

**Elizabeth Seawell PTA  
Regular Board Meeting**

Sept 3, 2025

7:45-8:45 am

Seawell Elementary School, cabin M3

## INTRODUCTIONS

We began meeting by certifying that PTA officer elections and appointments (for unfilled positions) took place in May/June 2025. The officers in attendance were:

- Scarlett Coley, president (elected)
- Elizabeth Zander, vice-president (elected)
- Kathryn Jagoda, member at large (appointed)
- Thannie Locklear, member at large (appointed)
- Karen Setty, secretary (elected)

Officers not in attendance included:

- Karen Gilmore, member at large (appointed)
- Brendon Kent, treasurer (elected)

Seawell staff in attendance were:

- Danka Kulikowski, principal
- Chelsea Robinette, teacher rep

All Seawell PTA members and non-members are welcome to attend the open board meetings held each month. Those attending were:

- Lorelle Brennen
- Kristen Shirey
- Mike Wilkins

The president (Scarlett Coley) and vice-president (Elizabeth Zander) requested to be added as signers to the organization's PNC Bank Account. No objections were raised.

## RECENT WORK

The president recapped organizational tasks completed by PTA officers and members over the summer break:

- PTA website updated to [seawellpta.com](https://seawellpta.com) domain so that we have shorter and more consistent URLs as well as less bitly management. Web analytics show ~100 active users a week currently.
- PTA officers can now share a workspace while using separate email accounts.
- Canceled Quickbooks (+\$1,242) and Zoom (+\$160) subscriptions to conserve funds.

- Updated [Givebacks store](#) to enable PTA member enrollment.
- Updated the [PTA calendar](#) with projected event dates for the upcoming school year, enabling subscription for easy access.
- [Created an inventory](#) of spirit merchandise, made two orders (\$1,200) trying to cover all sizes in short and long sleeves, so we will be prepared for fall events. We can expect to earn ~\$80 from merchandise per event based on recent insights (sales may be stronger at the start of the year).
- Developing a new simplified digital process for teacher reimbursement (and volunteer expense reimbursement in general). This will be rolled out shortly.

## RECENT EVENTS

- The week before school started, the PTA hosted a kindergarten playdate and new family campus tours with popsicles (\$500)
- The PTA also supplied lunch on a teacher workday prior to the start of school (\$600) and Scarlett spoke to teachers about PTA. All staff were offered a [free spirit item and opportunity to sign up for PTA](#). (Cost of shirts range from \$7.25-\$14.25.) This has been very popular!
- The first week of school, PTA volunteers tabled at Meet the Teacher night to [share information](#) about participating in the PTA. This flyer was sent home in backpacks on Friday 8/29.

## ACTION ITEMS

- Room parents are requested to coordinate end-of-year purchase of a yearbook for teachers in the upcoming year (via [Thannie](#)).
- [Room Parent](#) & [Garden Guardians](#) sign-ups are going slowly. Please encourage people to participate in these wonderful opportunities! Flyers will be printed and sent home in backpacks on 9/5.
  - For room parents, there was a request for [Thannie](#) and [Scarlett](#) to record the room parent training meeting on 9/16 or set up an alternate date. There were also suggestions to clarify that each class can have more than one room parent, and that assigned room parents can ask the other parents for assistance throughout the year.
  - Based on registration numbers, it doesn't seem like all teachers have asked their class parents for participation. [Thannie](#) will send an update to [Chelsea](#) to notify teachers if they still need someone from their classroom, and Chelsea will check with those teachers, as the class requests tend to get more visibility than school-wide advertisements. Thannie can also follow up on the classes missing a room parent through one-on-one outreach. Thannie will also look again for coverage for the "specials" teachers.
- The PTA has previously financially sponsored babysitting for curriculum night, to be held on 9/25. Because certified teachers can't double-task, instructional assistants could be asked to do this, although this item was tentatively removed to help balance the PTA budget. [Danka](#) will look into rules for potentially having high-school volunteers offer unofficial babysitting.

- Danka and Chelsea will ask teachers to come at the beginning of the general membership PTA meeting on curriculum night to wave/smile for one minute and encourage parent attendance.
- There was a request to circulate an updated PTA event calendar to the school staff.
- Danka is checking if Ms. Reid will do an art auction again for the Big Fall Play Day.

#### UPCOMING VOLUNTEER REQUESTS

- We need one more [Facebook](#) administrator. We have seen lots of new followers! Please contact Scarlett ([info@seawellpta.com](mailto:info@seawellpta.com)) if interested.
- We will circulate a sign-up sheet for PTA table shifts at curriculum night on 9/25. We are planning to re-order merchandise to keep t-shirts for sale in stock.
- We need multiple leaders for 10/26 Big Fall Play Day as well as the kick-off of the Fall Fundraiser. Several people are available to help train new volunteers.
  - For Big Fall Play Day, suggestions were made to simplify the layout, add a map to help parents navigate, simplify pricing/ticket arrangements, and potentially have high school volunteers run carnival games with support from parents.
- We need one or two coordinators to help advertise the National PTA reflections contest. This is a good role for someone interested in the arts. This year's theme is I BELONG and you can [find flyers here](#). Please contact Karen ([secretary@seawellpta.com](mailto:secretary@seawellpta.com)) if interested.