Clague PTSO Summer Work Session Meeting Minutes

The Clague PTSO Executive Board met throughout the summer to complete leadership transition work, prepare the 2026 to 2027 budget and calendar, establish communication and fundraising systems, and coordinate priorities with school administrators. These minutes treat the dated meetings as one ongoing summer work session while recording attendance and discussion by date.

Date	Session	Recorded participants
June 15	Executive Board	Christina Shinsky, Ruth Estabrook, Christy Deneke, Suki Xu
July 27	Executive Board	Christina Shinsky, Ruth Estebrook, Christy Deneke, Suki Xu
August 11	Executive Board	Christina Shinsky, Suki Xu, Christy Deneke
August 18	Executive Board	Christina Shinsky, Ruth Estabrook, Christy Deneke, Suki Xu
August 20	Executive Board and Administration	Christina Shinsky, Ruth Estabrook, Christy Deneke, Principal Crystal Fluker, Assistant Principal Ryan Soupal, Office Professional Lynette Durban

June 15, 2026

Bank transition

- All required account signers needed to appear in person to update the Huntington Bank account.
- A bank appointment was planned for June 16 at 3:30 p.m. Ruth would make the appointment, and Christina would bring printed minutes.
- Suki confirmed that Yani had returned the checks. Yani's and Betzy's debit cards needed to be cancelled.
- The board needed to confirm where bank statements and correspondence were sent, establish online access, and revoke outdated permissions.

Budget and accounting

- Suki reported that line items had been added to the original budget report and offered to explain the changes.
- Christina would submit receipts from the 2025 to 2026 end of year celebrations related to the Dance a Thon.
- The board noted that prior year reimbursement requests sometimes arrive after school resumes. Existing teacher and nonteacher reimbursement forms were identified, while a club reimbursement form was still needed.
- Suki planned to close the books by the end of June. The treasurer uses QuickBooks.

Accounts and records

- The board discussed creating new PTSO Gmail accounts if access to existing accounts could not be recovered.
- Christy to contact former president Betzy McCarty about Google Workspace access. July 1 was set as the target date for obtaining access.

Governance and participation

- The board supported holding more meetings publicly and offering both in person and Zoom participation.
- The board discussed adding a permanent fundraising coordinator and possibly an officer at large.
- The board planned to meet in July and August, hold an early general meeting in September, and coordinate a welcome back meeting with Ms. Fluker and Mr. Soupal.

Funds collection and student accounts

- The board discussed a secure method for collecting checks through the school office, including a possible drop box.
- Clarification was needed on whether the PTSO serves only as a pass through for the eighth grade trip, Science Olympiad, and GearCats funds.
- The board to ask the school and bank whether Jen Swarup could pick up and deposit checks.

Fundraising and family communication

- The board discussed making Fun Night free to all students following the major fundraising campaign.
- The welcome packet would explain the PTSO mission and goals and communicate a two-part annual fundraising approach: dues and donations plus a Dance a Thon style fundraiser.
- The packet would include a dues and donations form or QR code. The board also discussed collecting headshot photos for communications and using WhatsApp groups in place of Signal groups.
- An Executive Board group chat would be created via WhatsApp.

July 27, 2026

Website and account access

- Christina reported that her brother, a Clague alumnus, was building the website; Dave Yen was identified as the designer. The completed website would provide access to the PTSO Board.
- Access to the previous PTSO Google Workspace had not been obtained from 2025–2026 president Betzy McCarty. No response to requests for access made by Christy has been acknowledged by Betzy at all.

Goals for 2026–2027

- Christina outlined goals to grow school-community engagement and involvement, create a sense of community, and develop turnkey fundraising that is scalable and can continue beyond the current board's tenure.
- Organize student enrichment beyond the Clague curriculum: identify current PTSO funding and future opportunities for field trips, in-school assemblies, speakers, and other activities. Partner with administration to determine which opportunities to expand, fund, or discontinue in the coming school year.
- Improve transparency and documentation by giving board members access to the Drive and all documents needed to run the board, and unify terminology across internal and general-membership documents.

