



Creekside Elementary

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Creekside PTSA Board Meeting Minutes

Date: October 3, 2023, 10:00am- noon (started at 10:05am, ended at 12:15pm)
Location: Katie Heady's home (1459 227th Ave. SE Sammamish)
Attendance: Amy Miller, Katie Heady, Jaime Daniel, , Nikki Edwards, Christy Sharf, Jenny Molumby, Tai Kopczynski, Swati Jain

Presidents Report - Amy Miller

1. Student Council Otter-thon money
 - a. suggestions box for students ideas for spending the first 1K of Otter-thon money – “Otter-Funds” (put out boxes outside on picnic tables during Otter-thon week only)
 - b. student council can choose top 3 items or several items to vote on, winning idea to be announced in December
 - c. goal is to offer a tangible result from Otter-thon and boost donations through student involvement, Swati and Jenny to communicate the message in all channels
 - d. Tai may have a metal box we can use (will confirm)
2. Legislative Assembly : Board agrees to opt out this year
3. Principal Amy questions:
 - a. How can we support the administration in our Otter-thon communication? Invite Amy or Shaun to our board meetings?
 - b. Can A PTSA representative attend the 1st few minutes of school staff meetings?

VP Volunteers Report – Jaime Daniel

1. Volunteer Chair Welcome Event – 10/4/23 at Katie's home – 37 confirmed, Jaime to purchase food/beverage, name tags/sharpiers
2. Creekside Garden – reach out to Carrie Alexander to see if the 5th grade would like to continue with this project as we have funds allocated in our budget
3. Reflections Chair Call-In – 11am (Anamika Kumar)
 - a. Flyers were printed – posted in main hallway, classroom doors and library
 - b. Blurb sent out in room parent email (connect with Shaun Cornwall to mention in morning announcements)
 - c. Kick-off mid-October with submissions due by the end of October
 - d. Jan/early-Feb 2024 reception for Top 12 entries – deciding if virtual or in person (connect with Jaime to secure event space if in person), invite volunteer judges to attend, purchase ribbons and certificates
 - e. Reimburse Anamika for expenses



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4. Staff Appreciation Chair Call-In – 11:30am (Ashley McCone)
 - a. ALL STAFF Appreciation only this year
 - b. Ashley sent out a survey at the end of last year – positive responses overall, requests for more low carb/dairy-free options, Fri, Wed, Mon preferred days, staff preferred lunches with limited sweets
 - c. August – Fiesta Lunch – welcome back event was a success
 - d. October 23 - Sandwiches and Salad (Costco?)
 - e. November 21 - Thanksgiving Pies (send out signup by pie type only)
 - f. January 26 - Yoghurt and Fruit snack bar
 - g. February 14 - Valentines Candy Cart
 - h. March 8 - Beverages, healthy snacks
 - i. May 6-12 Staff Appreciation Week (request for food options daily)
 - j. Send out a signup genius for yard signs to kick-off the 1st day

VP Fundraising Report – Tai Kopczynski

1. Top 12 teacher prizes for teacher showdowns - on website and in packets
2. Room Parent guide – share with Malia and cc/ Jenny and Swati
3. Teacher Packet – share with Kim Goodman and Bree Russel – cc/ Jenny and Swati
4. Focus: Spirit Days, student ballots for funding ideas, announce sponsors, reminders to donate
5. Teacher’s suggestion for a “Dance Party”? Need to clear with Alissa first
6. Update website with Taimay – update sponsors, review with the board, add new Otter-thon intro video from Katie
7. Cut-off time nightly for calculating percentages - 8pm soft cutoff - 8:30 close
8. Tai to announce raffle winners
9. Final Teacher showdown - 8:45am - need to film and get in morning announcements
10. All school email from the office - the “How-To’s” of Otter-Thon (Amy to clear with Amy Alison)
11. PTSA closet needs to be organized (Tai and Jaime volunteered)
12. Tai to get a list of students per class for prizes (add 2 to each class to be safe)
13. Robo-calls - Amy Miller with coordinate
14. Honk n waves Monday and Thursday mornings (signup genius to go out soon - Jaime) - 10-12 signs in PTSA closet, encourage new signs, add to room parent news (Jenny and Swati)
15. Teacher standings - updated percentages - share with Jenny and Swati
16. Reader board - Jenny and Swati will add Otter-thon communications
17. Company matching follow up - Christy Sharf - combined with a thank you email for donating



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Treasurer's Report – Christy Sharf

1. Christy to email the budget to Nikki to include in the minutes
2. Emergency fund check – Shaun to report back
3. Purchased Quick Books, revenue will be filed this week
4. Questions about yearbook and Popcorn fund deposit dates (meet with Amy M to discuss)
5. Christy to collect, tally and deposit popcorn revenue
6. We signed a contract with Entourage to use them for our yearbook again this year
7. Blik Art supplies vendor would like advanced payment for future orders- Christy to write them a check for \$2500 for art docent to use as needed

VP Communication Report – Swati Jain and Jenny Molumby

1. Key Communications for October are Halloween Bash and Otter-thon
 - a. connect with club chairs for other pertinent communication
 - b. continue to promote Reflections – boost entries
 - c. continue to promote Popcorn Friday – use signup genius to secure more volunteers
2. Otter-thon communication
 - a. Spirit Days in E-News and Room parent news
 - b. Student council will vote on how we use the first 1k of Otter-thon money (allocate this to one or more of our sponsors)
3. Reader Board - Otter-thon and Halloween Bash dates
4. Communication in November – share Club and PTSA activities to show families what we are doing, how we are using Otter-thon funds, and thank teachers and families for their support

VP Membership Report – Grady Brumbaugh

1. Membership totals to date - 220