Meeting Minutes

Date:3/4/2026
Time: 6:00pm
Recorder: Clarence "Doc" Davis, Secretary

I. Call to Order/Introductions

II. Review of Previous Meeting's Minutes

A. Minutes from the 2/11/2026 meeting were reviewed by Doc Davis.

III. Non-Profit Registration Updates & Next Steps

A. Update given by Tara Britton.
B. Combined bylaw draft was prepared using attorney guidance and additional research.
C. Discussion held regarding bylaws.
D. Bylaws were put to a vote, and adopted.
E. Remaining signatures were to be completed after the meeting so the registration process could continue.

IV. Check-in on Growth Ideas

A. Officers discussed continuing to prioritize the PTO website as the main communication tool before expanding into additional social media efforts.
B. PTO website link has been added to the principal's weekly newsletter.
C. Discussion held regarding possible use of TalkingPoints for PTO reminders and communication.
D. Translation options for the website are being explored, with follow-up needed to verify translation quality in key languages.
E. Additional teacher outreach will continue after immediate event-planning needs are addressed.

V. Spring Event Planning

A. Continued planning for the March 19 Game Night event from 5–7pm.
B. Current planning includes approximately twelve activity offerings and one committed food truck.
C. Discussion held regarding the need for additional activity offerings and volunteers.
D. Discussed activities included giant games, bingo, family trivia, photo booth, basketball contest, STEM games, karaoke, sensory options, make-and-take crafts, and game-based stations in classrooms and common areas.
E. Additional ideas discussed included face painting, balloon animals, Candy Land, cornhole, and a possible bounce house.
F. PTO table is expected to be staffed by PTO officers.
G. Discussion held regarding prizes, with consensus leaning toward simple items such as candy, stickers, tattoos, shirts already on hand, and other small giveaways.
H. Parent and teacher volunteer outreach will be sent out, and officers will continue working to match volunteers to event stations.
I. Tentative setup time discussed as 4:00pm for a 5:00pm event start.

VI. Upcoming School Events

A. Group noted the importance of keeping upcoming school events in mind
B. PTO presence at future school events will continue to be discussed following the March event.

VII. Final Thoughts/Adjournment

A. Next steps include finalizing signatures, continuing volunteer outreach, pushing event flyers through school communication channels, and confirming remaining activity and supply needs.
B. Kristen Cooperkline adjourns the meeting.