

Coles Elementary PTO Meeting Minutes

2026–2027 School Year (September)

Date: 9/16/2026

Time: 6:00 PM

Location: Coles Elementary School Library / Zoom

Meeting Called to Order: 6:05 PM with 20 people in attendance

Called to Order By: Mrs. Jessica Switzer

1. Welcome

Introduction of new board members:

- Mrs. Katie Weiss (President)
- Mrs. Jessica Switzer (Vice- President)
- Ms. Sarah Loepp (Treasurer)
- Mrs. Adriana Estrada (Secretary)

2. President Report

We have hosted 2 events so far this school year; Welcome Back Teacher and Staff Breakfast and Welcome Back BBQ. Both events were successful, and we were pleased with their support and participation. The food was donated by our Coles families. During Orientation and the Welcome Back BBQ, the PTO sold spirit wear and PTO memberships.

3. Principal Remarks

We are really excited to join all the amazing events the PTO has planned for us this year. Also, we would like to have glow sticks, flashlights and walking smores for Reading Under the Stars event.

4. Staff Report

Mrs. Ryan reported that there will not be an ASL club this school year due to other commitments. Mrs. Ryan volunteered to help with the 5th grade promotion ceremony decoration.

5. Treasurer's Report

Beginning Balance: \$3,575.00

Current Balance: \$4,672.31

6. 2026–2027 Budget

Proposed Budget: \$30,986.73 in projected expenses.

The proposed budget includes a \$5,000 carryover for the next PTO budget year to provide beginning-of-year operating funds for expenses such as the Welcome Back Teacher & Staff Breakfast, Back-to-School BBQ, and replenishment of spirit wear inventory.

Motion made by: Mrs. Switzer

Seconded by: Mrs. Byrd

Vote: ☒ Approved

7. New Business

Topic: Proposed Amendment to the PTO Bylaws

Discussion: A proposed amendment was discussed that would allow previously trusted and experienced PTO members to remain involved for one additional year to provide guidance and support to the current PTO Elected Board.

Decision: The matter was tabled. A vote on the proposed amendment will be considered at the next PTO meeting. Bylaw amendments will be sent out 15 days before the next PTO meeting in accordance with the Bylaws.

Other Topics: PTO will have an Information table at Back to School Night. Spirit wear and membership will be available for purchase.

We have identified all PTO events and its chairman. If you would like to assist in any event, get in touch with the PTO at colespto@gmail.com.

PTO calendar of events will be posted on the school website.

8. Membership Update

Current number of PTO members: 51

New members: 51

New member information collected: ☒ Yes ☐ No

9. Welcome Back Teacher and Staff Breakfast and Welcome Back BBQ Recap

The PTO thanked the parents and families who donated items for the Welcome Back Teacher & Staff Breakfast. The event was successfully held with donated food and supplies.

Welcome Back BBQ had a great turnout and was considered a successful event. Families appeared to enjoy the event. Student volunteers from the Colgan High School National Honor Society (NHS), enjoyed supporting the event and expressed interest in returning to assist with future events.

Emails for both events were sent out thanking everyone that volunteered and donated an item.

10. Event Chairs

Welcome Back Staff: Mrs. Weiss and Mrs. Estrada

Welcome Back BBQ: Mrs. Weiss, Mrs. Switzer, Mrs. Estrada and Ms. Loepp

Believe Kids: Mrs. Conway and Mrs. Estrada

Clothing Drive: Mrs. Weiss and Mrs. Switzer

Polar Pals Gift Shop: Mrs. Conway and Mrs. Estrada

Monster Mash: Mrs. Byrd and Mrs. Estrada

Bingo Night: Mrs. Acree

Teacher & Staff Appreciation: Mrs. Melfi and Mrs. Sanchez

Shamrock & Roll Dance: Mr. Battle

Book Fair: Mrs. Acree and Mrs. Jackson

Read-A-Thon: Mrs. Fletcher

Boosterthon: Mrs. Fletcher

Sunshine Committee: Mrs. Fletcher

11. Past and Current Fundraising Events

***Spirit Wear (8/19–9/9)**

Amount Raised: \$159.00

***Believe Kids (9/9–9/25)**

Current Event: Ongoing, more to follow.

12. Upcoming Events

***Book Fair – October 5-9**

Chair: Mrs. Acree and Mrs. Jackson

Notes: Families will be able to make purchases in person on Thursday, October 8th.

***Read-A-Thon – October 12-30**

Chair: Mrs. Fletcher

Notes: Make sure that your kids log in their reading hours and don't forget to share your kid's link so family/friends can make their donations.

***Monster Mash – October 23**

Chair: Mrs. Dariana Byrd and Mrs. Adriana Estrada

DJ: Mrs. Kat and Mr. Rob have volunteered.

Notes: Family-friendly costumes are encouraged. Inappropriate costumes will not be permitted. No weapons or weapon-like accessories are allowed. Scary masks are not permitted.

***Clothing Drive - November 2-7**

Chair: Mrs. Weiss and Mrs. Switzer

Notes: We will be collecting children and adult clothing. Coles Elementary family only event. Event will take place at the cafeteria and/or gym. New, unopened underwear and socks will also be accepted and donated to Mrs. Cota, the school nurse. Any remaining clothing will be donated to a veteran's organization.

***Polar Pals Gift Shop – November 30th to December 4th**

Chair: Mrs. Conway and Mrs. Estrada

Updates: More to follow.

***Bingo Night – January 22**

Chair: Mrs. Acree and Mrs. Martin

Updates: More to follow.

13. Other Events

Garden Clean-Up Date: 4/03/2027

Jump Rope for Heart: TBD

Multicultural Night: TBD

End-of-Year Picnic Date: TBD

5th Grade Promotion Graduation Date: 6/15/2027

5th Grade Promotion Picnic Date: 6/16/2027

14. Volunteers:

Colgan High School National Honor Society members will be contacted to assist with PTO events. A Signup Genius will also be distributed to request parent volunteers.

15. Donations & Community Partnerships

Costco request for donation was submitted on August 30 for Monster Mash Event. We are awaiting their response.

We received a generous cash donation of \$500.00 from one of our PTO members.

53 blank T-shirts and hats were donated to us from a local business and PTO member.

16. Next PTO Meeting

Date: 10/21/2026

Time: 6:00 PM

Location: Coles Library / Zoom

Zoom information will be distributed separately.

17. Adjournment

Motion to adjourn made by: Mrs. Jessica Switzer

Seconded by: Mrs. Daniella Sanchez

Meeting adjourned at: 7:05 PM

Minutes Prepared By: Mrs. Adriana Estrada

Date Prepared: 9/16/2026

Minutes Submitted On: 9/25/2026

Attendance

PTO Board Members Present:

Mrs. Katie Weiss (President)

Mrs. Jessica Switzer (Vice- President)

Ms. Sarah Loepp (Treasurer)

Mrs. Adriana Estrada (Secretary)

School Staff Present:

Mrs. Gretchen Drzewucki (Principal)

Mrs. Elizabeth Harris (Assistant Principal)

Mrs. Shannon Fletcher

Mrs. Jennifer McLaughlin

Mrs. Simone Jackson

Mrs. Valerie Ryan

PTO Members/Guests Present:

Mrs. Rosalyn Silvester

Mrs. Daniella Sanchez

Mrs. Dariana Byrd

Mrs. Emelda Wheeler

Ms. Jess

Mr. Jay Battle

Mrs. Shahira Faith

Mrs. Skloe

Mrs. Kimberly

Mrs. LPG

Total Attendance: 20