



Creekside Elementary

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Creekside PTSA Board Retreat Minutes  
August 15, 2020 10:00 AM - 1:00 PM

**Meeting called to order at 10:05 AM, a quorum is present.**

**Location:** Zoom

**Attendees:** *Karen Rajtar, Jen Nakamura, Krista Wood, Laura Hassel, Minal Ghassemieh, Nikki Edwards, Jane Lauckner, Jennifer Gruz and Jennifer Kim.* No sign in sheet due to virtual meeting.

**President's Report-** *Jane Lauckner/Minal Kode Ghassemieh*

- Summary of the **board brainstorm** for Creekside PTSA: communication - keeping parents informed, community - where can we support our families, teachers, foster virtual interaction and give the best year possible.
- **Board trainings** are required. Each *BOD member* go to <https://www.wastatepta.org/pta-leaders/leader-resources/> and if you have a login do the training for your position. If you do not have a login *Minal/Jane* will follow up with further instructions.
- **Board meetings rhythm:** 2nd Tuesday of each month via zoom: 7:00 PM start on, 9/8/2020, 10/13/2020, 11/10/2020, 12/8/2020, 1/12/2021, 2/9/2021, 3/9/2021, 4/13/2021, 5/11/2021, 6/8/2021.
- **General meetings rhythm:** 9/22/2020, 12/15/2020, 3/16/2021, 5/18/2021.
  - *Laura* to set up zoom meetings, take the first cut on the year calendar and send to BOD.
  - *Karen* to add general meeting dates to the website.
- **Curriculum night** the PTSA is to create a video, *Minal/Jane* working with Tera
- **PTSA Goal/Focus mission focus 2020/2021** - Revisit current focus/mission to align with being a virtual environment keeping with the culture of kindness, but adding in GRIT, perseverance, unity and using a growth mindset.
  - *Laura* to take first cut and send to Board. *Minal/Jane* take final to be approved at the 9/15 General meeting.
- **PTSA Membership:** 700 kids currently enrolled at Creekside. Need a strong message this year to what is being funded by the PTSA and why renew one's membership to retain and encourage membership renewal. Push membership September/October.
  - **Renewal reminder letter:** *Minal and Jane* renewal reminder letter (bullet form) in the coming weeks to go in eblast, welcome PTSA school packet, Facebook posts. Consider did you know fun facts on what the PTSA does and what the memberships benefit.
  - **PTSA welcome packet:** *Nicki and Jen G* take lead on getting a quote for welcome packet from PTSA to be picked up by students at school supply pick up. Bring quote back to BOD, can use some of the art docent budget.



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- Check out sticker mule, imprint. Consider art supplies, sticker, notebook or pen, PTSA branded, membership renewal flyer/letter.
  - Look at including scholastic magazine in packets with scholastic dollars left to be spent. Karen/Andrea Garvey can point you in the direction on scholastic.
  - *Minal* check on if PTSA can give a Creekside logo mask, liability? District rules? If not given can it be sold via Otterwear.
- **Teacher lunches:** Back-To-School luncheon for Teachers/Staff, *Minal/Jane* add to list for Tera. Confirm if teachers will be in the building? Propose cater quarterly if in the building.

#### **Treasurer's Report-** *Jane Lauckner*

- The beginning bank balance on June 1, 2020 was \$97,996.84 and the ending balance on June 30, 2020 was \$93,154.08.
- The beginning bank balance on July 1, 2020 was \$93,154.08 and the ending balance on July 31, 2020 was \$91,763.71.
- The end of year financial review was conducted on 8/10/2020 with Kim Kropp and Annie Yim.
- PTSA Treasurer Board position needs to be filled. Jane Lauckner, Co-President is covering. Hailey Chamberlain will continue to do the taxes.
- 8/7: Jane/Minal/Laura/Karen went to Bank of America and were added onto the account.
- Discussed budget line items and made live edits. See preliminary budget for records, below.
  - September BOD meeting complete motion for line item changes and to approve the budget.
- Want to make more funds available this year for teacher grants and do earlier in the year.
- Tera priorities for PTSA budget: Otterthon, anti-bullying (video), para professionals, grants

#### **Vice President of Fundraising Report** - *Jen Nakamura*

- November 6-13th for virtual fundraiser, **Otterthon**. Plan to do robo calls, promotional sample emails, video message etc. Greg Shugarts has offered to donate face shields, consider for raffle.
- Fundraising sponsorship, can put logo on website, recognize in room parent emails, logo on banner. \$500 for sponsors.
  - Need a chair for fundraising sponsorship

#### **Vice President of Communication Report-** *Krista Wood*

- *Krista* will send a call for content each Friday requesting content for E-news to board and chairs.
  - Post open roles in next enews.



