

Washington Elementary School PTO Board Meeting

September 8, 2026 6:00 - 7:00pm

- I. Welcome and Introductions (5 mins) Michelle & Omaid
- II. Approval of [June Minutes](#) (1 mins) *Requires Vote
 - A. Minutes Approves
- III. Reports
 - A. **Principal's Report** (10 mins) Mrs. Gillespie
 - 1.No Principal Report this month
 - B. **Teacher & Staff Report** (5 mins) Teachers (dismissed after report)
 - 1.No Teacher Report this month
 - C. **President's Report** (5 mins) Michelle & Omaid
 - 1.High fives!
 - a) Kindergarten picnic: Amber & Chelsea
 - b) Back to school: everyone!
 - c) Dundee Days: Craigs
 - d) Website: Sam Constance
 - e) Stocking the fridge: Jessica, Megan, Anneke, and Chelsea
 - f) Grounds clean up: Amy & Alison
 - g) Budget work: Abby Fargo & Laura Krueger
 - h) Roller skating party: Michelle Craig
 - 2. Did we have anyone sign up to help at Kindergarten Picnic or Back to School?
 - a) Yes, omaidzabih@gmail.com has the list
 - 3. Binder with Staff "Favorites"
 - a) Suggestion: Can Mrs. G send out a link to it? Is there an electronic version?
 - 4. Adding some additional stock the fridge times during the year
 - a) Passed around the list to families.
 - b) michelle.stone76@gmail.com has the signup sheet
 - 5. ByLaws Review
 - a) Of Note
 - (1) 2 Signatures required per check
 - b) omaidzabih@gmail.com has a version with editorial changes tracked that he'll distribute
 - c) If there are significant changes, there's a more formal process.
 - D. **Treasurer** (10 mins) Abby & Laura *Requires Vote
 - 1. Review and approve [2026-27 Budget](#)
 - a) New Budget Item Added "PTO Administrative Costs" checks, stamps, envelopes, etc \$100
 - b) Budgeted income: 25,550
 - c) Budgeted expenses: 28,500
 - d) Budget is approved
 - 2. Change to Square
 - a) Treasurers did research beyond due diligence; If you want more information, see Treasurers
 - 3. Reimbursements will be made via check
 - 4. Bank Account Balance: 23,490
 - a) Note: Sep 8, 2025: \$23,480
 - 5. Takeaways from Dundee PTO: Enrichment clubs, OPS Foundation donations, favorite things request beginning of year, Milk & Daisy spirit wear, January visit from students in all middle schools
 - a) They raise ~\$30K during Dundee Day
 - b) Enrichment clubs
 - (1) \$20/kid/session

- (2) Pay teachers \$120/session
- (3) 6 week session
- c) Consider working with counselors for Middle School Visits
- 6. Business Memberships
 - a) Annie Grace might have volunteered for this?
 - b) Justin Solomon provided list of suggestions.
- 7. Future question for alicia.gillespie@ops.org : Is there anything the PTO should do to encourage people to apply for available support (Free/Reduced Lunch, other Title 1 Indicators)?

- E. Fundraising** (5 mins) Rob & James
- 1. Fall fundraiser Fun Run
 - a) Fun Run Oct 1
 - b) Need to confirm some details with Mrs. Gillespie
 - c) James Cotrell will be the Wildcat.
 - d) For the “no child/direct donations” we might use the Square QR code rather than myBooster.
 - e) Suggestion to keep donation window open a week into October
 - f) Volunteers needed: See torobwalters@gmail.com
- F. Directory** (5 mins) Chelsea & Annie
- 1. Decision: We do not need to wait for Picture Day/Retakes to print Directories.
 - 2. New teachers can submit photos
 - 3. NOTE: Kathleen McGill Talk with alison.hidden@gmail.com about emails for school directory,
 - a) Ali sent email for family picnic
 - b) Next person send directory email, also Mrs. G for broadest dissemination.
 - c) Kathleen McGill finalize recruitment of new email person
 - (1) Email for Directory
 - (2) Email PTO Calendar
- G. Spirit Wear** (5 mins) Sam
- 1. New order discussion
 - 2. Sam and Amber meeting next week
 - 3. Need for sizes between youth and adult?
- H. Boo Bash** (5 mins) Rob, Jessica
- 1. Note: Boo Bash is early this year (Oct 16)
 - 2. Volunteer signup genius soon.
- I. Family Picnic** (5 mins) Michelle Craig
- 1. Alison Sobczyk sent email before event for volunteers
- J. Upcoming Activities** (0 mins) [26-27 Calendar](#)
- 1. **Sept 11** Family Picnic
 - 2. **Sept 29** 2 Hour Late Start for Students, Improvement Day
 - 3. **Oct 1** Fun Run Fundraiser
 - 4. **Oct 2** No School, Teacher Professional Day
 - 5. Addition: Oct 4 Green Team
 - 6. **Oct 13** PTO Meeting, 6:00 - 7:00 pm & Arby's Night
 - 7. **Oct 16** Family Fun Night: Halloween Boo Bash & Parade, 5:30-7:30 pm
 - 8. **Oct 22-23** No School, Conferences
 - 9. **Oct 27** 2 Hour Late Start for Students, Improvement Day
- K. Adjourn**