

**Parent Teacher Organization (PTO)
Founders Meeting Minutes
June 22, 2026**

Attendees: Arlissa Williams-Jennings, Nicole Rijo, David Dowty, Tully Fletcher, Sara Patterson, Tonya Shannon, Yolanda Traylor, Orville Jackson, Anne Huff, Jaida Holbrook, Peter McKnight, Robert Comer, Jeremy Hudgeons, Temeka Harris

Arlissa called the meeting to order at 6:02pm.

Notice for this meeting was sent out at least 7 days prior to the meeting.

Founding resolution is available to initiate the business of the PTO. Arlissa read the founding resolution during the meeting.

Organizing committee is Arlissa, Nicole, and Fletcher (outgoing PTA leadership).

Called for motion to adopt the founding resolution - Tully moved and Nicole seconded. Motion carried.

Arlissa talked through structure of new bylaws. She went over several slides (see deck file), including the structure, the officers, the roles of the academy vice presidents (VPs), committees, the elections process, the finance process, equity, founding process, and standing rules.

Co-presidents will have a 2 year term, stacked so there is someone with experience and someone newer. Co-presidents can have non-consecutive roles as co-president but no limits on number of times. Secretary and treasurer are elected annually with no term limits. Academy VPs have up to 3 elected positions per academy each year, with a one-year term and no term limits.

All positions require candidates to be a PTO member in good standing (meaning current on paid dues).

Hope to have a chair and co-chair for each committee. All have annual terms with no term limits. Slide lists committees and opportunities for PTO members to volunteer.

Election is a self-nomination process. 45 days before voting, the co-presidents will open the nomination window. That's when people can nominate themselves or someone else. 14 days before the election the nomination process closes. The full slate will be published 7 days before the election, which will happen at an annual election. Talked through qualification requirements. Working through process in the interim until new PTO elections can take place. Goal is to cast a wide net and engage all parents, rather than going through a nomination committee. The process for the inaugural election will be varied.

The fiscal year is July 1-June 30. Budget gets voted on in first general body meeting of the year. Annual financial review process will be done independently at the end of each fiscal year.

The PTO includes specific language on equity. PTO membership and participation is open to everyone. No family will be excluded from PTO activities due to financial barriers. Financial barriers to joining the PTO (paying membership dues) will be addressed via an exemption process. Elected academy VPs are a voice for all families. Took care to future proof the language so more language is moved to standing rules (which requires a lower threshold for changes).

Founding resolution and founding member process was discussed.

Tully moved and Nicole seconded the vote to adopt the bylaws as discussed. The bylaws were adopted for the new PTO.

Appointing interim officers was the next step. For continuity, Arlissa and Nicole offered to remain as interim co-presidents until the election. Tully Fletcher was past treasurer and Sara Patterson was past secretary. Arlissa nominated all 4 to serve as officers until the upcoming election for the 2026-2027 year. The appointments were approved and interim officers were selected.

Interim Business

Standing rules are the rules the PTO leadership council will use to operate day-to-day. Standing rules slides include various parameters for what they are. Includes who can join and how.

Question was asked about waiver process for membership and Arlissa walked through the process of approving requests for waivers. Discussion ensued about parameters and Arlissa clarified that for dignity and confidentiality purposes we don't ask for financial documents and use the honor system to consider. The goal is for families to be able to participate in the PTO. Tully mentioned that we may want to have a restricted account in the budget that allows us to process dues as though a person with a waiver paid and that amount might limit the number of waivers that can be provided. Nicole noted we would also welcome time and expertise. A note was made that the community is taking the PTO's word about approvals without an approval process. Arlissa welcomed help thinking through the process and how this might be revised as the PTO goes forward.

Meetings - The PTO will aim for 1 general body meeting per quarter and other parameters were covered on the slide. Leadership council meetings will be monthly and can be called additionally as needed by the co-presidents. Quorum is 10 members for general body meetings.

Spending authority comes from the passed budget, which is done at the general body meeting. The slide on finance talked about

overages and thresholds for needing a vote to change spending or budgets. Arlissa also talked through the process related to emergency budgets.

Reimbursements process was covered and is also laid out on a slide. No reimbursements can be made without receipts. All approvals require 2 board leadership approvals. All requests for reimbursement must be made within 30 days of an event/activity.

Next slide focused on committees, which are laid out on the slide and in the standing rules. Events were covered in the next slide. The PTO will put out a list of events as soon as possible so members can help. The new team will be working closely with the director of communication at Drew to help with timeliness of information to families.

Arlissa called for a motion to adopt the standing rules. Tully moved and Nicole seconded. The standing rules were unanimously adopted.

Resolution 1 addressed dues and waivers to move forward with inaugural election requirements. Dues will be required prior to elections. Nicole moved to approve and Sara seconded. The motion was approved unanimously.

Resolution 2 appointed the past committee chairs and academy VPs until the inaugural special election. Nicole walked through the names of each person and role. The interim leaders were unanimously approved by the voting members.

A membership drive will occur during upcoming events so people can join the new PTO.

Arlissa thanked everyone for participating. Meeting adjourned at 6:54pm.