

Henry S. West Laboratory PTO

General Membership Meeting Minutes

Date: May 19, 2026

Location: Virtual Meeting

Meeting Type: General Membership Meeting

1. Call to Order & Welcome

The Henry S. West Laboratory PTO General Membership Meeting was called to order.

PTO leadership welcomed members to the final General Membership Meeting of the 2025–2026 school year and thanked families, faculty, staff, volunteers and members of the West Lab community for their continued participation and support throughout the year.

2. School & PTO Updates

School and PTO leadership provided updates related to the conclusion of the 2025–2026 school year.

The PTO reviewed activities, programs, events and initiatives supported throughout the year and recognized the contributions of families and volunteers who helped make those efforts possible.

Updates were also provided regarding the transition from the current school year into planning for 2026–2027.

3. Financial & Fundraising Update

The membership received a year-end financial and fundraising update.

The PTO reviewed fundraising activities and other sources of support from the 2025–2026 school year, as well as the ways PTO funds were used to support West Lab students, teachers, programs, activities and school initiatives.

The membership was also provided with information regarding the PTO's financial position as the organization prepared to close out the fiscal year and begin planning for the upcoming school year.

4. Planning for the 2026–2027 School Year

The PTO discussed preparations and priorities for the upcoming 2026–2027 school year.

Planning included continued support for student and teacher programs, school initiatives, fundraising opportunities, community events and other PTO activities.

Members were encouraged to remain involved with the PTO and participate in volunteer and committee opportunities during the upcoming school year.

5. PTO Bylaws

The membership reviewed proposed revisions to the Henry S. West Laboratory PTO Bylaws.

The updated bylaws addressed the structure and governance of the organization, including membership, Executive Board responsibilities, elections and terms of office, meetings, voting procedures, committees, finances and other operating requirements.

The revised bylaws were presented to the general membership for consideration and approval.

Following the required voting process, the updated bylaws were approved by the membership. The final bylaws reflect a ratification date of **May 20, 2026**.

6. Conflict of Interest Policy

As part of the updated PTO governance documents, the membership reviewed the PTO's Conflict of Interest Policy.

The policy was established to help protect the integrity of PTO decision-making and requires disclosure of actual or potential conflicts of interest.

The policy also establishes procedures for recusal from applicable discussions and votes, documentation of conflicts and abstentions in meeting records, and annual acknowledgment of the policy by PTO officers and Board members.

The Conflict of Interest Policy was incorporated into the updated PTO Bylaws.

7. 2026–2027 PTO Elections

The PTO conducted its annual election process for Executive Board positions for the 2026–2027 school year.

Candidates for the open Executive Board positions were introduced during the meeting. Each candidate was provided an opportunity to address the membership, introduce themselves and share information regarding their interest in serving on the PTO Executive Board.

The offices of **Vice President and Treasurer were unopposed**. Voting for those offices took place during the General Membership Meeting, and the membership elected the unopposed candidates to serve in those positions for the 2026–2027 school year.

The offices of **President and Secretary were contested**, with more than one candidate seeking each office. Rather than conducting the contested elections during the meeting, voting for President and Secretary was conducted electronically. The electronic voting period opened following the conclusion of the General Membership Meeting and remained open for **24 hours** to allow eligible PTO members to cast their ballots.

Final results for the contested President and Secretary races were to be determined following the close and certification of the electronic voting period and communicated to the PTO membership.

The PTO thanked all candidates for volunteering their time and willingness to serve the West Lab community.

8. Transition of PTO Leadership

The PTO discussed the transition to the incoming 2026–2027 Executive Board.

Outgoing, continuing and incoming Board members were recognized for their service and commitment to the organization and the West Lab community.

Incoming officers would work with the outgoing Board to transition responsibilities, records and other PTO business in preparation for the new school year.

9. Member Questions & Discussion

Members were provided an opportunity to ask questions and discuss PTO matters.

PTO leadership addressed questions raised by the membership and provided additional information where appropriate.

10. Closing Remarks

PTO leadership thanked the West Lab community for its support throughout the 2025–2026 school year, including the families, faculty, staff, administration, committee chairs and volunteers who contributed to PTO programs and events.

Members were encouraged to remain engaged with the PTO during the upcoming school year.

11. Adjournment

With no additional business to address, the May 19, 2026 General Membership Meeting was adjourned.

Election Results Addendum

May 20, 2026

The 24-hour electronic voting period for the contested offices of **President and Secretary** concluded following the May 19, 2026 General Membership Meeting. Following the close and certification of voting, the results were communicated to the PTO membership.

2026–2027 Executive Board Election Results

President: Jessica Darrican
Vice President: Melania Kelsen

Secretary: Joanne Ying
Treasurer: Chris Sao

The election results completed the PTO's election process for the 2026–2027 school year.

Submitted by: Henry S. West Laboratory PTO Secretaries
Presented for Approval: September 29, 2026