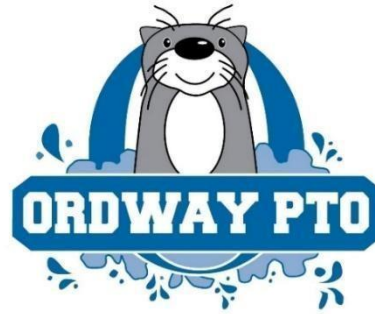


Meeting Minutes



Date:	Time:	Facilitator:
9/8/2026	12:30 pm	Katie Lesh & Blythe Cozart, Co-Presidents

Attendees:	Approval(s) of Minutes and Land Acknowledgment
Camy Cohen, Blythe Cozart, Lynette Davidson, Dr. Debra Dunn, Vanessa Jackson, Tibi Lemorvan, Katie Lesh, Chris McGuire, Taylor Rigollet	-Meeting called to order at 12:32 pm in Ordway Library -Land Acknowledgement read -Introduction of 2026-2027 Co-Presidents Katie Lesh and Blythe Cozart

PRINCIPAL'S REPORT

Dr. Dunn delivered the Principal's Report. The 2026/2027 school year is off to a calm start. There are 305 students enrolled at Ordway this school year. Back to School Night for parents and guardians will be held next Thursday, September 17th.

Dr. Dunn also shared that final seismic retrofit work was completed on the Ordway building over the summer.

OFFICER REPORTS

CO-PRESIDENTS (Katie Lesh / Blythe Cozart):

- a. Top of Mind
 - i. PTO members introduced themselves
 - ii. We have our first sponsor of the year! Terra Wright Knudsen with Bainbridge Homes will generously sponsor Ordway at the Platinum level.
 - iii. Rotary grant cycle opens soon
 - 1. All area PTOs are coming together to see what we can apply for
 - 2. We need to think about potential asks and submit
 - a. One suggested ask raised in the room was finding funding for library soft seating
 - i. It's possible that funding for this may exist already via the facilities budget
 - iv. New volunteer form was recently shared in the Ordway PTO newsletter
 - 1. 8 responses already!
 - 2. Planning to resend this volunteer form as a standalone message at some point
 - 3. Suggestion was made to add a QR code link to the PTO powerpoint for Back to School Night
 - 4. Additionally Katie mentioned that our goal is to recruit a room parent for each classroom this school year
 - v. Discussion regarding PTO meeting location and day
 - 1. PTO meetings will move to Wednesdays 12:30 – 2:30 PM, due to the fact that the library won't be available on Tuesdays going forward.
 - 2. Looking into alternating between day and evening meetings, which could provide greater accessibility for PTO members
 - a. Evening meetings would be scheduled 6:30 – 8:00 PM
 - b. Unfortunately the PTO won't be able to provide childcare for evening meetings this year, due to the difficulty and expense of scheduling Boys and Girls Club staff at that time.
 - vi. We will use Google Meet for virtual meeting support going forward. Our Zoom subscription expired.
 - vii. Spiritwear Sale

1. Katie presented a detailed lookbook with Ordway spiritwear design options.
 - a. Planning to narrow down spiritwear options in the next week, with goal of presenting spiritwear designs at Back to School Night
 2. Backstock spiritwear will also be made available at Back to School Night, sold at a discount
 - a. Katie has the backstock inventory sheet
 3. Hayden Kids reached out to all local schools to request logos. They are creating patches for each school.
 - a. We could potentially discuss using these patches for a hat or other spiritwear
- b. PTO Calendar
- i. September 17 – Parent/Guardian Info Night (i.e. Back to School Night)
 - ii. September 29 – Picture Day
 - iii. October 11 – Ordway Pumpkin Patch Day at Suyematsu Farms
 1. Date is tentative, as we still need to contact Suyematsu Farms to schedule
 - a. Camy volunteered to contact Suyematsu
 2. Last year Ordway families received a 10% discount on pumpkins
 3. Budget for this event (crafts, etc.) is \$100
 - iv. October 20 – Make-Up Picture Day
 - v. October 21 – National Unity Day
 1. Planning to take a group photo of the entire school outside
 - vi. October 22 – Taproot Assembly at 8:15 AM
 - vii. October 23 – Boo Bash at 6:00 – 8:00 PM
 1. We need to start recruiting for the Boo Bash Planning Committee
 - a. Camy and Chris volunteered
 2. Budget is \$500
 3. We need to book a DJ

TREASURER (Brian Keuthe):

- Not present, no updates at this time

SECRETARY (Chris McGuire):

- No updates at this time

SITE COUNCIL (Blythe Cozart / Katie Lesh):

- No updates at this time, as the Site Council has not met yet
- The Site Council meets with teachers and principal once a month, acting as a liaison between the PTO and Ordway staff/faculty. Katie and Blythe plan to switch off attending these meetings.