**Vice President of Volunteers Report-** TBD, update provided by BOD members

- Prioritize filling...
  - 1) PTSA BOD Vice President of Volunteers and Treasurer
  - 2) Room parents
  - 3) Open chair positions noted below in proposed going virtual
- **Room Parent** is vital role this year for communication, community, and engagement. Need positions filled with commitment to role with a strong lead to provide resources, templates, and ideas.
  - Good year for co-room parents
  - Orientation (October or after roles filled)
  - Role could organize one virtual class monthly video call with games, scavenger hunt etc.
  - Staff appreciation, boxed lunches, list of teachers out early, favorite things.
  - Consider Facebook page for each classroom, the room parent could manage & PTSA can set up.
- **Kindergarten Virtual Play Dates** 8/10 & 8/20 with K teachers.
  - *Colleen/Krista* look at how to promote meeting on 20th more.
- **Art docent Chair:** *Karen Rajtar*
  - No art docents until volunteers are allowed back into the school. Looking into live pre-created, resources or create some lessons to put out on the PTSA website.
- **PTSA Chair committee positions 2020/2021:**
  1. **Proposed cancelling** for the year: Bank days, chess, lost and found, popcorn, movie night, spelling bee
  2. **Proposed going virtual:** Book fair, cultural fair (Luci needs co-chair), box tops, food bank (turn to amazon wish list), DI (Wendy needs co-chair), Reflections, Science night (make to go bags), Halloween, legislative, talent show (need chair), picture day, year-end party (if can't be in person), yearbook, Otterwear, sponsorship (need chair), donations (need chair)
  3. **Proposed adding:** cybersecurity training

**Secretary's Report-** Laura Hassel

- The June 12<sup>th</sup>, Board meeting minutes were submitted.

**Meeting adjourned at 12:33 PM.**



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**Creekside Elementary PTSA 19-20  
Balance Report June 2020**

Beginning Balance Date June 1

\$97,996.84

Ending Balance Date June 30

\$93,154.08

Total Credits			\$1,683.80
Total Debits			\$75.31
Total Checks			\$6,451.25
Detailed Credits	Benevity + Frontstream		\$795.00
	yearbooks		\$140.00
	zoo reimbursement		\$500.00
	BoxTops		\$248.80
Total			\$1,683.80
Detailed Debit	Check Reorder		\$75.31
Total			\$75.31
Checks Cleared	42		\$6,451.25
Total			\$93,154.08



**Creekside Elementary PTSA 20-21  
 Balance Report July 2020**

Beginning Balance Date July 1 \$93,154.08  
 Ending Balance Date July 31 \$91,763.71

Total Credits			\$0.00	
Total Debits			\$0.00	
Total Checks			\$1,390.37	
Detailed Credits				
Total			\$0.00	
Detailed Debit			\$0.00	
Total			\$0.00	
Checks Cleared		4	\$1,390.37	
Total			\$91,763.71	



