



# Meeting Minutes

**Date: 4/8/2026**

*Time: 6:00pm*

*Recorder: Clarence "Doc" Davis, Secretary*

**I. Call to Order / Introductions**

- A. Meeting was called to order with attendees present in person and via Zoom.

**II. Review of Previous Meeting's Minutes**

- A. Minutes from the March 4, 2026 meeting were reviewed by Doc Davis.
- B. Prior meeting topics referenced included nonprofit registration, bylaws adoption/signing, website updates, translation efforts, teacher outreach, March 19 game night planning, and upcoming school events.

**III. Nonprofit Registration / Bank Account Setup**

- A. Tara provided an update that the PTO is currently in the IRS phase of nonprofit registration and has received its EIN and state certification.
- B. Follow-up is needed on whether fundraising may begin before final IRS approval and whether the PTO bank account can be opened before that final step is complete.
- C. Additional registration with the state Attorney General's office will also be required.
- D. No update has yet been received regarding disbursement of prior community PTO funds.
- E. Members also discussed long-term continuity issues, including where PTO mail should be sent and the need to eventually move website/resources to a more shared platform.

**IV. Growth Ideas / Communication / Outreach**

- A. Translation support remains a priority. Initial focus will be on Spanish and Nepali translations for website and meeting materials.
- B. Potential district contacts for translation support were identified.
- C. Live, in-person translation was discussed but viewed as less practical at this time.
- D. PTO will plan for a presence at the Kindergarten Open House on April 29 to help introduce new families to the organization.

**V. March Madness Game Night Follow-Up**

- A. The March 19 game night was viewed as successful, with strong teacher participation, helpful high school volunteers, and positive family engagement.
- B. Positives noted included the event map, school shirts, PTO visibility, and strong volunteer support.
- C. Lessons learned for future events included balancing activities more evenly throughout the building, continuing clear signage/maps, improving advance supply planning, and considering event dates on different nights of the week when possible.

**VI. Upcoming Events / Fundraising**

- A. PTO discussed having a presence at upcoming May events, including STEM Night and the 3rd Grade Concerts.
- B. Flower sales and/or donations remain under consideration, pending clarification on what fundraising is permitted during nonprofit processing.
- C. Volunteer sign-ups will be organized for staffing PTO tables at upcoming events.
- D. Members also discussed possible school-branded merchandise and online/print-on-demand options.

**VII. Planning Ahead for 2026-27**

- A. A school supply kit fundraiser is being explored for next year, with PTO potentially helping distribute supplies before the first day of school.
- B. Members discussed beginning fall event planning earlier, possibly with a summer meeting.
- C. Officer election/continuity procedures will be reviewed against the bylaws before the next meeting.
- D. A new fundraising/event idea was suggested: a "Hornet Festival" or vendor fair.

**VIII. Final Thoughts / Adjournment**

- A. Members were encouraged to continue sharing ideas and volunteering for upcoming events.
- B. Meeting adjourned.