

Trout Creek Academy

General PTO Meeting Minutes

Date/Time: 9/10/2024, 6:05PM|**Meeting Called to Order By:** Melissa Homan

In Attendance

EXECUTIVE BOARD MEMBERS: Ms. O'Connell (Principal), Ms. Samantha Sawruk (Assistant Principal – Elementary School), Melissa Homan (President), Vanja Trivuncic (VP Elementary School), Chris Farlow (VP Middle School), Anna Montauredes (Secretary), Heather Loffredo (Treasurer), Beth Markham (Assistant Treasurer), Becky Spielmaker (Fundraiser), Renee Vitulli (Volunteer Coordinator), Michael Rabon (Membership), Gui Versiani (Communications – social media), Krista Sabin (Communications – website), Anwar Ali Khan (Vendor Coordinator)

EXECUTIVE BOARD MEMBERS ABSENT: Tassie Parasiris (Sponsorship), Rebecca Piatko (Hospitality)

GENERAL PTO MEMBERS: Athina Adams, Maat Arthur Jessica Bergrud, Sarah Brennan, Luisa Cioffi, Elizabeth Cribbs, Renee Davey, Adam Davey, Sara Drake, Raven Gates, Mary Hahn, Christopher Hauck, Latasha Hayes, Melissa Homan, Sarah Kirchner, Nicole Lumpamoke, Katie Peterson, Paulette Rupnarain*, Henry Shih*, Karla Shuler, Amber Smulcheski, Cecily Stratton, Neha Tiwari, Carla Wiercigroch

Formalities/Old Business

Motion to Approve August 28th Executive Committee Meeting Minutes

Motion: Renee Vitulli

Second: Gui Versiani

Passed Unanimously

General Business

PRINCIPAL'S REPORT (Ms. O'Connell)

- Ms. O'Connell or Ms. Sawruk will be in attendance of our PTO Meetings each month to answer questions from parents

- Ms. O'Connell would like to start monthly "Principal Advisory Group" where she has coffee with few parents to review ideas
- Would like some hangers for Lost-and-Found clothing racks (Maat volunteered to donate them)
- Discussed FunRun – would like 5-8 volunteers Mon-Thurs for prize distribution ("Prize Patrol"), 4 volunteers for Friday's H2O station
- Requested all traffic complaints go to traffic comptroller from SJCSO
- End of the month calendar ENERGY BUS initiatives for staff and students' participation to boost morale
- Turtle Bucks positive reinforcement behavior program discussed (administration catching the students with exemplary behavior) with "cash-in" being on Light the Night in December for prizes
- Would like to increase parents' consent for students' photos to be used (not going on social media, only parents' weekly newsletters) – parents can call main office to change distinction
- Deputy Harpin quickly introduced himself saying he comes from 12yrs of law enforcement experience and 4yrs working directly with Ms. O'Connell...happy to be working with the children, back to the first middle school volleyball game TCA vs Lakeside Academy (TCA won)

PRESIDENT'S REPORT (Melissa)

- What PTO has done so far...
 - o Money to Music Resource for Elementary School instruments
 - o Lost-N-Found racks/cubbies in cafeteria – donated by Chris Farlow
- K-1st grade need change of clothing marked in Ziploc bag for teacher to have
- Nurse/Med Clinic putting out Wish List of items – specifically feminine products
- Debrief on Grandparents Day (Chris/Becky) – September 8th 9AM-11AM- TCA Cafeteria
 - o 280 participants, sausage, egg, fruit (ran out of eggs), photos/frames successful; volunteer coordinator made sure all roles fulfilled, well organized
- Discussed involvement of PTO with school sports teams and assisting them with promotion of games/fundraising – of the various sports teams, only Soccer (Adam Davey) was present, along with Cheerleading (Beth Markham); Baseball (Jason Zandman), Football (Adam Taft), Volleyball (Cristian Vaga) were not present
- Upcoming Events
 - o Teacher's Elementary School Open House – September 25th
 - o FunRun School-Wide Fundraiser– October 11th-18th – administration running, PTO assisting and will take over 2025-2026

- o Fall Festival (Melissa Homan) – October 25th, 4:30-7:30PM – TCA Courtyard/PE Courts; assistance from Executive Committee members; Brittany Kedziora not responding after multiple attempts on various outlets, therefore resigning her position as coordinator, Melissa then picked up position and delegating to Executive Committee to help in various ways
 - Will get 3 SJCSO deputies (including Deputy Harpin) for traffic, security
- o Fashion Show (Luisa Cioffi) – November 22nd – Splendid Salon
- o Book Fair (Padma Krisma), Light the Night (Neha Tiwari), Holiday Gift Shop (Heather Loffredo) – December 9th – 13th – TCA Cafeteria, Gym, Multipurpose Room

TREASURER'S REPORT (Heather)

- Bank Reconciliation as of 7/1/24 - 8/15/24 – Opening Balance \$0 and Closing Balance \$18,441.53 – Next Reconciliation will occur after 9/15/24
- Current Checking Acct Balance 9/10/24: \$18,441.53 □ down \$ 2,437.80 from \$20,879.33 (8/28/2024)
- Square Balance 8/28/24: \$0
- Current Outstanding Reimbursements: \$1221.84 Chris Farlow for Grandparents Breakfast and \$107.55 for Printing Papa John's fliers – Becky Spielmaker
- \$2980.26 Profit from Back To School Dance moved to "Capital Improvement" which is like fulfilling Ms. O'Connell's wish list items
- Reviewed Spending and Reimbursement Process:
 - o All spending for events can be done 1 of 3 ways:
 - Amazon Cart – Place in Cart, Treasurer reviews Cart Purchase to ensure it adheres to budget and if so, places order
 - Reimbursement – