

Trout Creek Academy

General PTO Meeting Minutes

Date/Time: 11/12/2024, 6:30PM | **Meeting Called to Order By:** Melissa Homan

In Attendance

EXECUTIVE BOARD MEMBERS: Ms. Samantha Sawruk (Assistant Principal – Elementary School), Melissa Homan (President), Chris Farlow (VP Middle School), Anna Montauredes (Secretary), Heather Loffredo (Treasurer), Becky Spielmaker (Fundraiser), Renee Vitulli (Volunteer Coordinator), Michael Rabon (Membership), Gui Versiani (Communications – social media), Krista Sabin (Communications – website), Rebecca Piatko (Hospitality)

EXECUTIVE BOARD MEMBERS ABSENT: Vanja Trivuncic (VP Elementary School), Beth Markham (Assistant Treasurer), Tassie Parasiris (Sponsorship), Anwar Ali Khan (Vendor Coordinator)

GENERAL PTO MEMBERS: Athina Adams, Maat Arthur, Jessica Bergrud, Sarah Brennan, Luisa Cioffi, Anthony Ortiz, Martyna Ortiz, Mary Hahn, Paulette Rupnarain, Michelle Frawley, Sean Frawley, Raven Gates, Sarah Kirchner, Neha Tiwari

Formalities/Old Business

Approval of September Meeting Minutes Postponed to December Meeting

October General PTO Meeting cancelled due to Hurricane Milton

General Business

PRINCIPAL'S REPORT (Melissa)

- Ms. Sawruk in attendance at today's meeting
- All sports teams to contact Gui or Mr. Barnes with game schedule for updates at school; recent baseball score 5-5, not 55-5
- Nurses said thank you for donations; wish list fulfilled, but items added daily
- Cafeteria seating rearranged due to behavioral issues/food stealing, have had improvements since; using green-yellow-red cup system to notify teachers of table's behavior during lunch
- Leonard's photography – parents advised to notify Leonard's directly or front office staff; as remediation, Leonard's donated campus flags, window decals, calendars, etc. to school

- Turtle Bucks positive reinforcement behavior program – will trade in for prizes at Light the Night
- Reminder for parents consent to using their children’s photos
- Reminder for parents, Wednesdays now until February 5th will be REGULAR release...early release resumes 2/12/25

PRESIDENT’S REPORT (Melissa)

- All PTO facility request forms completed with Julie for remaining 2024-2025 PTO meetings
- Stopping with extraneous fundraisers next year – just BTS dance, Boosterthon, Fall Fest, Spring GALA
- PTO Closet - all committee chairs at the end of your event need to come to closet, organize bins accordingly – Melissa, Becky, Anna organized after four events-worth of items put in there; First Coast Organizers coming to organize once shelves up
- Debrief on Fall Fest – no negative feedback; chairperson to take notes to pass along to next chairperson; cannot be on phone as volunteer, representing PTO
- Picnic benches outside – if a specific individual or vendor wants to sponsor one, can look into getting plaque on it; contact PTO
- Thanked Sarah and the Elementary Art Room volunteers - goes in once/twice per week to help
- Turtle Rock reservations – not booked much, will promote to parents, \$10/reservation, don’ need artistic skills, can use recommended artist on website
- Discuss upcoming events:
 - o Charleston Wrap – kicked off 10/25/24, ends 12/6/24; catalogues stuffed in teacher’s mailboxes
 - o Boosterthon/TerpTrot School-wide Fundraiser – Kick-Off November 12th; actual event November 20th (already have volunteers) - \$12K earned so far
 - Prize distribution begins 11/15/24 (have necessary volunteers)
 - Promote it on your social media
 - o Fashion Show – November 22nd - PENDING (may be moving to Jan/Feb)
 - o Sunshine Committee Luncheon – December 3rd at Cimarrone - PTO responsibility is to give \$1000 donation towards the luncheon
 - o IceMen Game – December 6th – PTO gets % of ticket sales, TCA family night out; teddy bear night, so all bears thrown onto ice donated to children
 - o **Book Fair, Light the Night, Holiday Gift Shop – December 9th-13th – 3:30-7:30PM NEED VOLUNTEERS (one Exec Committee member for one register, but general PTO member can run other register and float)**
 - Scholastic Book Fair – coordinating with librarian
 - Light the Night, December 11th, 6-8PM – Neha – theme (winter wonderland), activities (luminaries for K-5th, ornament decorating with contest for 6th-7th), layout (Gym – pictures with Santa – free for digital, charge for printable, Turtle Bucks; Cafeteria – music performances, vendors, hot cocoa/cookies; Multipurpose Room – Book Fair, Lil Shoppers; PE Courtyard – DJ, snow, movie showing on

inflatable screen), 5th graders performing 6:00-6:25P, Soundwave Academy performing 6:30P-7:30P