Registration and start-of-school outreach

- Registration | Aug 27, 2026 : Provide a PTSO information table, WhatsApp codes for all grades, and QR codes for dues and donations, important PTSO topics, and ways to get involved.
- Spirit wear: Discussed preordering inventory for registration and opening the store a few times during the year. The budget notes also say to cut spirit wear; the intended scope requires clarification.
- First day of school: Ask Ms. Fluker what support she needs.
- Coffee in the Courtyard / Meet the PTSO | Thursday, Sep 3, 2026 : Ask Ms. Fluker for courtyard space and a backup indoor location for inclement weather. The event roster also identifies a PTSO meeting/welcome event for this date.
- Curriculum Night | Sep 10, 2026 : Provide a table with PTSO information.

Future meetings

- Executive Board meetings were planned for Aug 10, 2026 and Aug 24, 2026 , both at 5:30 p.m. EDT. Subsequent Executive Board meetings would be held on an ad hoc basis. These were the dates planned during this session.

Event roster and recruitment

- Back-to-school teacher appreciation: Recruit a coordinator and establish a schedule. Other urgently needed positions were not specified in the notes.
- Picture Days: Provide volunteer support.
- Dance-a-thon: Discussed moving the event to early October.
- Fun Nights: Ask Ms. Fluker whether she wants to take responsibility for Fun Night and what schedule is needed.
- Winter Giving: Discussed offering to run it through the PTSO as a donation-funded budget line. The note identifying the source of donations is incomplete and needs clarification.
- Winter Market: Solicit feedback on the previous event's success. Facility use was noted as $164 for two to three hours.

- Winter Blast and Scholastic Book Fair: Identified as school-owned events. Ask who coordinates the book fair.
- Incoming sixth grade orientation: Identified as school-owned; provide a PTSO table in the lobby.
- International Night: Discussed moving to a daytime assembly format.
- Eighth grade promotion: Explore organizing the promotion meeting/group as a PTSO subcommittee.

Budget and club funding

- Bank interest averaged approximately $200 per month.
- The budget discussion proposed that the PTSO run one Fun Night, with $3,500 in revenue and $2,000 in expenses. Responsibility for any additional Fun Nights needs clarification.
- Discussed moving International Night to a daytime program and cutting restaurant nights and spirit wear from the budget. The spirit-wear note needs reconciliation with the registration sales discussion.
- Action item: Compile a complete list of Clague clubs using the school club directory. The notes identify Chess, “Cougar Star Paw Prents”, and Homework Club; they state that AG is run by AG and that Science Olympiad and GearCats are pass-throughs.
- School club directory: https://sites.google.com/aaps.k12.mi.us/clagueathletics/school-clubs?authuser=0
- Move Homework Club from its separate budget line into the Clubs line.
- For teacher requests, distinguish classroom expenses from club expenses and align request forms with the budget categories.
- Attend the first staff meeting to encourage staff to use their grants. Create both a reimbursement form and a form for requesting direct PTSO purchases.

Administrative follow-up

- Signal, Cheddar Up, the website, LARA, and the Zoom account were listed for follow-up without further details.
- Update officer information across all documents and compile a list of annual fees and renewals.

August 11, 2026

Accounts and payment systems

- Suki to monitor the bank account for recurring Zoom charges and other bank charges that may be trying to send invoices, receipts, or recurring payment information to the previous PTSO email that this current administration still does not have access to, despite reaching out in multiple ways to former President, Betzy McCarty. .
- Christina visited Huntington Bank after her debit card did not arrive. The bank waived a $50 rush fee and arranged delivery to Clague.
- Cheddar Up had renewed automatically. The board discussed account structure for the coming year.
- Suki recommended a dedicated account for spirit wear and a new General Fund account. The board also noted that accounts close at year end.
- The board agreed that a new treasurer should be identified early enough to allow a proper transition.

Creating the future budget

- The Principal's Fund to increase from $1,000 to $2,000.
- The board discussed creating a purchase request method so staff could ask the PTSO to buy approved items directly instead of relying only on reimbursement.
- If Principal's Fund needs exceed $2,000, the board may consider using unspent teacher voucher funds.
- The board noted approximately $17,000 in the Cougar Trail account and wanted to determine how those funds should be allocated and spent.

