



Creekside Elementary

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Creekside PTSA Board Retreat Minutes

Date: July 11, 2023, 9:15am- 11:45am

Location: Katie Heady's home (1459 227th Ave. SE Sammamish)

Attendance: Amy Miller, Katie Heady, Jaime Daniel, Grady Brumbaugh, Nikki Edwards, Christy Sharf, Jenny Molumby, Tai Kopczynski, Swati Jain (remote)

Presidents Report - Amy Miller

1. Board Communication Tool – Board decision to switch to a text thread for communication, use Dropbox to share large files, Grady will look into a task management tool, Nikki to collect contact info from board members
2. Yearbook link for EVP – Amy will look into options to Entourage App and reach out to district to make the PTSA pages required to complete the EVP (Aug 7th deadline)
3. Communication Focus Plan for the Year – Amy shared handout (linked), will “vote in” at September board meeting
4. Curriculum Night – PTSA table to promote membership (especially to connect with new K families), encourage volunteer background checks
5. Meet the Teacher - Sign Up Sheets for Room Parent/ Library/ Art, permission forms for class friendship lists (Katie will draft)
6. PTSA Council Alternates – Katie and Christy volunteered
7. Check signer/ audit signer – Amy, Christy and Katie check signers, Tai audit signer
8. New Planning Form for Alissa and Otter Club – clarify rules/areas of access and communicate to Alissa, set expectations re: food/cleanup
9. New reimbursement forms – separate forms for staff and PTSA, goal: reimbursed within a week
10. Art Docent Budget Check – last year \$1200 overspent, review budget with new Art docent
11. Sponsorships – add a page, or multiple pages in the yearbook, pictures of sponsors and their students, reach out to yearbook chair to discuss the details
12. Monthly Board Meetings: 1st Tuesday of every month at 10am at Katie's house, General membership meetings: 9/12/23, 12/12/23, 3/12/24, 5/14/24, share with Taimay (for website) and Amy Allison
13. General Membership Meetings – ask office to announce them in email as PTSA Parent Meetings to promote attendance, discussed changing meetings to before/after school, offsite?
14. Staff Appreciation needs to be separate from Room Parent funding this year (discuss with Room Parent Chair), Katie suggests teachers keep a note box in class for kids to write thank-you's throughout the year to be used during staff appreciation week, feedback from teachers was to have more lunch/food items and well as yard signs.



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VP Volunteers Report – Jaime Daniel

1. Open Chair positions: Math Club (volunteers from last year?), Movie Night (Hailey?), Halloween Bash (lead – Kathy Arneson?), Graphic Design, STEM Night, Chess Club, Caring Through Sharing (last year's chair?), Sponsorships
2. Kindergarten Summer Playdates: 7/26, 8/9 & 8/16 – board invited to attend, talk to parents about PTSA membership, volunteering etc..
3. Soft copies of Maria's flyers – add Maria to Dropbox to share files, add new board members as well (Amy is admin)
4. Budget for staff advisors – establish before school year starts so clubs can begin sooner. – Amy shared that is not an option due to district policy (mid-November club launch)
5. Student/Parent Interest Poll on clubs – Jaime will create a poll to handout at curriculum night to review PTSA efforts, and learn about clubs of interest
6. Katie suggests to bring back the Talent Show and will chair the role (needs a co-chair) to help with logistics
7. Otterwear – tshirts in spring, long-sleeve in winter – discuss color selection with chair, Jaime Peele (pink/tie dye, white were popular), separate design for PTSA board members?

VP Fundraising Questions – Tai Kopczynski

1. Where are the graphics from last year? Maria will add them to the Dropbox (in Illustrator), Amy to give access to Maria and the new board members
2. Who handles communication for the info packets for teachers and room parents? VP of Communication
3. Fundraising is a Board effort, delegate as needed
4. Robocalls – last year, Amy Allison, Amy Miller and Grady all did Robocalls (office has resources/scripts)
5. Prizes: discussed keeping it simpler this year – one gift per class, top 2 per grade, following spirit day themes (Crazy hair – scrunchies, Crazy socks – socks, Sports, Grade color day, Glow/Tie Dye Day, PJ/Comfy day – stuffed toys)
6. Will there be a Walkathon? Amy will ask
7. Large Item donations: Amy and Jen solicited all donations last year
8. Since there will be no assemblies, we can announce large donation winners in the morning announcements (film skits for teachers to play in class each day of the Otterthon?)
9. Katie suggests fun cardboard cutouts to use during Otterthon to keep kids excited about the winning classes, as well as QR codes on K-2 grade kids backpacks to link to Otterthon (will research ideas and share)