- Multiple trees donated for decor
- Lil' Shoppers – Heather – will not be present for entire week, but working with Beth for register responsibility
- Spring GALA – April 25th/26th – exact date/location TBD
 - Potentially Harley Davidson Store – need to bring in caterer, bar, tables/chairs, music, etc
 - Palm Valley Outdoor Bar and Grill – Anna meeting 11/14 to discuss details
 - Tassie looking into St. John's Golf & Country Club

TREASURER'S REPORT (Heather)

- At end of fiscal year, need to show \$0 balance; allowed to carry up to a full year's budget in savings (hoping to start with \$5000)
- Bank Reconciliation as of 10/15/24 – \$23,778.85
- Current Checking Acct Balance 11/11/24: \$28,058.64 with outstanding debts of \$183.06 due to members for reimbursement
- To date, PTO actual income \$53,118.11 with actual expenses \$25,070.80...of these actual expenses, \$5127.74 have gone directly to school (list below), \$11,853.96 for events, \$3064.73 for fundraising, and \$5024.37 in operational expenses
- Switched our electronic payment provider from Square to Wix/Stripe
 - Extra fees were being deducted from bank deposits using Square through Wix (website provider); ready to accept payments through Wix using Stripe; previous Square QR codes now inactive
- YTD TCA Support
 - Art Room \$1825.85
 - Field Trips \$60
 - Grandparents' Day \$1071.08
 - Media Center \$65.97
 - Music Room \$1350
 - Tea and Tissues \$87.85
 - Teacher Appreciation \$50
 - Welcome Back Staff Breakfast \$616.99
- Recap of Fall Festival
 - Budgeted Income \$3000
 - Actual Income \$11,640.70
 - Budgeted Expenses \$7500
 - Actual Expenses \$5839.96
 - Actual NET \$5800.74

FUNDRAISING REPORT (Becky)

- Spiritwear update – through PTO website can access online store (www.tcastore.com) now up and running for year round spiritwear purchases

- Budgeted income \$5100, Actual Income \$4437.16
- Budgeted Expenses \$1000, Actual Expenses \$1997.37
- Charleston Wrap – mailboxes stuffed, \$6426 gross sales, \$2307.30 profit
- Croc Charm Sales (Fall Fest) – TCA, terrapins, generic - \$58 sales

MEMBERSHIP REPORT (Michael)

- Accurate numbers – 209 paid, 10 unpaid, but registered, so will be removed from PTO roster as not answering emails or submitting payment
- Still need to push staff memberships
- Membership Drive unsuccessful as no homeroom actually reached 100% membership, so pizza being used for first class to receive 100% TerpTrot donations (Mr. Barnes sending Melissa daily report)

SPONSORSHIP REPORT (Luisa)

- Splendid Hair Salon

VOLUNTEER REPORT (Renee)

- Need volunteers for Book Fair, Lil Shoppers, and Light the Night
- 3:30-5:30P
- 5:30-8:30P

HOSPITALITY REPORT (Melissa)

- November Staff Appreciation – Stroll Magazine – donating wraps; Shearwater neighborhood magazine writing article spotlighting TCA PTO/PTO President/Principal, writing excerpt each month about what’s going on with PTO
- December Staff Appreciation – GP Cleaning – coffee/donuts

COMMUNICATIONS REPORT (Krista)

- Update on emails/inbox
- Update on monthly PTO newsletter
- Update on PTO website – layout corrections

UPCOMING TCA PTO EVENTS

- **December 10th General PTO Meeting** (8:30AM, TCA Cafeteria)

PTO PRESIDENT’S SURPRISE – PTO member of the month

September – Becky Spielmaker

October – Rene Vitulli

Formalities

Motion to Adjourn November 12th 2024 General PTO Meeting

Motion: Melissa Homan

Second: Heather Loffredo

Passed Unanimously

Meeting Adjourned 7:25PM

President

Date

Secretary

Date