



MEETING AGENDA

SKILLS Private Academy PTO

Wednesday, May 6, 2026 • 4:30 PM • Central Campus

Facilitator: Connie Gray • Secretary: Stephanie Lord

#	Agenda Item	Est. Time
1	Call to Order & Welcome	4:30 PM
2	Approval of April 15, 2026 Minutes	4:32 PM
3	Treasurer's Report - Account balance update & reconciliation (target: ~\$12,000) - Car wash proceeds — confirm with Ms. Thurber	4:35 PM
4	Old Business — Action Item Updates - Graduation logistics: Snap & Repeat photo booth status (President) - Graduation: Balloon arch confirmation — South Campus, May 13 (Connie) - Field Day: Inflatable quote / MWR arrangements (Bryanna) - Field Day: Water balloon donation outreach to parents - Snack Day: Confirm ownership & close-out plan (Mrs. Johnston / Vanessa) - Principal's Day (May 20): Burgers & hot dogs coordination (Mrs. Thurber / PTO)	4:40 PM



BOARD ELECTIONS — Main Agenda Item

5	Open Floor for Nominations - Any member may nominate a candidate or self-nominate - Nominee must verbally accept nomination	4:55 PM
6	Candidate Introductions - Each candidate: name, why they want to serve, relevant experience - Positions: President, Vice-President, Secretary, Treasurer	5:00 PM
7	Close Nominations & Distribute Ballots - Motion to close nominations — second required - Distribute pre-printed ballots to voting members present	5:10 PM
8	Ballot Collection & Count - Tally committee (non-officers, non-candidates) counts privately - Double-count required before results announced	5:15 PM
9	Announce Results & Congratulate New Officers	5:20 PM
10	Closing Remarks & Adjournment - Recognition and thanks to outgoing officers - Reminder of remaining year events: Graduations May 13 & 14, Field Day, Principal's Day May 20	5:25 PM

 Upcoming Events Reminder

Teacher Appreciation Week: May 4–8 • Kinder/Pre-K Graduation: May 13 (South Campus) •
Central Campus Graduation: May 14 • Principal's Day: May 20

Meeting called to order at: _____ Adjourned at: _____ Total Attendees: _____



MEETING SIGN-IN SHEET

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Role key: P = Parent T = Teacher S = Staff A = Administrator G = Guest
All parents present are eligible to vote. Please sign legibly.

#	Name (Print)	Email / Phone	Role	Signature
1				
2				
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Total Count: _____ Verified by: _____ Date: _____