EL VELERO REPRESENTATIVE (Becca Dean):

- Blythe presented an update from Becca.
- El Velero's first parent council meeting is scheduled for September 23rd at 6:30 PM
- El Velero teachers were invited to COBI's proclamation of Hispanic and Latine Heritage Month at City Hall to be recognized for their service

COMMUNICATIONS/SOCIAL MEDIA COORDINATOR (Lynette Davidson):

- Lynette regularly sends out events and lunch schedules to parents
- New parking sign is installed
- Send school pictures to Lynette if you have them

ENRICHMENT COORDINATOR (Camy Cohen):

- Enrichment encompasses assemblies, author visits, after school clubs (Garden Club, Math Club), etc.
- Camy has an author visit lead. Exploring additional ideas as well
 - Jennifer Mann (author and illustrator)
 - Lynn Brunell (wrote for Bill Nye the Science Guy)
- Also exploring assembly ideas
 - In contact with Greg Bennett, who visited Ordway last year. Exploring a potential service themed assembly in January
 - Pac Sci assembly is every other year due to cost. This assembly is not scheduled for this school year.

VOLUNTEER COORDINATOR (Jess Cochran):

- Blythe presented an update from Jess
- Picture Day volunteer list is full
- 4th graders will handle sandwich boards starting in October
- Marquee outside school entrance is up and running

COMMITTEE REPORTS

- **Grants Committee (Camy)**

- We've already awarded our first grant, in the amount of \$550 to fund purchase of a cardboard cutter
 - Our PTO offers each classroom/teacher their own grant in the amount of \$1,000
 - We also offer special grants for enrichment/experiences. \$3,000 total is available in this grant pool and teachers can submit grant proposals throughout the year
 - The Grants Committee reviews these grant proposals and makes grant awards
 - Agreed to shorten the grants application window to two shorter cycles
 - Fall (October – December)
 - Winter/Spring (February – March, in between school breaks)
 - Unused grant funds roll over to the main PTO account for the following school year
 - Teachers must submit classroom grants by May 1st
 - Blythe and Katie will sit down/review what's budgeted already and what's still available for classroom grants
- **Otter Trot Committee (Katie, Blythe, Brian, Chris, TBD)**
 - Otter Trot tentatively scheduled for November 6th
 - Pushing this event later this year due to packed October schedule
 - Building a new fundraising website in Stripe, which is our current payment platform (decision was made to drop Rally Up, which we used in years past, due to fees and confusing user experience)
 - This fundraising campaign kicks off at Back to School Night
 - Suggested donation is \$250 per student
 - **Boo Bash Committee (Camy, Chris, TBD)**
 - The Boo Bash Planning Committee is recruiting members!
 - Camy returns, Chris will join
 - **Sustainability/Gardening Committee (Sara, Jessica W., Maggie)**
 - Ordway Garden Club is open to 3rd and 4th graders
 - Volunteer support is needed with garden upkeep (harvesting, weeding, maintenance)
 - Added to volunteer form
 - We could potentially schedule garden cleanup parties
 - Maggie Kizer, our sustainability expert, requests two shifts of volunteers to assist with sustainability efforts at events
 - **Yearbook Committee (Emily, Jill)**
 - We just signed the contract for the 2026-2027 yearbook
 - Please take pictures at events and submit them to the Yearbook Committee!
 - **Welcoming Committee (Amelia, Jess)**

- Parking lot is newly painted
- Exploring signage for drop-off line
- Volunteer recruitment needed for the Welcoming Committee
 - Request to add parking lot volunteer to the volunteer recruitment form

UNFINISHED BUSINESS

NEW BUSINESS

- Library volunteer support is needed (shelving, etc.)
 - BISD is currently hiring a shared librarian position. Once hired, staff member will be at Ordway Tuesday and Thursday. They will be at Sakai all other days.
- Fundraisers discussion
 - There is a push for schools to condense fundraisers to the fall
 - Bainbridge Schools Foundation has their main fundraising event in January
 - Additional fundraisers (planned and potential)
 - Stuffy Sleepover was a hit last year
 - Park Cleanup Work Parties through the Parks Department
 - We generally schedule 2 cleanup days, one in the Grand Forest and one beach cleanup
 - Parks Department donates \$1,000 per cleanup day
 - Book Fair/Book store sale days
 - Popcorn Fridays
 - We have a popcorn machine
 - This fundraiser was a lot of work in the past and required volunteer commitment
 - Donut Sales via Krispy Kreme
 - Our goal is to raise \$80,000 for the 2026-2027 school year, including the following sources:
 - Otter Trot: \$70,000
 - Sponsorships: \$3,500
 - Park Cleanup Work Parties: \$2,000
 - Spiritwear Sales: \$700
 - Stuffy Sleepover: \$1,700
 - Boo Bash: \$800
 - Ordway Carnival: \$1,500

NEXT MEETING

Ordway PTO meeting 10/7/2026 | 12:30-2:00 pm ORDWAY LIBRARY

ADJOURNMENT

- Motion to adjourn was made by Lynette Davidson.
- Meeting ended at approximately 2:10 pm.