

Creekside PTSA Board Meeting Minutes  
August 11<sup>th</sup>, 2019

Location: Marissa's House (22609 SE 16th Place)

Meeting called to order at 10:15AM. Quorum Present.



Creekside Elementary  
**PTSA**  
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**President's Report**

Marissa Corona

- Renew Volunteer Form/Verification- Board members were reminded to renew their school volunteer application on the Issaquah School District website.
- Training Dates- Board members need to submit proof of being trained before the end of this school year in order to be in good standing for PTSA compliance and insurance. Webinars are available on August 15<sup>th</sup>, 17<sup>th</sup> and 21<sup>st</sup>. The Region 2 Conference is on August 21<sup>st</sup> from 3-9PM at Newport High School. An email will be sent to board members with more details on training opportunities.
- Kindness Club- Tera Coyle and School Counselors are on board with the PTSA creating a Kindness Club which will have once a month meeting at the school. Kids in grades 3-5 are eligible to be in the club, will be chosen by lottery and represent the club as Kindness Ambassadors while they go about their day on the bus and at school. The goal is to go beyond behaving and increase meaningful acts of kindness within the student population. An assembly will kick off Kindness Club activities which will start in October. Counselors and PTSA board members will be present at the monthly meetings. Discretionary funds will be used for vests, pins and other spending for this program.
- Storage- PTSA will determine what is to become of the barn and we will respond saying that the budget has been set for the year and after the annual fundraiser it will be known if funds can be spent on another storage option at the school. Further discussion is needed to determine if interim storage is needed for haunted house materials.
- After School Programs (Third Party)- Emails requesting third party after school programs to be held at Creekside will be directed to Tera Coyle for approval and then to the district office for scheduling.
- School Theme, PTSA Goal/Focus- The school focus for the 2019-2020 school year is "Olympics". The PTSA focus for the 2019-2020 school year is "Kindness". Mission, Goals, and Standing Rules will be updated and available on the PTSA website by the September 16th General PTSA Meeting.
- Parent Meeting during Curriculum Night- On curriculum night parents will be gathered to go over information from ISF, PTSA and review other school-wide information.

**Vice President's Report**

Aimee Cermak & Karen Rajtar

- Membership and Volunteer Tables at Meet the Teacher and Curriculum Nights- The membership goal to keep income from membership on track with the budget is 440 members. Currently there are 186 members. Member Planet is the new platform to track memberships.
- Grant Process- Grant forms are available on PTSA website. Anyone can apply for grant funds. Deadline is December 1<sup>st</sup> and if there is enough money raised from annual fundraiser there may be a Spring deadline as well. Grant opportunities will be promoted via marketing avenues.
- Welcome Packets- The welcome packets will not be printed this year. They will be sent electronically via eNews and will be posted on Creekside Facebook page and Creekside PTSA page. Paper copies will be distributed to Kindergarten parents at Meet the Teacher and there will be a few copies available in the office. Hawk-a-thon information will be sent home at a later time.

**Treasurer's Report**

Eleanor Robinson & Hailey Chamberlain

- Yearbook Cost, LINK and Ordering Window: Yearbook cost will be \$20 per book and ordering windows will be determined by yearbook chair. Fifty extra books will be ordered for staff and scholarship students. Yearbook Chair will send a request to staff to order their free staff yearbook and the due date will be September 1<sup>st</sup>.
- End of Year Review and Closing and Review 2019-2020 Budget Items- See treasurer report. The balance at the end of the year was +\$3054.54.
- Transition Items- Incoming treasurer will email Tera Coyle to review and confirm Grade Level Curriculum Support budget. Staff stipend reimbursement requests for the 2018-2019 school year were due June 1<sup>st</sup> but many teachers were still submitting requests late into June so a few stipend checks will clear the bank account

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- under the 2019-2020 books. Lindsay Quinn will refund the PTSA for funds not spent on the Lion King Production. Email invoices for Licensing and Insurance Renewal Fees have not been received yet but should be paid soon. Eleanor Robinson will be added to the bank account tomorrow.
- 2018-2019 Hawk-a-thon Funds Spending Wrap Up- Fun hoops have been paid for. Andrea Garvey is to follow up on next steps. Wagon and games have been purchased and are in recess room. Stand up desks and chairs have been purchased. The recess picnic tables have not yet been purchased since it is unknown if they will need to be cemented into the ground. School administration and staff are determining what will be allowed. Storage chest has been purchased and Creekside Staff are fixing it to the fence by the sand box. The Eagle Scout who built the Gaga Pit will paint the chess board on the playground. He is waiting to hear where he can paint it.

### **Vice Presidents of Fundraising Report**

Hailey Chamberlain & Jennifer Nakamura

- Hawk-a-thon Plan and Timeline- Plan and timeline reviewed with board. Schedule and Volunteer requests were made. Prizes, and activities were reviewed. See planning guide and timeline.

### **Vice Presidents of Volunteers/Programs Report**

Colleen Mahon

- PTSA Chair Mixer will be on October 17<sup>th</sup> at 1030AM at Marissa Corona's house.
- Otterwear vendor emails will be forwarded to chairperson.
- Staff Luncheon is on August 30<sup>th</sup>. The PTSA will provide Jimmy Johns sandwiches.
- Room Parent Orientation Meeting is on September 26<sup>th</sup>.

### **Vice Presidents of Communications**

Krista Wood

- PTSA Website updates have been made.
- PTSA will have a quarterly newsletter.
- Social Media Facebook and Instagram is updated by Elissa Puckett.
- Jared will present the planning update for Halloween Bash at the next board meeting.

### **Secretary's Report**

Taimay Jones

- Mission/Goals and Focus will be updated on the PTSA website.
- A Yearbook Cover Art Contest will take place in the Fall. More details to come from Yearbook Chairperson.
- All Board Meetings will be held at Marissa Corona's house. Board members will take turns bringing snacks.

**Meeting Adjourned at 325PM.**