Monthly Financials 20-21	To Budget	Annual Budget	Previous Yr Budget
<b>1. Passive Fundraising</b>			
Box Tops	\$ 750.00	\$ 750.00	\$750.00
General Donations	\$ 2,500.00	\$ 2,500.00	\$1,300.00
Sponsorships	\$ 3,500.00	\$ 3,500.00	\$0.00
Matching	\$ 15,500.00	\$ 15,500.00	\$16,200.00
Passive Fundraising	\$ 100.00	\$ 100.00	\$100.00
<b>2. Event Fundraising</b>			
Bookfair Revenue	\$ 3,500.00	\$ 3,500.00	\$3,500.00
Otterthon	\$ 65,000.00	\$ 65,000.00	\$85,000.00
Halloween Bash	\$ 2,000.00	\$ 2,000.00	\$3,000.00
Movie Night	\$ -	\$ -	\$1,000.00
Sales from Inventory - Popcorn	\$ -	\$ -	\$2,500.00
<b>3. Administrative Income</b>			\$0.00
Membership	\$ 5,000.00	\$ 5,000.00	\$11,500.00
Sponsored Memberships	\$ 500.00	\$ 500.00	\$0.00
Yearbook	\$ 11,302.80	\$ 11,302.80	\$11,791.18
<b>Total Income</b>	<b>\$ 109,652.80</b>	<b>\$109,652.80</b>	<b>\$136,641.18</b>
<b>1. Passive Fundraising Expenses</b>			
Box Tops	\$ 100.00	\$100.00	\$75.00
Caring Through Sharing	\$ 40.00	\$40.00	\$0.00
<b>2. Event Fundraising Expenses</b>			
Book Fair	\$ -	\$0.00	\$2,500.00
Cultural Fair	\$ 300.00	\$300.00	\$450.00
Curriculum Grants	\$ 7,000.00	\$7,000.00	\$9,000.00
Custodial Fees/Kitchen Fees	\$ -	\$0.00	\$1,200.00
End Year Party	\$ 500.00	\$500.00	\$2,200.00
Fifth Grade Camp Contribution	\$ 4,500.00	\$4,500.00	\$5,000.00
Otterthon	\$ 2,500.00	\$2,500.00	\$3,800.00
Special Project Funds (carryover)	\$0.00	\$0.00	\$0.00
Halloween Bash	\$ 1,500.00	\$1,500.00	\$5,000.00
Movie Night	\$ -	\$0.00	\$750.00
Popcorn Supply and Expense	\$ -	\$0.00	\$500.00
Science Night			
Science Fair Assembly	\$ 750.00	\$750.00	\$1,000.00
Science Night	\$ 500.00	\$500.00	\$2,300.00
Talent Show	\$ 50.00	\$50.00	\$50.00





<b>3. Administrative Expenses</b>						
	Assemblies		\$ 2,000.00	\$2,000.00	\$1,000.00	
	Emergency Preparedness		\$ -	\$2,000.00	\$2,000.00	
	First Day Packets		\$ 250.00	\$250.00	\$250.00	
	Matching Management Fees		\$ 50.00	\$50.00	\$50.00	
	Paypal Fees		\$ 500.00	\$500.00	\$900.00	
	PTSA Service Fees					
		Council Fees	\$ 210.00	\$210.00	\$210.00	
		Other Council Fees	\$ 300.00	\$300.00	\$300.00	
		State & National Fees -	\$ 3,800.00	\$3,800.00	\$4,400.00	
	Yearbook		\$ 8,500.00	\$8,500.00	\$8,500.00	
<b>4. Student Support/Enrichment</b>						
	Classroom Curriculum Support					
	1. Individual Classrooms			\$ 10,200.00	\$10,200.00	\$9,900.00
	2. Specialists					
		Counselor	\$ 100.00	\$100.00	\$100.00	
		Dean Of Students	\$ 300.00	\$300.00	\$300.00	
		ELL	\$ 300.00	\$300.00	\$300.00	
		Instruct'l Coach-Allison	\$ 100.00	\$100.00	\$100.00	
		LAP (formerly BEL)	\$ 200.00	\$200.00	\$200.00	
		Library	\$ 300.00	\$300.00	\$300.00	
		LRC	\$ 450.00	\$450.00	\$450.00	
		Music	\$ 300.00	\$300.00	\$300.00	
		Music Overload	\$ 150.00	\$150.00	\$150.00	
		Nurse	\$ 100.00	\$100.00	\$100.00	
		Office	\$ 100.00	\$100.00	\$100.00	
		OT	\$ 100.00	\$100.00	\$100.00	
		PE	\$ 300.00	\$300.00	\$300.00	
		PE Overload	\$ 150.00	\$150.00	\$200.00	
		Principal	\$ 300.00	\$300.00	\$300.00	
		Psychologist	\$ 100.00	\$100.00	\$100.00	
		Sage	\$ 100.00	\$100.00	\$100.00	
		SLP	\$ 100.00	\$100.00	\$100.00	
		Student Support Coach	\$ 100.00	\$100.00	\$100.00	
	3. Program/Club Support					
		Art Docent	\$ 1,000.00	\$1,000.00	\$8,000.00	
		Chess Club	\$ -	\$0.00	\$100.00	
		Destination Imaginatio	\$ 1,800.00	\$1,800.00	\$2,000.00	