Registration and outreach

- The board reviewed the prior gathering at Erin Barbossa's house and continued planning the PTSO registration table.
- Christy would investigate creating a trifold PTSO pamphlet.

Meeting with principals

- The planned agenda would cover event dates, times, and ownership; transparent budget sharing and school needs; and the projects document.

WhatsApp community

- Christy would add a notice explaining that participation is at the user's own risk and that members should use care when posting and identifying the people with whom they communicate.
- Christina would post the same guidance in the main channels and repeat it near the start of school. Christy would also post reminders on Signal during the transition.

Next session

- The next Executive Board work session was scheduled for August 18 at 6:00 p.m.

August 18, 2026

Payment processing

- The board planned to purchase a Square card reader for approximately $40.
- The anticipated processing charge was 3 percent plus $0.10 per transaction.

Spirit wear

- The board met with Underground Printing to explore an online spirit wear store.
- S and S Activewear and SanMar were identified as potential apparel sources.
- The printer could support some design work, but the PTSO should prepare initial design concepts.

Facilities and communications

- Courtyard cleanup had begun. Christina proposed including beautification funding in the budget.
- The board discussed updates to the website, a PTSO pamphlet, and a sandwich board for the car line.
- Action item: Review the website, identify needed updates, and propose changes.

Budget

- The General Fund revenue estimate was increased to reflect expected dues and donations.

August 20, 2026

Registration

- Spirit Wear Ordering forms should request the student's advisory teacher and grade.
- Student Council could possibly assist with distribution.

PTSO goals and meeting calendar

- Christina reviewed the PTSO goals, priorities, and planned budget approach for the year.
- Ms. Fluker proposed holding PTSO general meetings on the same Wednesdays as staff meetings when practical. Staff meetings occur at 3:15 p.m. on the second and third Wednesdays.
- Ms. Fluker supported continuing quarterly Coffee with the Principals events and including a PTSO presence.
- Food is typically provided for parent teacher conferences and Curriculum Night.

Student events

- October 7 was discussed as a possible date for the Dance a Thon.
- An eighth grade Fun Night was discussed for approximately December 15.
- A winter evening Fun Night with a “Palentine's Day” theme was discussed for February.
- Ms. Fluker proposed replacing one combined sixth and seventh grade end of year activity with two events, one per semester, with additional transportation support.

Budget priorities

- The board would contact club leaders directly to determine the amount requested and the planned use of funds.
- A volunteer position for a PTSO Assemblies Committee was proposed.
- The greenhouse was identified as a priority.
- Beautification funding could support flowers in the courtyard.
- The board discussed proposing $2,000 for Winter Giving without conducting a separate donation drive.
- Teacher grants may be limited to consumable items or items that remain at Clague.
- The board would consider separate events or recognition for teachers, office professionals, and staff.
- The Girls Group budget line would be reviewed and potentially replaced with My Brother's Keeper.

School communication and engagement

- A staff preference poll would be created.
- The board discussed Student Council participation, digital graphics in the building, and Instagram communications.

Eighth grade trip

- The board discussed forming a steering committee for the eighth grade field trip.
- Blue Lake buses were used the prior year. Five buses were booked, although four were ultimately used.
- Ruth to begin calling bus companies for the proposed May 27 or 28, 2027 trip and would plan for five buses.
- American Travel was identified for the Mackinaw City portion of the trip.
- A background check form would be added to the website.

Website and newsletter

- The board would contact District IT to connect the new website.

- A Smore newsletter account would be created through the PTSO Gmail account rather than through a personal account. The expected cost was less than $200.
- The board would need contact information for parents who want to receive the newsletter.

Courtyard and volunteer needs

- Students may be able to use the courtyard during lunch if the bee issue can be controlled.
- Parent volunteers and additional noon hour supervisors may be needed.

Additional topics

- The group discussed traffic, PTSO closet space, information administrators want distributed through WhatsApp, French and music staffing, and digital communication needs.
- Potential fundraisers included a Pistons fundraiser for athletics and an eighth grade trip fundraiser. Michigan Youth in Government was also discussed.