

CWE PTO General Meeting Agenda June 15, 2026

ATTENDANCE: Kady Newman, Heidi McKillop, Bernadette Silang, Kelly Grinsell, Kelcie Trine, Jennifer Nielsen, Rachel Berger, Ashley Baldwin, Chelsea Breeze, Debbie

MEETING CALLED TO ORDER 1832

Introductions

1. Review of meeting agenda
2. Approval of previous meeting minutes – MAY approved in BOARD meeting on June 15, 2026.
3. Treasurer's Report & Budget – fiscal year ends July 1, 2026
 - a. Budget vs Actual visual 2025-2026 – will not be finalized until August due to final reimbursement requests. Many teachers are still have not submitted. Field trips will bill over the summer.
 - i. Goal is to emphasize Zelle and Google form options for teachers
 - ii. Current bank without end of year is \$30,520; expected to be under the \$25,000 in bylaws to carry forward
 - b. Reconciliation Report provided by Bernadette and Kelly
 - c. New budget 2026-2027 to be set during planning meeting in August
 - i. As a nonprofit the activity is all for the community
 - ii. Idea to tie events/ items to fundraisers
 - iii. Teacher budget is currently \$250 per classroom + \$100 for credential Full Time for \$350 total per classroom
 - iv. Fundraising – 25/26 was spread across multiple purchase asks (Sees, Krispy Kreme, Pastabilities) none were very successful. Identify new sources
 - v. Bring back \$10 QR code donation asks on early flyers home
 - vi. Musical and Harvestfest typically replenish their own funds
 - vii. Dine and Donates and Third place Give Back was popular – continue
 - viii. Break out/Clarify personal donations versus directed donations (looks confusing to know that there were \$1,000 donations from multiple people but only see a small number in the “personal donations” category on the Treasurer report).
 - ix. Clarify School versus PTO fundraisers
 1. Understanding is that Fun Run is the main school one that also provides classroom budgets
 2. PTO class funds are a back up with less time and line item restrictions (e.g. Teachers can submit for reimbursement until 6/30/2026 and ask for art supplies not just school buses).

4. PTO Business –

- a. Sorelli Dine and Donate June 9-10 recap/payment – not available as of meeting date
- b. Posting of meeting minutes – should be posted after approval (one month late). How can there be more communication and more timely communication about volunteer opportunities etc.?
 - a. Suggestion to bring back quarterly newsletter
 - b. Make volunteering easier and break down tasks
 - i. Ease example: copies – copy paper is in Workroom instead of in closet
 - ii. Break down example: “Readathon” – ask for envelope stuffing, not “Readathon volunteer”
 - c. Post a weekly FB highlight matched with website posting
 - d. Calendar of events for the year on Google including SAVE THE DATE earlier than the event. Allows people to subscribe and import into their own personal calendar.
 - e. Emphasize that younger siblings are welcome
ACTION – CHELSEA asked for dates from 25/26 to create a walk back calendar for the Google calendar creation using Claude or similar tool.
- c. Wix Account – expired 7/3/2026 (as does PTO credit card), no interest in renewing. \$700 before TechSoup discount. Email needs renewal 7/11/2026.
 - a. Suggestion – Squarespace which is compatible with Google. Quick search has cost at \$276 with possible nonprofit discount.
APPROVED
ACTION – KELCIE to price out before August meeting. Consensus is that it is okay to have a lapsed website for July.
ACTION – BERNADETTE will work with Kelcie to create content.
- d. Transition of duties – Bernadette will monitor board@cedarwaypto for the summer. Kelly will monitor cedarwayptotreasurer@gmail for the summer. Elizabeth requests to be left as FB admin until August calendar is posted. Elizabeth requests access to Canva group until August for FB posts. At that time, Elizabeth will become a general FB member and leave Canva group.
- e. Plan for 26-27 school year
 - a. Full planning meeting 8/4/2026 4:30PM – Chelsea Breeze’s house. All June meeting attendees to be invited. Kelly mentioned that there were others that emailed interested in board positions that should be invited as well.
 - b. Kindergarten information session 8/20 – Bernadette and Kelcie committed to going
 - c. Back to school picnic on 9/1 with supply drop off
 - d. September morning mixer Friday 9/18
 - e. Always Summer Dine Dine and Donate 9/18-9/20

