Meeting Minutes

Attendees:	Approval(s) of Minutes and Land Acknowledgment
Katie Lesh, Camy Cohen, Katie Comboy, Blythe Cozart, Lynette Davidson, Rebecca Dean, Dr. Debra Dunn, Julia Hyams, Vanessa Jackson, Maggie Kizer, Brian Keuthe, Chris McGuire, Kate Pennington	-Meeting called to order at 12:30 pm in Ordway Library -Land Acknowledgement read

Date:	Time:	Facilitator:
10/7/2026	12:30 pm	Katie Lesh & Blythe Cozart, Co-Presidents

PRINCIPAL'S REPORT

Dr. Dunn delivered the Principal's Report.

Dr. Dunn mentioned that the first school leadership meeting of the year will take place on Tuesday, October 20th. Leadership meetings take place on the third Tuesday of every month. The leadership team will review student math and reading data and screening material at the October meeting.

The next staff professional development day will take place on Monday, October 26th. This will include paraeducators.

Katie asked how the PTO can support teachers during conference week half days (Tuesday, October 27th – Friday, October 30th). In past years, PTO volunteers have provided treats for teachers. It was suggested that the PTO could provide healthy snacks in the break room again during this week. Dr. Dunn will reach out to teachers to see what their preference might be.

OFFICER REPORTS

CO-PRESIDENTS (Katie Lesh / Blythe Cozart):

I. Top of Mind
   a. Spiritwear Sales
      i. Spiritwear sales are off to a great start, with strong interest so far!
   b. Rotary Grant
      i. We are in the process of applying for a Rotary grant to fund new library furnishings
      ii. Grant proposal is due next week and we are almost ready to submit
      iii. PTO staff have ongoing discussions with Ordway's newly hired librarian regarding library needs
   c. Box Tops
      i. Katie mentioned that there is a box tops app that allows you to scan the tops of cereal boxes to raise funds for your school or PTO
         1. Ordway has an active account for this app
         2. Katie is working on figuring out our login information, as well as how we can access these funds
      ii. Camy mentioned that National Cereal Day takes place in March
         1. Would it be worth considering doing a tie-in fundraising event around this? For example, we could ask students to bring in cereal boxes to scan
   d. Additional business
      i. Katie mentioned that there is $2,400 in a Paypal account intended for Ordway that ultimately went to the Washington Treasurer's Office. We are currently working on recovering these funds.

II. PTO Calendar
   a. Pumpkin Patch Day (10/11)
      i. All volunteer slots are full for Ordway's Pumpkin Patch Day at Suyematsu Farms
      ii. We will have a craft table, face painting, hayrides and a food truck on-site
      iii. Ordway families will receive 10% off pumpkin purchases
   b. Make Up Picture Day (10/20)
   c. National Unity Day (10/21)
      i. Students are encouraged to wear orange
      ii. It would be great to give something out that students can keep on their backpacks as a reminder for the rest of the year

1. Some potential ideas brought up included bracelets, stickers, buttons, or key chains

iii. Blythe reached out to a drone photographer and they are available to take an outdoor photo of students. The photographer has worked with x̌alilc and they have offered to work for free.

iv. Thank you to Katie Comboy (El Velero), who is working on a display for Unity Day!

d. Taproot Assembly (10/22)
   i. Katie was able to secure a 50% discount for this assembly by entering Ordway into a drawing! The event will cost $450 total.
   ii. El Velero's yearly field trip to Seattle Children's Theatre is also scheduled for 10/22
e. Boo Bash (10/23)
f. Early Release/Parent Teacher Conferences (10/27 – 10/30)
g. Otter Trot (10/28)
h. Costume Parade (10/30)

TREASURER (Brian Keuthe):

I. Brian provided an update on PTO finances
   a. We currently have a $44,000 balance in the Ordway PTO bank account. This is in line with expectations
   b. We entered the 2026-27 school year with a $13 – 14,000 buffer
      i. Brian pointed out that if we know we have a buffer, it may be worth adding it to a savings account so that it earns interest.
         1. Maggie mentioned that it might be worth exploring other savings account options and comparing rates
      ii. Brian will check current interest rates and follow up
   c. Parent/teacher reimbursements will be paid directly from the bank this year, which is a new arrangement. Reimbursement checks will mail to the payee's home address or to the Ordway front desk.

SECRETARY (Chris McGuire):

I. PTO members unanimously approved the September PTO Meeting Minutes
   a. Katie will send Chris contact information for Bainbridge PTO's new website/tech guy. Chris will work with said contact to ensure meeting minutes are uploaded to the Ordway PTO website

SITE COUNCIL (Blythe Cozart / Katie Lesh):

I. The first Site Council meeting of the year will be held on Tuesday 10/20.
   a. Site Council meetings take place the third Tuesday of each month

EL VELERO (Becca Dean):

I. Planning for El Velero's Dios de los Muertos celebration is currently underway
II. El Velero's next Parent Advisory Council meeting will take place Tuesday, 10/21 at 6:30 PM

COMMUNICATIONS/SOCIAL MEDIA COORDINATOR (Lynette Davidson):

I. Lynette has been regularly posting on the Ordway PTO Instagram and Facebook accounts – check it out! Recent or upcoming posts include:
    a. Otter Trot event post and fundraising updates
    b. Posts thanking our platinum sponsors
    c. Spiritwear promotion
    d. Pumpkin Patch Day
II. October events were sent out
    a. Lynette will add Costume Parade time to the calendar

