# Meeting Agenda

## South Arbor Charter Academy PTO

Meeting Date and Time:October 19, 2026, 6:30PM-7:30PM
Meeting Location: Technology Room
Virtual: https://meet.google.com/fpp-pajy-sco

**1. Attendance**

**a. Board Members**

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

**b. Others -**

**2. Call to Order:**

**3. Minutes:** Last meeting minutes are approved.

**4. Officers' Reports**

**a. President's Report:** Fun Run event is completed. So far we have raised 19k, fundraising is continuing until 11/6. What incentives could we offer to students who have registered for the fun run? On 10/30 we are offering two prizes at the all school assembly to keep the momentum of the event and fundraising moving forward.

**Fun Run Lessons Learned**: event needs to be in September, not in the rain. What should the field look like? Need a supply list for our needs while on the field. Bracelets were too small for the older kids - need to consider a combo order of big and small bracelets for next year. We should figure out the day's schedule to make sure we have big and small kids separately. Need more volunteers for set-up and stay throughout the event. Make a plan to have access to school supplied necessities for the event. Mrs. Barnett has a business willing to match her classroom donation amount.

**Upcoming events:** we have our Trunk or Treat event on Friday. We are no longer showing the movie, but will have a small dance, sell concessions, and have games. We have a few businesses signed up to advertise at the event, no fee is being charged to advertise. Dinoland is on November 13th, mascot can be available to promote the event at the 10/30 all school assembly. Shireen will reach out to the Holiday Shop to find out when the items will be delivered. Katie is still willing to lead this event.

**b. Vice President's Report:** Auction Committee is formed, Weber's is booked and deposit is paid. The event is on March 19th, we need to send out save the dates for this event and ask parents what they can donate to the auction. We need to decide if we are doing a live auction and/ or online auction. We need to figure out the platform for online auction. We need to determine what is being auctioned off. We need to make a video of the kids saying thank you to send to all vendors who donate. We need to find a DJ, considering asking at local colleges

and to NHA students who may need volunteer hours. What is our item's pricing strategy? Event schedule, marketing of the items. Add to newsletter starting in November 2026.

**c. Treasurer's Report:** For September, we began with an opening balance of $15,248.47. We recorded $31.79 in income, all from an Amazon refund correcting a prior spend-error transaction. Expenses totaled $1,251.35, bringing our ending balance to $14,028.91. September activity included our recurring operating expenses—Teacher Lounge Water, Google Workspace, and childcare for PTO meetings—as well as early fall program costs such as Fun Run yard signs and flyers, small Amazon purchases, and a Drama Rights funding request totaling $1,063, which was the largest single expense of the month.

**Reconciliation Status**

At month-end, our cleared bank balance was $14,037. We also have $8 in uncleared expenses that have posted to the bank but cannot be reconciled until receipts and final categorization are submitted.

**These unreconciled items include:**

Small PTO operating expenses
Minor program support purchases

Once receipts are submitted, these items will be fully reconciled and reflected in the October reporting cycle. After accounting for these pending items, our reconciled balance for September is $14,029.

**Year-to-Date Summary (Through September 30, 2026)**

We began the fiscal year with an opening balance of $17,327. Year-to-date, we have recorded $73 in income and $3,468 in expenses, resulting in a year-to-date closing balance of $13,931 before reconciliation adjustments.

**Major expense categories so far include:**

Band Line: ($745)
Classroom Spend & Bussing: ($83)
All Others: ($2,640)
PTO Operating Expenses and Program Support
Income year-to-date has been minimal, as major fundraisers begin in October and November.

We remain in a stable financial position heading into the fall fundraising season.

2nd Checking Account Summary

The PTO's secondary checking account reflects carryover proceeds from prior fundraisers and reward programs. As of October 1, the cleared balance in this account is $1,566.96.

**Activity includes:**

Plant Flower Sale carryover: $259.50
BIG Event carryover: $667.30
Box Tops carryover: $23.40
Kroger Rewards carryover: $297.45 + $319.31

These funds are fully cleared and available for PTO use as designated.

**Closing Note**
September reflects typical early-year spending with minimal income and several pending receipts. Once reconciled, we will have a fully accurate picture heading into October's major fundraising cycle, including Fun Run and Trunk or Treat.

**5. Committee Reports**

a. Teacher Rep Update:
b. Parent Rep Update:
c. Activities Update:

**6. New Business (Open Floor/Discussion)**

a. We need to get our website updated to show all the events PTO touches.
b. We have an additional parent rep position open, we need to advertise.

**7. Announcements**

a. Next meeting date: November 16th, 2026 at 6:30pm in Mrs. Ward's room or virtual.

**8. Adjournment: 7:32 PM**

**BOARD CONTACT INFORMATION**

**President: Shirin Gilmore, president@southarborpto.com**
**VP: Jamie Church, vp@southarborpto.com**
**Secretary: Katherine Simpson, secretary@southarborpto.com**
**Treasurer: Greg Bentham, treasurer@southarborpto.com**
**Teacher Rep: Stefanie Ward, 19.sward@nhaschools.com**
**Parent Reps: Breanna Nelson, Katie Scarsborough, Kristin Howard, parentrep@southarbo**