

Washington Elementary PTO 2024-2025

April Meeting Minutes

April 29, 2025 - 7:00 pm / PTO Meeting / Meeting called by Nikki Kilbane

Board Members:

President - Nikki Kilbane / Vice President - Sarah Myers / Treasurer - Erin Miller / Assistant Treasurer - Pauline Puttmann / Secretary - Stacey Glatz / ISPTO - Tara Roe and Erin Howell / Teacher Liaison - Kelly Riley

Attendees:

Monica Woodson, Nikki Kilbane, Stacey Glatz, Sarah Myers, Pauline Puttmann, Erin Howell, Erin Miller, Kelly Riley, Jenny Wilks, Anne Davis, Megan Combs, Mandy Kanzigg, Molly Hecht, Rachel Abouhassan, Lauren Rakay, Katie Rings, Allison Garcia, Danielle Zakrajsek, Jaime Simon

Agenda:

1. PTO meeting called to order by Nikki Kilbane at 703pm

2. Special Guest!

- Kathy, Holly and Carolyn are the women who have been here all week working very long days to get their mosaics done for the school! PTO has paid for \$500 of their material costs but these 3 women have donated all of their time and many more of the materials. Mr. Stevens has also put in a lot of hard work and donated extra time for this project. They have worked together to build 3 murals with the students which are completed and are up in the building - stop by and see these wonderful pieces of art!!!

3. Principal Update

- What's Been Happening:
 - State Testing is wrapping up! Academic progress testing is also being completed between now and the end of the year
 - The Multicultural Fair was a huge success! This was the first year so we didn't know what to expect. Mrs. Chamberlain's daughter planned the entire thing for a high school project and hit it out of the park! Special thanks to Mrs. Kennedy for planning a musical performance with students as well
 - Staffing and Planning for next year

- There will be new additions to Washington next year! We will have a new kindergarten teacher, 2nd grade teacher as well as a special ed position!
 - Teachers and staff are working hard on class placements for next year
 - Spanish will continue for the younger students next year
 - Facilities and Safety Updates
 - Washington will be getting roof repairs and partial replacement this summer
 - This will delay the parking lot for one year
 - Mrs. Woodson will be getting an update on playground improvements/updates soon
- Coming Up Next:
 - May is VERY busy!
 - Spring Social (May 5 - see details in committee notes below)
 - Author Visit (May 8th)
 - Teacher Appreciation Week (details in committee notes below)
 - Field Trips (see details below)
 - Graduating Seniors Visit (morning of May 20th)
 - Career Day (May 22)
 - Science Fair (May 23)
 - Field Day (May 29)
 - Grade Level Celebrations (varies)
 - Lunch on the Lawn (May 30)
 - Students will be focusing on attendance and showing the Wolfie Way for the rest of the year

4. President/Committee Updates

- ISPTO
 - Last week was the last meeting of the year and included a bus tour of all the Hilliard Schools
 - The saw the district boundaries, talked about facility plans for new buildings, schools getting safety vestibules and additions to playgrounds, among other smaller things
- Flower Sale
 - Flowers will be delivered May 12 and could use some more volunteers to help (shift 1 is sorting the flower orders from 345-415, and shift 2 is delivering orders to drive up cars from 515-630. It's fun and you can bring your kids if they want to help!)

- We did hit our goal of \$4000 for the flower sale!
- There has been discussion about doing a fall sale and PTO has decided that a lot of other organizations do fall mum events and we also don't want to take away from the walk-a-thon which is our biggest fundraiser of the year
- Spring Auction/Spring Social
 - May 5th 430-630pm with food trucks staying until 7
 - We will have many activities at the Spring Social, book fair, art show, community tables, the Star Bar, face painting, crafts, a raffle, silent auction baskets (including a popcorn bowl made for each grade, courtesy of Mr. Stevens), etc.
 - There will be a map available so families can see where everything is
 - The Silent auction will be online and will be available to look at soon. Bids will open up at 420pm on Monday, May 5 and end at noon on Monday, May 12. Winners will be announced that day. Flower sale pick up is also on May 12, so if you ordered flowers, you can pick up flowers and your basket at the same time.
 - Raffle tickets will be sold for the popcorn bowls and will be \$1 a piece or 6 for \$5. CASH ONLY!
 - Watch your email on Friday for details and a possible flyer coming home with your students!
- Room Assistants
 - Room assistants have absolutely knocked it out of the park with the silent auction baskets this year!!! Thank you to each and every one of you for all of your hard work!!! Please let Stacey Glatz or Jenny Wilks know if you have any last minute questions
 - Emails will go out to all room assistant with info about end of the year parties this week
- Staff Appreciation Week
 - Rachel and Molly have been hard at work getting a ton of donations for this!
 - Parents have donated items for a snack cart
 - Students will also have the opportunity to write thank you cards to teachers which will be available on the snack cart for the teachers to look at and take all weekAn ice cream social will be held which has also been donated
 - Breakfast has been donated including smoothies by Tropical Smoothie, Coffee by McDonald's and donuts by Krispy Kreme

