Board Meeting Agenda

South Arbor Charter Academy PTO

Meeting Date and Time: September 21, 2026
Meeting Location: Technology Room 6:30pm-7:30 pm
Virtual: https://meet.google.com/fpp-pajy-sco

1. Attendance

a. Board Members

Shirin Gilmore:
Jamie Church:
Greg Bentham:
Katherine Simpson:
Breanna Nelson:
Katie Scarbourough:
Kristin Howard:
Stephanie Ward:

b. Others - Melissa Lenahan, Brittani Phinisee, Enne Oluvole

2. Call to Order: Call to order at 6:34 PM motion made by Shireen, seconded by Jamie.

3. Minutes: no minutes to approve from prior period

4. Officers' Reports

a. President's Report

Several fundraisers are underway:

i. Wiard's Night (10/8)
ii. Fun Run (10/16)
iii. Trunk or Treat (10/23)

b. **Vice President's Report** - No updates at this time.

c. **Treasurer's Report**

i. **July:** Opened with a balance of $17,326.80. Income of $40.92 (corrections/reversals of small spend errors). Expenses of $606.59, including Teacher Lounge Water, Google Workspace, several small Sam's Club error transactions, and one $500 Classroom Funding Request.
ii. **August:** Opened with a balance of $16,761.13. Income of $350.95, including Band Line income and Amazon refund corrections. Expenses totaled $1,373.61, with major activity including:
i. Google Workspace subscription
ii. Teacher Lounge Water
iii. PTO T-shirt purchases
iv. Carnival supplies (Amazon, Sam's Club, Stoney Creek Market, Walmart)

v. PTO insurance renewal
vi. Coffee and donuts for the first day of school
vii. Classroom reimbursement for Ms. Oswalt
viii. PTO website renewal

August ended with a balance of $15,738.47. August's spending reflects typical back-to-school costs as we prepare for fall programming. Year-to-date, the PTO remains in a stable financial position, with light but consistent activity across July and August — routine expenses, classroom reimbursements, event prep, and cleanup of a few small transaction errors. Our current reconciled balance of $15,738.47 keeps us above our reserve requirement and positions us well for fall fundraisers and initiatives.

5. Committee Reports

a. Teacher Rep Update: Discussion on how to pay the $225 kindergarten and Y5 field trip cost, noting possible fluctuations in pricing and student totals.
b. Parent Rep Update: PTO now has signs for meeting days to help boost parent turnout. The group will also promote meetings through the primary, middle, and intermediate WhatsApp groups.
c. Activities Update: No update this period.

6. Unfinished (old) Business

a. Upcoming Events
   i. Wiard's Night (10/8): Passes are typically purchased at the door, so minimal lead time is needed. Ticket sales begin 9/30, Katie will be designing the flyer.
   ii. Fun Run (10/16): This year's theme is fall. Kickoff begins the week of 9/24; board members will be at Friday assembly to promote the event. Board members will discuss weekly volunteer roles and weekly themes leading up to event day. Prizes need to be finalized as well, hoping to have different prizes then last year.
   iii. Trunk or Treat (10/23): Registration/promotion goes live 10/9 to allow enough advertising time. Need to discuss whether we are showing a movie in the gym at the event.

7. New Business (Open Floor/Discussion)

a. Funding Request – Lenahan & the Spring Musical
   i. A request was made for start-up funding to secure rights, scripts, music, and logos for the spring musical, serving approximately 90–100 students in grades 3–8. The musical is planned for March 2026 at the Lincoln Performing Arts Center. The request totals $1,131.02. The PTO would manage concessions at the show and retain proceeds, also planning to run financial line items for the production given its non-profit status.
   ii. Vote: 7 yay and 0 nay; motion unanimous, PASSED
b. Auction Committee
   i. Discussion on reviving the PTO auction, previously held at rented public venues with dinner, drinks, and a silent auction featuring company donations and varied prize levels. While the event requires significant planning and investment, it has historically been a strong fundraiser.

Jamie will chair the committee, with Katherine and Breanna as additional support.

8. Announcements

a. Next meeting date: October 19th, 2026, at 6:30pm in Mrs. Ward's room or virtual.

9. Adjournment:

a. Motion made to adjourn by Shireen, seconded by Mrs. Ward, Jaime, and Katherine at 7:23PM.

BOARD CONTACT INFORMATION

President: Shirin Gilmore,
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VP: Jamie Church, vp@southarborpto.com
Secretary: Katherine Simpson,
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