

**Sargent Elementary School - PTO Meeting**  
**February 18, 2026**

In attendance: Emily Brown, Sam Smartt, Tammi Plane, Dana Barlow, Michael Dickey

Meeting called to order at 2:35 pm by Sam Smartt.

1. Minutes from January: Emily moved, Tammi seconded to approve the January minutes. Motion passed.
2. Treasurer's Report from January: Dana presented. PTO paid for Katie Brown's math curriculum and the annual debit card fee. So far the bank has not refunded the one fraudulent charge. Tammi moved, Sam seconded to approve the January report. Motion passed.
3. Liaison/Teacher/Principal Update: School went through SCAP the last two days.
4. Old/New Business
  - a. Teacher Request Forms: Sam had updated the group between meetings about Ms. Rockey's training request. Since then, the school found money to pay for this training! This month, the only request was from Ms. Hefner, asking for funds for an art curriculum. Sam moved, Tammi seconded. Motion passed.
  - b. March teacher meal - Pache Pache food truck will be invited to be at the school on March 9th, during Parent-Teacher Conferences. Teachers will pre-select one of four options in advance. (**Sam** will confirm the truck and provide forms to teachers.) The food truck will bring teacher meals over to the teachers' lounge, then will also be available for parents/families to order food until 7pm. Tammi moved to provide food, with a \$350 limit, Sam seconded. Motion passed.
    - i. Sam received a lot of thank you's for the February meat & cheese trays.
  - c. **PTO** will assemble the PTO community closet after drop off on Thursday, February 26th. **Dana** can create a flyer to encourage donations. This can be shared through the school's email and posted around. (Shoes are a high need item. We will keep an eye on what else is needed.) **We** will also need a form to track what items are needed/taken.
  - d. Book Fair:
    - i. **Sam** needs to talk to Ms. Pierce about where we can set up the book fair. (Ms. Miller has moved down to the empty room across from the art room due to heat issues, so we can't use that room, and we need a room that locks. We are not sure if the book cases will fit in the elevator to go upstairs.)
    - ii. **Dana** will make a flyer asking parents for help staffing the book fair, as well as generally promoting it. **Sam** will find, and share out, the sign-up form for teachers to sign up for times for Monday class visits.
    - iii. **Michael** will create a spreadsheet for volunteer sign-ups. We should try to have at least two people on Monday during the day and Monday and Wednesday evenings during conferences. Determined shift hours are:

Monday 7:30-7pm; Tues & Thurs 7:30-10 and 2-5pm; Wed 7:30-10 and 2-7pm. (Clean up Thursday night.)

- iv. Scholastic book dollars - We will do a canned food drive this year for dollars. Each student can donate 2+cans of food to receive \$10 in Scholastic dollars. **Sam** will get the list of students from the office so volunteers and cross off names as kids bring in food. (Hopefully this will make it easier to track that kids just get one \$10 certificate.) **Emily** will gather cardboard boxes to put canned food in. **Tammi** will figure out when and where to take food, and **PTO** can work together to help load and deliver.
  - e. **Sam** will let PTO know if she needs help receiving or shipping out boxes.
  - f. **Dana** will get cash for cash box/drawer. (Dana has locked cash box for SYS that we can probably use.)
  - g. Scholastic already has the teacher and student wish lists online.
5. Next meeting - March 25th at 2:30 pm (**Dana** will do a drink run before this meeting! We will be closing out finances and reporting from the book fair.)
6. Adjourned meeting at 3:55 pm