

# SKILLS PTO

## Regular Meeting Minutes

May 6, 2026

**Call to Order:** 4:35 PM

**Adjournment:** 5:00 PM

**Presiding:** Bryanna Lord, Vice President

**Minutes Recorded By:** Yvette Gallew, Secretary

### Attendance

Yvette Gallew, Joshua Gallew, Keith Gallew, Julie “Mimi” Harrington, Bill “PopPop” Harrington, Bryanna Lord, Stephanie Lord, Nicole Johnston, Constance “Connie” Gray.

## I. Call to Order

Bryanna Lord called the meeting to order at 4:35 PM.

## II. Approval of Minutes

A motion to approve the minutes of the April 15, 2026 meeting was made by Connie Gray and seconded by Yvette Gallew. Motion carried.

## III. Treasurer's Report — Connie Gray

- Checking account balance: \$37,593.29 (includes grant funds).
- Approximately \$24,000 of the balance is grant money; Connie Gray and Mrs. Thurber are maintaining separate expense reports to track grant funds versus PTO funds.
- Remaining PTO (non-grant) funds are approximately \$12,000, before deducting upcoming graduation costs (estimated \$300–\$400) and the Teacher Appreciation luncheon.
- A previously reported \$750 check and a \$500 grant disbursement that had gone missing were both located and deposited; no funds were lost.
- Fundraising and spending have both been minimal this fiscal year.

A full financial update will be provided at the next meeting.

## IV. Graduation Logistics

### Photo Booth

No update on the snap-and-repeat photo booth previously mentioned by Michael Smith; no funds have been requested and status is unknown.

### Balloon Arch — South Campus (Preschool/Kindergarten Graduation)

Connie Gray has coordinated with Ms. Reed on balloon colors and will lend her personal balloon arch. A few additional items were requested for the preschool/kindergarten graduation.

### Balloon Arch — Central Campus

Connie Gray is coordinating similarly with Ms. Stephanie Lord, who will advise if anything additional is needed.

## V. Field Day / Inflatables

- Two inflatables were secured through a family-friendly vendor and paid in cash (\$707 raised from the community car wash); no PTO check is needed for these.

- A third inflatable requested through PTO will require a check to finalize.
- Bryanna Lord will send a water balloon donation request email; leftover balloons from last year may cover the need, pending an inventory check of the shed stock.
- South Campus will not continue hosting snack day (no on-site cash box; considered a higher-need campus where it was viewed as more disruptive). Central Campus will continue snack day.

## VI. Principal's Day

Principal's Day was held and was well received by all in attendance.

## VII. Board Elections — 2026–2027 Term

Nominations were opened for each officer position; nominees accepted verbally and votes were taken by a show of hands.

### President

Keith Gallew was nominated by Yvette Gallew, seconded by Stephanie Lord, and thirded by Bryanna Lord. Unopposed; nomination accepted. Vote: 6 in favor.

### Vice President

Bryanna Lord (incumbent) was nominated by Yvette Gallew and seconded by Keith Gallew. Nomination accepted. Vote: 7 in favor.

### Secretary

Yvette Gallew was nominated by Keith Gallew, seconded by Stephanie Lord, and thirded by Bryanna Lord. Nomination accepted. Vote: 8 in favor.

### Treasurer

Connie Gray was nominated by Bryanna Lord and seconded by Yvette Gallew. Nomination accepted. Vote: 9 in favor.

### Teacher Representatives

Stephanie Lord volunteered as Central Campus teacher representative. Nicole Johnston declined the South Campus representative nomination due to a scheduling conflict; Bryanna Lord will follow up with Ms. Vanessa Gonzalez to gauge her interest in the role.

### 2026–2027 SKILLS PTO Board

- President: Keith Gallew
- Vice President: Bryanna Lord
- Secretary: Yvette Gallew
- Treasurer: Connie Gray
- Central Campus Teacher Representative: Stephanie Lord
- South Campus Teacher Representative: To be determined, pending Ms. Gonzalez's response

The board also discussed the possibility of creating an Administrative Assistant role for Julie “Mimi” Harrington in recognition of her contributions; this was noted as a consideration for future action and was not put to a formal vote.

## VIII. Bank Account Transition

Connie Gray will go to the bank to remove Michael Smith as an authorized signer on the PTO account and will coordinate with incoming President Keith Gallew to add him as a signer. A third signer may be added later if the board wishes.

## IX. New Business

## Graduation Keepsakes

Julie Harrington proposed creating a personalized keepsake for each graduating student (both campuses) featuring a photo and a few descriptive words about the child, similar to a past project. This requires a student photo (Bryanna Lord has access) and a short list of descriptive words per child. To protect student privacy, the request for words will go through the schools/teachers rather than directly to parents. Stephanie Lord will help coordinate collecting this information from teachers by Friday, May 8.

## Yearbook Sales

Yearbooks will be sold at both graduation ceremonies. The 100 printed units will be split 50/50 between Central and South campuses.

## X. Upcoming Dates

- Teacher Appreciation Week: May 4–8, 2026
- South Campus (Preschool/Kindergarten) Graduation: May 13, 2026
- Central Campus Graduation: May 14, 2026
- Field Day: May 15, 2026
- Principal's Day: May 20, 2026

## XI. Next Meeting

Date to be determined. The board agreed to hold at least one meeting over the summer to plan the upcoming school year's calendar of events and coordinate with the school's calendar.

## XII. Adjournment

A motion to adjourn was made by Yvette Gallew and seconded by Connie Gray. The meeting was adjourned at 5:00 PM.

*Minutes respectfully submitted by Yvette Gallew, Secretary.*