	<b>Creekside Garden</b>	\$ -	\$0.00	\$100.00
	Curriculum Sup Event	\$ 100.00	\$100.00	\$500.00
	Educational Aids	\$ -	\$22,500.00	\$22,500.00
	Geography Club	\$ -	\$0.00	\$100.00
	<b>Grade Level Curriculum Support</b>			
	1st Grade Drama	\$ 2,000.00	\$2,000.00	\$2,800.00
	2nd Grade Curriculum	\$ -	\$0.00	\$2,200.00
	3rd Grade Support	\$ 2,000.00	\$2,000.00	\$2,500.00
	4th Grade Drama	\$ 2,000.00	\$2,000.00	\$2,400.00
	5th Grade Cartooning	\$ 2,000.00	\$2,000.00	\$2,000.00
	K Curriculum Support	\$ 2,000.00	\$2,000.00	\$2,000.00
	Math Club Competition	\$ 400.00	\$400.00	\$850.00
	Kindness Club	\$ 150.00	\$150.00	\$0.00
	<b>Bank Day</b>	\$ -	\$0.00	\$0.00
	Reflections	\$ 150.00	\$150.00	\$450.00
	Science to Go	\$ 2,850.00	\$2,850.00	\$3,300.00
	SIP Staff Book Study	\$ 600.00	\$600.00	\$600.00
	<b>Spelling Bee</b>	\$ -	\$0.00	\$250.00
	Student Assistance	\$ -	\$1,000.00	\$1,000.00
	<b>5. Parent Involvement/Education</b>			
	ACT (Community Transition)	\$ -	\$0.00	\$50.00
	Advocacy (Leg) Representative	\$ 140.00	\$140.00	\$170.00
	Convention/ Workshops	\$ -	\$0.00	\$200.00
	Issaquah Summer School Asst Don	\$ 350.00	\$350.00	\$350.00
	Issaquah School Found Donation	\$ 1,400.00	\$1,400.00	\$1,400.00
	Issaquah School Technology	\$ -	\$0.00	\$250.00
	Parent Education	\$ 250.00	\$250.00	\$250.00
	PTA Awards / Golden Acorn	\$ 750.00	\$750.00	\$750.00
	<b>Staff Appreciation</b>	\$ 3,000.00	\$3,000.00	\$2,000.00
	Volunteer Appreciation	\$ 500.00	\$500.00	\$500.00
	Volunteer For Iss Schools VIS	\$ 500.00	\$500.00	\$500.00
	<b>6. General Admin Expenses</b>	\$ -		
	Duplication and Printing	\$ 50.00	\$50.00	\$300.00
	Event Supplies	\$ -	\$0.00	\$300.00
	Hospitality	\$ -	\$0.00	\$50.00
	Insurance	\$ 620.00	\$620.00	\$660.00
	<b>Movie Licensing</b>	\$ -	\$0.00	\$400.00
	NSF/Bank Charges	\$ 20.00	\$20.00	\$20.00





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Office Supplies	\$	100.00	\$100.00	\$500.00
Postage & Shipping	\$	150.00	\$150.00	\$220.00
President's Discretionary Fund	\$	400.00	\$400.00	\$650.00
Previous Year's Expenses	\$	(390.37)	\$1,000.00	\$300.00
State Income Taxes - Popcorn	\$	-	\$0.00	\$250.00
Treasurer Fees	\$	50.00	\$50.00	\$250.00
Technology & Website	\$	187.52	\$204.00	\$280.00
	\$	<b>72,327.15</b>	<b>\$99,234.00</b>	<b>\$129,285.00</b>