ENRICHMENT COORDINATOR (Camy Cohen):

I. Camy gave an update on assemblies planning and outreach
    a. Camy has been in contact with author Lynn Brunelle. Brunelle is a former writer for Bill Nye the Science Guy
        i. Exploring a possible assembly based on Brunelle's book *Haiku, Ew!: Celebrating the Disgusting Side of Nature*
    b. Camy and Katie have also been in contact with Northwest Opera in Schools Etcetera (N.O.I.S.E.), an arts nonprofit that performs opera adaptations for K-6 schools. We're currently exploring this as a potential assembly option
        i. Discounted rate is available to us ($450) thanks to a King County fund
        ii. Camy reached out to music teacher, but hasn't heard back yet
    c. Becca asked for an update on outreach to PNW author Donna Higuera. Camy mentioned that we looked into it but unfortunately booking her would cost $2,500, which is out of our budget.
    d. Maggie mentioned Nora Nickum, author of *Wild Medicine: Inventing Ways to Save Endangered Animals*, as a potential author to reach out to for next year
II. PTO members discussed picking assembly dates, tentatively for March.
    a. We would potentially coordinate with other schools for assemblies
    b. There was discussion around whether we should do 1 or 2 performances for each separate assembly. Camy indicated it could make sense to just do 1 performance for the whole school. She will reach out to Dr. Dunn for her opinion.

VOLUNTEER COORDINATOR (Jess Cochran):

I. In Jess' absence, Katie delivered the Volunteer Coordinator report
   a. We are all set on volunteers for our Pumpkin Patch Day
   b. We also have volunteers scheduled for upcoming hearing and vision screenings
   c. Otter Trot planning is currently underway. This will be another opportunity for volunteer support

COMMITTEE REPORTS

I. **Grants Committee** (Camy)
   a. No new business to report

II. **Otter Trot Committee** (Katie, Blythe, Brian, Chris, TBD)
   a. Katie shared that we have reached 48% of our goal as of today
   b. We are looking for ways to encourage or further solicit matching gifts with classrooms, potentially coordinating with room parents
      i. Chris offered to provide a one sheet matching gifts guide, for distribution to parents
   c. On the day of the event we will have a table with props, signs, noise makers, etc. for spectators to use
   d. We will not have spiritwear on site this year
   e. PTO will provide snacks, stickers, and swag for students
      i. Katie mentioned that we should do a Costco run for snacks
   f. We need to discuss whether we want to have music or an emcee this year
      i. Last year, we were able to borrow speakers and a PA system. However these are unfortunately not available to us this year.
         1. Katie will email PTOs to ask about equipment availability.
      ii. Blythe mentioned that she has a potential emcee in mind. She will reach out to them to gauge interest and availability.
   g. Theme of this year's Otter Trot will be school spirit. Students are encouraged to wear Ordway gear or school colors (blue)
   h. Someone asked if there is a way to look up Otter Trot fundraising by student
      i. Katie mentioned she has a manual workaround, which involves running an export from Stripe (our payment system), sorting by name, and then sending out email acknowledgements to families with multiple donations.
      ii. Katie also built the current Otter Trot fundraising site and will look into changes or improvements around this.
      iii. Vanessa mentioned that ParentSquare has a fundraising feature which might be worth exploring in the future.
   i. Sign making party scheduled for Wednesday, 10/14 at 11:30 AM in the Ordway Library. Katie will bring poster boards

III. **Boo Bash Committee** (Vanessa, Blythe, Camy, Chris, Katie)
    a. Boo Bash Committee held their planning kickoff meeting yesterday, 10/5
    b. PTO members are invited to a Blood Bag filling party on 10/21 at 11:30 AM at Blythe's house
IV. **Garden/Sustainability Committee** (Sara, Jessica W., Maggie)
    a. Maggie is organizing our Parade of Condiments, coordinating with Helpline House. This annual event is scheduled for 11/18
    b. Maggie coordinates recycling and composting at Ordway events to support our sustainability efforts, including at the upcoming Boo Bash
        i. We will have two shifts for waste sorting at the Boo Bash
        ii. We have also eliminated bottled water from this event and switched to water coolers
            1. Maggie will pick up large white or orange coolers from the Zero Waste Lending Library
        iii. We are currently using down our paper products inventory, with the goal to purchase compostable materials going forward
        iv. PTO members discussed blood bags. Lots of alternative treat ideas have been raised, but unfortunately we didn't budget for it.
            1. We could potentially coordinate food through Sakai kitchen for other events (Halilts did this for their recent Harvest Fair)
    c. We are currently looking for bulb donation leads for the Lizzie Ordway Garden
        i. Vanessa offered to donate plant bulbs
        ii. Maggie will ask Bay Hay and Feed for donations
V. **Yearbook Committee** (Emily, Jill)
    a. No new business to report
VI. **Welcoming Committee** (Amelia, Jess)
    a. No new business to report

UNFINISHED BUSINESS

I. No Unfinished Business

NEW BUSINESS

I. No New Business

ADJOURNMENT

I. Motion to adjourn was made by Vanessa, seconded by Lynette.
II. Meeting adjourned at 2:00 pm.