- Lunch has been donated including pizza, Canes chicken fingers and salads and sides by City BBQ
- Friday's take home items include more donuts from Krispy Kreme and other surprises TBD
 - Committee asked if they can use budget money to purchase gift cards for teachers and the majority said that we cannot use PTO money for that. Committee will work on other items for staff appreciation, possibly a new microwave for the teacher lounge among other things
- There will be signs at the Pick Up line with a QR code to scan to thank staff as well
- Graduating Senior event - May 20th
 - Pauline will purchase food for this event - similar to a Wolfie Breakfast
 - We need someone to purchase decor - Lauren possibly volunteered?
- Open Board Positions
 - We have 2 ISPTO open positions, an assistant treasurer position and a secretary position that need filled for next year
- Thank you to PTO members who will not be at Washington next year - thank you for all of your hard work and all that you've done for Washington, the teachers and the students!
 - Stacey Glatz
 - Jaime Simon
 - Pauline Puttmann
 - Bry Ferrell
 - Lauren Giffin
 -
- Executive Board Vote
 - President - Erin Howell
 - Vice President - Saray Meyers
 - Treasurer - Erin Miller
 - Assistant Treasurer - Anne Davis
 - Secretary - Danielle Zakrajsek
 - ISPTO 1 - Molly Hecht
 - ISPTO 2 - Mandy Kanzigg
 - Motion to approve this executive board slate by Nikki Kilbane
 - 1st: Molly
 - 2nd Erin Howeel
 - All in favor, no one opposed

- Next year, the teachers would love a video of the PTO board just as a simple introduction to who they are. Perhaps add it to the PTO section of the website?
- Open Committee Positions
 - Due to parents moving on to 6th grade as well as other commitments, there are several committee's that have open positions as well
 - Most of these committees have other active participants, they just need a lead
 - Room Assistant Coordinator
 - Spirit Nights
 - Fall Social
 - Spring Social
 - Glow Party
 - Wolfie Breakfasts
 - Flower Sale - needs a shadow as next year will be Erin's last year
 - Conference Night Dinners

5. Treasurer's Report

- The \$500 for the mosaic art pieces was used from the artists and community fund
- Teachers have been turning in a lot of receipts for reimbursements
- McTeacher Night check came in for \$380.62
- Board approved field day to go over budget by \$100 for this year and will meet with vendor over the summer to solidify a plan for the upcoming school year

6. Questions

- When are the upcoming Field Trips:
 - May 8 - 5th grade to Tolles Career Center
 - May 13 - 5th graders to visit Tharp and Station 6th grade schools
 - May 15 - 3rd grade to the McCoy center and a scavenger hunt in Downtown Hilliard
 - May 21 - 4th grade to the State House
 - May 21 - 5th grade to the Zoo
 - May 27 - 1st grade is having Big Bubble Wonderland come into the school rather than go out on a field trip

7. Last Month's Minutes

- Motion to approve last month's minutes made by Nikki Kilbane
 - 1st: Lauren Giffin
 - 2nd: Pauline Puttmann

- All in favor, no one opposed

8. Adjournment

- Motion made by Nikki Kilbane to adjourn the meeting
 - First: Rachel Abouhassan
 - Second: Sarah Meyers
 - All were in favor/ no one opposed, the meeting was adjourned @ 754pm
 - This was the final PTO meeting of the year
 - Executive board will meet over the summer to finalize the budget and dates for next school year, including all PTO meeting dates. These will be sent out asap.

