



# Meeting Minutes

**Date: 12/10/2025**

*Time: 6:00pm*

*Recorder: Clarence "Doc" Davis, Secretary*

## **I. Call to Order/Introductions**

## **II. Discussion of Nonprofit Registration Process**

- A. Currently dividing the general Licking Heights Elementary PTO into individual school-based PTOs.
- B. At least (2) officers will need to be authorized on the LRPTO bank account, when opened.
- C. Full timeline not yet finalized, but progress is being made.
- D. For next meeting: review draft bylaws.

## **III. Parent and Teacher Engagement**

- A. Discussion of challenges with regard to parental engagement.
- B. Parental engagement might be easier if smaller "task" based participation is requested.
- C. Discussion of marketing the goals of the PTO to parents and teachers.
- D. Website and Social Media as points of entry into learning more about PTO.
- E. Having a PTO presence at other school activities (i.e. Literacy Night, Stem Night, 3rd Grade Concerts, etc.)

## **IV. Spring Event Planning**

- A. "March-Madness" themed Game Night
  - 1. Different areas with different types of games
  - 2. Sensory-friendly area in library with quiet activities.
  - 3. Louder, more physical activities in the Gym and Cafeteria. Possibly activities in the Stem Lab, Music Room, etc.

## **V. Other Avenues for PTO Involvement**

- A. Discussed having a PTO presence at other events (specifically STEM night and 3rd Grade Concerts.)
- B. Discussed selling flowers as a fundraiser at 3rd Grade Concerts.

## **VI. Adjournment**