- f. Updating the website – See 4c.
- g. Summer Playdates Calendar
 - a. Aimed at incoming Kindergarteners and 1st graders. All ages welcome
 - b. 6/27 Bicentennial Park
 - c. 7/8 MLT Library Story Time
 - d. 8/8 North Lynnwood Park – hype Kinder info session
- h. Update Bylaws – not updated since 2010
 - a. Have ideas at 8/4 planning meeting
 - b. Current issues
 - i. Quorum is half Board + 1, what vote actually needed for passing a budget, approvals etc?
 - ii. Board positions are limited to 2, committee heads should be “Members at Large” as well – how to make it unlimited?
 - iii. Ad-hoc is the same as a general member with no board voting rights – how to redefine or remove?
 - iv. By-laws have “executive votes” and “general votes” which causes confusion
- i. Board Vacancies – The following people submitted their candidacy. To be confirmed at September meeting. All attendees of the June PTO meeting shall be invited to the August planning meeting along with those who emailed with interest in board positions
 - a. Description of positions
 - i. President – main contact with school, “face of the PTO,”
 - checks email 2x per week,
 - puts asks from school (like picture day) onto Facebook (FB) page and website (Wix),
 - sends email to Office Admin on Mondays with activities for Thursday Happenings email,
 - Checks monthly calendar before publishing on Facebook,
 - Communicates monthly calendar to staff member who prints the bus loop board (25th ish of the prior month)
 - Lots more weekly tasks, 2-4 hours per week
 - ii. Vice President – often has a committee or task, but mostly assists President
 - iii. Secretary – monthly meeting minutes (REQUIRED)
OPTIONAL / shared with volunteers or VP
 - FB event posts
 - Flyer copies and/or coordinates with another volunteer to get copies made
 - Creates CANVA Facebook calendar and runs by president around 20th of the prior month.
 - iv. Treasurer (prefer 2) – one has spending power and checks the mailbox in the school office and treasurer email multiple times a month for reimbursement requests and fundraising checks, one

reconciles statements and takes care of November tax filing with IRS

b. SLATE OF CANDIDATES

- PRESIDENT – Chelsea Breeze
- VICE PRESIDENT – Kelcie Trine
- SECRETARY – Jennifer Nielsen (meeting minutes portion)
- TREASURER – Kelly Grinsell, Bernadette Silang
- STAFF LIASON – Meghan Galvan, Kady Newman
- MEMBER AT LARGE – Ashley Baldwin, Rachel Berger, Debbie
- COMMITTEE HEADS/ Point people
 - i. HarvestFest – Natalie McDowell, Rachel Berger, Heidi McKillop (Interest from Katya Campbell to run chill corner)
 - ii. Winter Bazaar - Natalie McDowell, Heidi McKillop (interest from Sadie Teal in planning)
 - iii. Readathon – Bernadette
 - iv. Musical – Kelcie Trine, Kelly Grinsell, Chelsea Breeze (interest from Katya Campbell to support crochet merch)
 - v. Auction? – would need to be committed to in August planning

j. Fundraising

- a. Penguin Patch - Holiday store. This was submitted to the board email, each child would set up a store and manage for the winter holidays. *NO*.
- b. Dine & Donates
 - i. Sept 18-20 - Always Summer

5. Good of the Order

- a. Kelly placed another Facebook appeal for officers.
- b. Debbie highlighted that all people can contact corporations to ask for donations – Qdoba, Chik-Fil-A, and Starbucks all have funds to donate to staff appreciation etc.
- c. Communication going forward
 - i. Helps to communicate how much events cost. Then folks have time to budget for end of calendar year directed or general donations.
 - ii. Communication of volunteer opportunities and funding needs earlier and often.
 - iii. Revamp the calendar of events
 - 1. SECRETARY NOTE – It was identified that many parents would like an annual calendar of events to put on their fridge
 - iv. For fundraising that has a class competition – can generate excitement by posting minutes and money per class
 - v. Hit multiple outlets for communication / asks
 - 1. FB, quarterly email, school newsletter, flyers home and website posts need to be coordinated