***If you would like to be a volunteer with programming within the school or with the PTO, you will need a volunteer badge. You can register here: [Secure Volunteer | Get Started Now](#)

2024-2025 PTO Meetings

All PTO meetings will be held in the IDC from 7:00-8:00 pm. Meeting dates are:

- August 27th
- September 24th
- October 22nd
- November 19th
- January 28th
- February 25th
- March 25th
- April 29th

Event Calendar 24/25

August	<ul style="list-style-type: none"> ● 19: Wolfie Welcome Day 4:30-6 p.m. ● 21: First Day of School ● 27: PTO Meeting, 7 p.m.
September	<ul style="list-style-type: none"> ● 2: No School, Labor Day ● 24: PTO Meeting, 7 p.m. ● 27: Fall Social 4-6:30 p.m.
October	<ul style="list-style-type: none"> ● 11: Walk-A-Thon- during school day ● 18: No School; Central Ohio In-Service Day ● 22: PTO Meeting, 7 p.m.
November	<ul style="list-style-type: none"> ● 5: No School; Professional Learning Waiver Day ● 7: Parent Teacher Conferences

	<ul style="list-style-type: none"> • 19: PTO Meeting, 7 p.m • 27-29: Thanksgiving Holiday
December	<ul style="list-style-type: none"> • 20: Winter Luncheon • Class parties – determined by Classroom teacher • 23-31: No School; Winter Break
January	<ul style="list-style-type: none"> • 1-3: No School; Winter Break • 17: Chiller Ice Skating Party, 4:40- 6:40 p.m. • 20: No School; Martin Luther King Day • 28: PTO Meeting, 7 p.m.
February	<ul style="list-style-type: none"> • 13: Winter Conferences • 14: No School; Parent-Teacher Conference Comp Day • 17: No School; Presidents Day • 21: Glow party • 25: PTO Meeting, 7 p.m.
March	<ul style="list-style-type: none"> • *family game night/bingo night • 25: PTO Meeting, 7 p.m. • 31: No School; Spring Break
April	<ul style="list-style-type: none"> • 1-4: No School; Spring Break • 18: No School • 29: PTO Meeting, 7 p.m.
May	<ul style="list-style-type: none"> • 5: Spring Social • 6: No school • 26: No School; Memorial Day • 29: Field Day, 28 (back up) • 30: Last day of School • *Need a date for the summer meet up

2024-2025 Committees

- Most committees would love help from anyone interested in lending a hand. All commitments can be as much or as little as you're comfortable - all help is appreciated!

Golden Paw Pass Auction	Pauline Puttmann Erin Howell will shadow
Fall Social	need a lead
Walk -a- thon	Katie Rings, Emily Todd
Spirit Wear	Molly Hecht
Conference Week Food	Tara Roe

Coordinator	
Winter Luncheon	Tara Roe, Lauren Giffin, Danielle Zakrajsek, Erin Howell
Chiller Skate Party	Rachel Abouhassan
Glow Party	Nikki Kilbane / Stacey Glatz
Spring Social	need a lead
Spring Social Auction	Jenny Wilks (?) / Erin Howell (software)
Washington Gives Back	Lauren Giffin, Molly Hecht
Stock the Clinic	Erin Miller
Flower Sale	Erin Miller, Bry Ferrell (look for a third person for the following year)
Spirit Nights	Kathleen Waltman (need a shadow) (add Rockin Jump)
Outdoor Movie Night/Summer Meet up	Sarah Myers
Room Assistant Coordinator	Stacey Glatz / (Katie Rings next year)
Staff Appreciation Week	Erin Miller & Kelly Riley (need additional help)
Publishing Shop	Pauline Puttman / (Danielle shadow)
Promotions lead PTO Facebook Page/ Instagram/ flyers	Tara Roe
Winter game or bingo night	need a lead
Blurbs to Monica, running google doc.	Nikki Kilbane
Check PTO Email Regularly (secretary)	Stacey Glatz (Danielle Z next year)
5th Grade Sign Coordinator, end of year celebration	Stacey Glatz / Nikki Kilbane
Field Trip Funds Coordinator (treasurers)	Erin Miller / Pauline Puttmann

Communications lead for teachers - works close with Kelly Riley	
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