

Sargent Elementary School - PTO Meeting
January 21, 2026

In attendance: Emily Brown, Sam Smartt, Tammi Plane, Dana Brown

Meeting called to order at 3:05 pm by Sam Smartt.

1. Minutes from December: Sam moved, Tammi seconded to approve the December minutes. Motion passed.
2. Treasurer's Report from December: Sam presented in Dana Barlow's absence. Withdrawals in December included t-shirts for specials teachers, GimKit for Katie Brown, clothes closet for kids, and December teacher breakfast and coffee bar. There was one unrecognized charge on the account, which is being investigated. Sam moved, Dana seconded to approve the December report. Motion passed
3. Liaison/Teacher/Principal Update: No liaison was present to present updates.
4. Old/New Business
 - a. Teacher Request Forms: Requests were approved for LaRae (classroom supplies) and Katie (Mountain Math Spiral). PTO will be reviewing one other request. **Sam** will check with admin first for what the school supports, and we will review again in February.
 - b. Teacher Lunch: There were a lot of thank you's for the last teacher lunch and coffee. We decided our next meal will be lunch for Valentine's Day on Thursday, February 12th. **Emily** will talk to Vault 730 in Del Norte about creating cheese/meat trays for 20. Depending on budget we will also look at bread from Rasin' Rye. **Sam** is happy to pick up trays on Wednesday or Thursday morning. **Sam** will also pick up some sparkling waters to restock the teacher's lounge fridge. Sam move, Tammi seconded to approve \$350 as a budget for this lunch. Motion passed.
 - c. Community Closet: Sam had not yet received communication back from admin for approval to set-up the clothes closet. It should fit next to the PTO closet, by the north stairs. Rachel would like to have forms as a "check out" to account for what is available and needed. She could be in charge of taking kids back to get needed items. The idea for this project is that PTO would buy the closet, then parents and teachers could donate clothing. (The group discussed that the Nazarene kids store has a \$1 sale right now and also that the Wal Mart manager is often good at donating to events (maybe for small hygiene items).) **Sam** will let PTO members know when we get approval for the closet location so we can assemble the closet. **We need** to create an electronic flyer advertising the service and requesting clothing items. It could be valuable to have a general idea what items are needed. **We need** a form the secretary can use to track items in the closet.
 - d. Book Fair: This will be happening March 9-11 downstairs next to McKinley Miner's room, across from the art room. At next month's meeting, **Sam** will have a volunteer spreadsheet for sign-ups to staff the Book Fair. This is a "Case Fair",

so March 5th or 6th a Scholastic truck will deliver cases, hopefully with some heads up to Sam on time, and these can just be rolled into the room. It would be valuable to get into the building at 7:15 that Monday. Friday 3/13 Scholastic will come back to get cases. **Dana Barlow** can provide a cash box (around \$300 in change). **Sam** will set up the electronic cash register/tablet to make sure it's set up and working. We get Scholastic Points for sales. This allows us to give gift certificates to the kids and for the teachers to get books. Points are 25% back <\$5,000 or 50% >\$5,000 in sales. We can use the points for other items throughout the year (e.g. books teachers can give the kids at holidays), but that would include costs for shipping too. Scholastic provides a teacher wish list, usually on Monday, and these can be posted for students/parents to purchase.

- e. Yearbook: Emily is working with Patrice to see if we can still create some kind of yearbook for last year, as well as creating one for the current year.
5. Next meeting - February 18th at 2:30 pm
 6. Adjourned meeting at 3:55 pm