

Washington Elementary School PTO Board Meeting

Monday, July 6 6:00-8:00 p.m.

Washington Elementary

- I. **Welcome and Introductions** (5 mins) All
 - A. Mrs. Gillespie, Omaid Zabih, Michelle Kiel, Annie Grace, Rob Walters, Kakie McGill, Abby Fargo, Laura Krueger, Rizzo James Cotrell
- II. **Review and affirm agenda** (5 mins) All
- III. **Treasurers + Fundraising** (20 mins) Abby & Laura
 - A. Review 2025/26 actuals vs. budget
 - B. Cash on hand: \$30,800
 - C. Discuss budget strategy for 2026/27 year
 - 1. Washington lost its Title 1 Funding - PTO will look to supplement certain budgets
 - 2. Fundraising targets
 - 3. Spend money task force v. pre-allocate funds
 - (1) Clubs - based on feedback, we need to press on volunteers at the beginning of the Year to get volunteers
 - 4. Review DRAFT 2026-2027 budget
 - (1) - revisions made and we stand here - board approved:
 - (i) Income \$25,550
 - (ii) Expense \$29,500
- IV. **Financial Strategy Committee** James Cottrell
- V. **501c3**
 - A. Omaid will read the bylaws and make suggestions for edits and we'll go from there
- VI. **Committee Chair Roster and Oversight** (10 mins) Michelle, Omaid
 - A. See [here](#) for committee chairs
 - 1. Kakie to reach out to people who have volunteered for a lot
 - B. Assign Board Officer liaisons
 - C. SOPs - Kakie to assign people to be liaisons and checking/updating SOPs
 - D. Shuffle a few assignments
 - E. Recruitment for overloaded volunteers
 - F. Positions for new families
- VII. **Enrichment Activities Survey Results** Annie
 - A. Review Results
 - B. Next Steps - call to volunteer at first school year PTO mtg
- VIII. **Other Topics** Miscellaneous Owners
 - A. By-Laws - Do we need to review? Revise?
 - 1. Last Reviewed in February 2014 should be reviewed every 3-5 years - Omaid reviewing and Will make suggestions
 - B. Babysitting - we need 1-2 babysitters per mtg ideal # of sitters is 2
 - 1. Abby Fargo will be tasked with reaching out to Central
 - C. Teacher Appreciation

1. Michelle will work with the committee to add future recruits
2. First PTO mtg agenda item: more regular teacher appreciation

IX. **Calendar** (10 mins) Michelle

1. Review & revise [2026-27 PTO Events Calendar](#)
2. Fun Run Date?
3. Boo Bash Date?

X. **Upcoming Events & Tasks** (30 mins) Miscellaneous Owners

- A. Kindergarten Picnic, DATE (Amber Kuhn and Chelsea Cottrell)
 1. Membership/directory info available
 2. Spirit Wear table
 3. Look at Welcome Packet to update?
- B. Back to School Night, Aug. 17 5-6pm (Michelle and Omaid) all Board Officers help
 1. Membership/directory table
 2. Spirit Wear table
 3. Popsicles
- C. Directory
- D. Annual report flyer
- E. Spirit wear order?
- F. Pay for insurance
- G. Business memberships

XI. **Adjourn**