

CEDAR WAY ELEMENTARY PTO
General Meeting Minutes
October 12, 2026

ATTENDANCE: Heidi McKillop, Bernadette Silang, Kelcie Trine, Jennifer Nielsen, Rachel Berger, Ashley Baldwin, Mike Baldwin, Chelsea Breeze, Demi Jo Vaughn, Chrisy Francescutti, Kadee Gray, Kyle Gray, Meghan Galvan, Drew Kinnison, Amanda Kinnison, Ashley Coleman, Katya Campbell

Meeting called to order at 6:10 pm

Review of meeting agenda

Approval of previous meeting minutes

1. September minutes approved at PTO meeting on October 12, 2026

Treasurer's Report & Budget

1. Fun Run deposits are completed and check will be cut to CWE
2. FundHub renewal for 2027
 - a. 20% discount if renewed before end of October
 - b. Voted and agreed to renew for 2027
3. Review payment service options
 - a. Bernadette looked into options other than Square, including Cheddar Up, Zeffy, and Givebutter and presented a comparison sheet with details of each service
 - i. After review, determined best options would be Square (used currently) or Givebutter
 - ii. Remove Zeffy and Cheddar Up from consideration
 - b. Look into Venmo Charity as an option
 - c. Stick with Square for now, especially this close to HarvestFest

ACTION - Mike Baldwin will look into Venmo Charity and share details

Fundraising Overarching Goals

1. Keep running total of funds raised through events on working spreadsheet created by Chelsea
2. Spring Fundraisers

- a. Propose to cancel one of the newly planned fundraisers
 - i. Coin Wars, Stuffie Sleepover, or Tat-a-Teacher
 - 1. Kyle and Meghan will discuss proposed fundraisers at next staff meeting to gauge interest and field questions
 - a. Share insight at next PTO meeting
 - ii. Some unexpected new direct donations were received that would offset the funds that would have been earned by one of these fundraisers

PTO Business

- 1. FunRun Recap
 - a. School is getting a check tonight for funds raised - total of \$16,230.75
 - b. The event is closed out in FundHub
 - c. IRS letters were generated for anyone who donated \$250 or more
 - d. School district tightened rules about school fundraiser rules
 - i. Not allowed to hold events during the school day using students to raise funds
 - ii. In 2027 and going forward, a school cannot hold an event during the school day, so will need to come up with another plan
 - iii. Chrisy said ASB is allowed to hold event during the school day but there are lots of restrictions on how earned money may be spent; cannot use funds for classroom supplies or field trip costs
- 2. Bowl & Skate Recap
 - a. Earned \$186 from event on 10/5, will host another bowl & skate night in April
- 3. HarvestFest
 - a. Committee members: Heidi, Rachel, Kelcie, Chelsea
 - b. Items ordered
 - i. Tables, cotton candy machine, bouncy houses
 - c. Volunteer sign-up was sent out
 - d. New additions this year
 - i. Trunk or treat, temporary tattoos, hot apple cider, Food Pantry drive, Photo Booth, raffle
 - e. Ask teachers to borrow comfy chairs, blankets, etc from classrooms for quiet corner in library

- f. Make plan to light back pathway during event so families can safely walk to/ from home or cars parked on back street
 - i. Drew Kinnison offered to provide the lighting
- 4. Spirit Wear
 - a. Have online store open week of October 19
 - b. Distribute purchased items in early December
 - c. Logos have been updated, offer a few different options to see what is most popular
 - d. Anticipate another sale in spring, including C-CATS shirt
- 5. Dine & Donate
 - a. Review what is planned so far, refer to running list of scheduled events
 - b. Raising Canes wants to do a PTO sponsorship - Kelcie will talk to them in November
 - c. Jennifer reached out to Dough Zone, will follow up with restaurant to confirm date in May
- 6. Poinsettia & Wreath Fundraiser
 - a. Plan to have sale open 11/10 to 11/17
 - i. Ordering is by paper order form only
 - ii. Needs to close a minimum of 14 days in advance of delivery date
 - b. Chelsea picked up flyers from Stadium Flowers to share with PTO
 - i. Includes suggested cost to customers and amount PTO could earn from each item sold
 - c. \$50 delivery fee to have everything delivered to school
 - d. Pickup day of Winter Bazaar - December 5
 - i. Confirm with school that a spare classroom in the kindergarten pod is available to serve as staging room for delivery and pickup
 - ii. Will need some volunteers to help manage the pickup on December 5
- 7. Winter Bazaar
 - a. Link is live for vendors, 7 booked so far, including 4 double booths
 - i. Part of registration is donation of an item for raffle
 - ii. 24 vendors last year, have room for up to 28
 - b. Cost to run the event is just custodial fee - \$150
 - c. Also includes bake sale

- d. Some interest last year in student vendor tables
 - i. Trying to figure out logistics, point of sale process could be a challenge
 - e. Heidi got vendor registration link up and running; no further committee members yet to manage the event
- 8. Bingo Night
 - a. Need to ask for volunteers to help run event
- 9. Bylaws Revision Committee
 - a. No updates yet, first step is forming a committee
- 10. AquaSox Fundraiser
 - a. Option for Cedar Way night, recommend Sunday evening game (starts at 4pm) - aim for June 6 game
 - b. Historically PTO sells about 115 tickets for the event, can earn around \$600 from event
 - c. Use traditional fundraising model - pre-buy tickets at a discount, hold presale for families and distribute paper tickets
 - d. Try to get musical cast to sing national anthem at the game
- 11. Idea to have a PTO suggestion box in the office so kids/families can give input about events/activities they would like to see from PTO

New & Old Business

- 1. Configuration of finances to support C-CATS, Food Bank, and Musical
 - a. Discuss whether to set up separate bank accounts for each of these 3 largest categories
 - b. Chelsea presented PTO with details on what having separate bank accounts would entail
 - i. One downside to separate accounts is an increase in time it takes to reconcile the accounts - would mean 4 separate reconciliations
 - c. After review and comment period, PTO held a vote
 - i. Vote in favor of opening discrete accounts: 8
 - ii. Vote in opposition of opening discrete accounts: 5
 - iii. Majority of members are in favor of opening separate accounts, so will proceed forward with that option
 - d. Next steps - identify authorized purchaser for each account
 - i. The purchaser will have a debit card and be in charge of all purchases, receipts must be given to Bernadette for reconciliation

- ii. Chelsea will reach out to account manager at the bank for next steps of setting up new accounts

2. Readathon Committee

- a. Need to form a committee
- b. Discuss further at next PTO meeting

Meeting adjourned 8:02 pm