibilities Chart

- To be voted in first membership meeting: Katie Green (CoPresident) and Emily Olstein - VP Programs

Chairs

- Lion Art - Hillary Argle and Kelsey White
- Book Fair - Ellen Lubbers - requesting 1-2 more (train/transition)
- Angel Program - Hillary Doherty - requesting Co-Chair to train
- KinderConnect- Stephanie Shujman and Melissa Federhar

Open Chair Positions (will included in EVP)

- Yearbook Chair (Katie Afman 2025 - will reach out if she will continue)
- Communications Chair
- Membership Drive Chair
- Lion Art Communication
- Popcorn Chair
- Advocacy Chair

b. Renew PTSA membership during EVP (Enrollment Verification Process)

- Givebacks - membership database
- Kinder and new families do not complete EVP - will need to promote PTSA during meet the teacher, Kinderconnect

c. Previous Board Member Transition - training, collection resources (email, binders, etc.), logins. Fio/Katie to attend WA August Leadership Launch Aug 8/9th.

d. Website Review

Newcastle PTSA website

WA PTA site <https://www.wastatepta.org/>

Login Username: PTALeader Password: Advocate

For required trainings: PTA Leaders -> Leader Resources -> Trainings - various options to select

Once each member has completed the training, please email newcastleptsa.secretary@gmail.com with details on the training you took and the date. Please aim to complete the required training by September 30, 2025.

e. Open/unfinished business -

- Budget changes - Budget committee (Fio, Katie, Chai, Mindy) met on 7/29. Discussed due to limitations in funding for the 2025 Auction - need to cut back on expenses for the upcoming year. Specifically discussed Playworks \$12k, each recess only benefited 10-15 kids and the committee agreed program isn't sustainable for the greater good of the students. The budget committee recommended removal and other members of the board agreed.
- Assign check signers - Members suggested to assign Fiorella Tapiarene, Katie Green, Stephanie Shuman and Paul Graves.
- Check request
- Spirit Wear - will be using a new Spirit wear company this year (previous one only wanted large orders). The team got 3 quotes from various companies and chose Mossy Trails, a local company based in Issaquah.
- Open Board Positions: 1 VP of programs, and 1 secretary

f. Processes -

- Budget Review – Reviewed last year's budget and proposed changes.
- Check requests - Form available on PTA site.
- Newsletter - Do monthly room-rep communications (15th of the month), and PTSA newsletter (1st of the month). This way parents get communications every 2 weeks, plus kid mail for big events/fundraisers

3. Strategic Planning

a. Review Mission, Standing Rules – Did not have time to go over all the rules, will revisit in the next meeting

b. Start, Stop, Continue - Each member shared in addition to those not present:

- Katie - Start: bi monthly communications (including news in teacher emails), Newcastle Days, new event for parents like a Casino night (perhaps in lieu of big auction); Stop - Paper directories; Continue - Fall Festival
- Steph - Start: Spirit wear "store" at school, selling flowers at 5th grade graduation; Stop: check reimbursements, increase use of debit cards; Cont: WhatsApp chat and divide into grade specific, Mom/Dads or parent night outs (ie. Coalman or other watering holes)
- Jill - Start: pastries with Principal, childcare for curriculum night or family events, parent education events (get survey for topics); Stop: Covering \$\$ for staff spirit wear and just provide for new staff; Cont: Social media comms, PTSA emails about events, Popcorn Fridays, Angel Program, Power packs, FACE, lion art
- Emily - Stop; Movie nights (or condense)
- Chai - Stop; Paper Directories
- Paul - Continue; fun events, Stop; funding Playworks

c. Identify top 3-5 priorities - did not have time to address, will revisit in next meeting

d. Strategy and Goal Development

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

e. 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

Book Fair - March 16th-20th (Chair requested). Possibly look into scheduling multi-cultural night on the last day of book fair, so there is greater participation for both events. Apollo had it this way last year. Discussed avoiding scheduling events which overlap with other schools.

4. Administration

- a. Board Meeting Schedule - 1x per month - team discussed Thursday evening. Fio will check with Dr. Wood if that works.
- 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
- d. Allow Chai online access to bank account
- e. Volunteer Positions - Email list to Volunteers for EVP
- f. PTSA Council Meetings - 10:00AM every 3rd Thursday of the month - overarching Issaquah School District PTA - upcoming due dates are held in person at district buildings, some remote - Fio/Katie to attend
- g. Bank account - PTA Debit Cards- only 1 or 2 people can have and use the debit card

5. Upcoming Dates to Remember:

August 7-13 : EVP

August 26: Classroom Assignments (log into Skyward after 5pm)

August 27: Meet the Teacher (11am-noon)

August 28: 1st day of school (grades 1-5)

August 28, 29 and September 2nd: Mandatory Family Connection for TK and Kindergarten (sign-ups in August)

August 30: 2nd Kinder Connect (Volunteers needed to help parents with membership and volunteer opportunities)

September 3: 1st day of kindergarten

September 9: Curriculum Night