

CWE PTO Board Meeting Agenda May 20, 2026

ATTENDANCE: Heidi McKillop, Kelly Grinsell, Dani MacKinnon, Bernadette Silang, Elizabeth Bauerle, Kady Newman

Called to order 5:58 PM

1. Review of meeting agenda
2. Approval of previous meeting minutes
 - a. April meeting minutes APPROVED AS SUBMITTED
3. Treasurer's Report & Budget
 - a. Zelle is now set up for treasurer account to be fee-free
4. PTO Business
 - a. Staff appreciation recap
 - a. Request for less vegetable sandwiches
 - b. Question about providing gluten free – was requested on sweet days, not for every day
 - b. Musical recap
 - a. COST \$4,662
 - b. TICKETS / FUNDRAISING \$5,586
 - c. Square fees \$240 (not counted in above)
 - d. 2027 team will meet to pick dates (taking into account Ramadan) and script
 - e. Ask for additional staff, reaching out to new principal to drum up support. Other programs from Disney Musical in Schools are primarily staff run.
 - f. Additionally – limiting seat saving (5/6 per showing per family/kid)
 - Asking for either non-play parents to run concessions or mandating that as a volunteer position when people are signing up so it is not on the same person both shows.
 - Adults only at concession and usher positions
 - c. Third Place Books recap
 - a. Good turn out, \$230 funds raised
 - b. Tie to Read-A-Thon next year (Feb 2027)
 - d. Ice cream truck ask update
 - a. Elizabeth will follow up with two families that have reached out.
 - e. Skate Night was well attended 4/20, small fundraiser there as well
 - f. Student Advocate Club is asking for \$300 for painting a “choice ladder” on the playground on June 6th. APPROVED
 - g. Kindergarten teachers are asking about their balances before submitting their receipts. All 3 have full \$350 budget left
 - h. C-CATS shirts

- a. Spirit wear sales will now fund CCATS
 - b. Special CCATS store will be set up by Kaydee Gray
 - c. PTO will keep and disperse funds APPROVED
 - d. No spring sale set up as of 5/20 for spirit wear
 - i. CWE office budget – Cheryl Sadler asked if there was budget for the office staff as they are remodeling for security / safety.
 - a. APPROVED reallocation of staff appreciation funds \$600
 - j. Night Market
 - a. Ask for \$400 for DJ – DECLINED with suggestion to use existing PA system
 - k. Board positions
 - a. Kady Newman staying on as staff liason
 - b. Kelly Grinsell staying on in treasurer
 - c. Bernadette Silang stepping into officer role TBD
 - d. Heidi McKillop becoming Member-At-Large or parent volunteer with no vote.
 - l. Salmon Funding
 - a. Mrs. O'Connor has asked for \$2000 to fund 2026/2027 program. PTO understanding was that the initial funds were for the equipment and the remainder would be self-sustaining through grants
 - b. Elizabeth will follow up with Sound Salmon Solutions to find out what the total expected cost of the program is.
 - m. Fundraising
 - a. Dine & Donates
 - i. June – Sorelli Pizza 9/10
 - ii. July – Always Summer, arranged by Jill Cruz, waiting to hear confirmation
 - iii. August - skip
5. Good of the Order
- a. Ground rules for officers next year
 - i. What is the text intended for?
 - ii. Should be written up to be agreed upon in first board meeting in addition to labelled when it is created and sent out?
 - iii. Communication outside of the board email (official channel) needs to be redirected to board@ and cedarwayptotreasurer@ so that we have records
 - iv. Reimbursement or funding requests need to come with paperwork – receipts, official quotes, etc.
 - b. PTO received an envelope with \$500 gift cards from Winco. Paperwork says it is for CCATs performance dinner 6/3.
Concerns

- i. PTO has also used this fund to do Staff appreciation and Goodies with Guardians. It is a 1/year grant so is now used up for the 2026/2027 school year.
 - ii. Did the parent that reached out to Winco represent themselves as a school employee or PTO officer?
 - iii. Admin and PTO awareness so that the funds get to the correct location
 - iv. Date does not match actual event date and is not for a fundraiser, are we in for an audit by Winco?
- Elizabeth will turn over funds and concerns to Mr. Lindblom

ADJOURNED 7:20 PM

FOLLOW UP ITEMS AFTER 5/20 meeting

5/20 evening Elizabeth texted with Jill Cruz regarding Fundraising m.a.ii. Email confirmation was sent to board email. Dates are in June, to be rescheduled to not conflict with Sorelli.

5/21 Elizabeth turned over Winco funds to Mr. Lindblom to get back to Kyle Gray / CCATS. Cheryl Sadler and Chris Lindblom did not know about the ask and will communicate the importance of knowing when grants may be coming in to help direct funds.

Elizabeth reached out to Sound Salmon Solutions. Email received back from Brittany Ahmann brittany@soundsalmonsolutions.org
For the 2026-2027 school year, the cost for existing schools (which Cedar Way is) will be \$5,4000. For existing schools, this includes 3 lessons and the field trip for one grade level, tank materials and support, setting up and taking down the tank, lesson materials, and school bus reimbursement for Title 1 schools.

Submitted by Elizabeth Bauerle, CWE PTO Secretary
May 25, 2026