CEDAR WAY ELEMENTARY PTO
General Meeting Minutes
September 14, 2026

ATTENDANCE: Heidi McKillop, Bernadette Silang, Kelly Grinsell, Kelcie Trine, Jennifer Nielsen, Rachel Berger, Ashley Baldwin, Chelsea Breeze, Demi Jo Vaughn, Drew Kinnison, Amanda Kinnison, Crisy Francescutti, Meghan Galvan, Sadie Teal, Mike Baldwin, Kadee Gray, Kyle Gray, Kristen O'Connor, Katya Campbell, Julie Beck

Meeting called to order at 6:36 pm

Introductions and welcome to the new school year

Review of meeting agenda

Approval of previous meeting minutes

1. Amendment to June meeting minutes: Section 4, letter D - strike this portion of the minutes as it wasn't discussed during the meeting
2. June minutes approved as amended at Board meeting on September 14, 2026

2026-27 Board Positions

1. Slate of Candidates
    a. President: Chelsea Breeze (Chelsea will have purchasing power)
    b. Vice President: Kelsie Trine
    c. Treasury + Co: Bernadette Silang (Bernadette will have purchasing power), Michael Baldwin (Michael will reconcile)
    d. Secretary + Co: Jennifer Nielsen (meeting minutes), Kadee Gray (communications)
    e. Members at large: Rachel Berger, Ashley Baldwin, Demi Jo Vaughn, Heidi McKillop
    f. Staff Liaison: Meghan Galvan and Kyle Gray
    g. Ad-hoc (non-voting participants)
2. Vote for Board positions
    a. Slate of Board Members was voted on and approved unanimously on September 14, 2026

PTO Business

1. Upcoming Events - these events have already been approved by Principal
    a. Morning Mixer 9/18
    b. Always Summer Dine & Donate 9/18 to 9/20
    c. Skate Night 10/5
    d. MOD Pizza Dine & Donate 10/10
    e. PTO Meeting 10/12
    f. Soup Potluck for Teachers 10/28
    g. HarvestFest 10/30
    h. PTO Meeting 11/9
    i. Poinsettia & Wreath Fundraiser 11/10 to 11/17
    j. Bingo Night 11/13
    k. Stuffie Sleepover 11/19
        i. idea to make it a pay what you can event to make it accessible to more families
    l. Red Robin Dine & Donate 11/21 and 11/22
    m. Winter Bazaar in Eagles Nest 12/5
        i. Poinsettia & Wreath Fundraiser pick up during Bazaar
    n. Move Night and Book Fair 12/10
    o. Dine & Donate in December TBD
2. For Dine & Donate events, try to have clear communication about the percentage of spend that will come back to the PTO

ACTION: Find ways to make events accessible to families who may not be able to afford it. Figure out a process for families to ask for sponsorship to attend an event.

3. HarvestFest Committee
    a. Heidi McKillop, Rachel Berger, Natalie McDowell have volunteered so far
    b. Looking for someone to take the lead with Heidi as this is her last year; plan ahead so someone is prepared to lead next year
    c. Sign-Up Genius will be sent to families mid-October for volunteer opportunities
    d. Possible Trunk-or-Treat in teacher parking lot
        i. Mountlake Terrace Police Department will participate
        ii. Ask Fire Department and Scouts troop if they would like to participate

e. Weather permitting, bouncy house will be outside

f. First planning meeting will be scheduled soon

g. Add donation option to Square site when purchasing tickets online

h. Food drive collection at the door; items will be given to the food pantry

Treasurer's Report & Budget

1. Holdings at the end of each year should be no more than $25,000
2. Last year budgeted to spend $23,000, only spent about 49% of total budgeted
3. Mrs. O'Connor - had trouble spending money last school year, difficulties in process for reimbursement or requesting supplies order
    a. Try to increase communication to staff about the process for reimbursement
    b. Tried digital form last year that seemed to work well, plan to make a some improvements and keep using it
    c. If a teacher has something in mind they want to do, bring it to PTO and see what we can do to help
    d. Staff survey sent out 9/13

ACTION - send quarterly or monthly reminder to staff about available PTO funds

4. Food Bank - recently received some direct donations; is there a way to help families who don't have a car get Food Bank offerings?
5. Food Bank and Musical will have their own QR code, add new one for C-CATS
6. Working hard to increase transparency to all members for fundraising and budget
7. Square fees are high, is there another option that offers 501(c)3 discount

ACTION - Co-Treasurers look at options for payment services and associated fees

8. Board voted last year to have profit from all spirit wear sales go to C-CATS
9. 2026-27 Budget voted on and approved on September 14, 2026

ACTION - Co-Treasurers and President need to go to bank to update signing authorities; remove former Treasurer from the account

ACTION - Open umbrella accounts for Musical, C-CATS, Food Bank

New & Old Business

1. Form sub-committee to update by-laws - voted on and approved on September 14, 2026
    a. Chelsea will run the committee

    b. Call for volunteers to help

2. Need to form Read-a-thon committee
    a. Kelly Grinsell is current contact for fundraiser site, this needs to move to new committee head
    b. Call for community volunteers to help

Meeting adjourned 8:01 pm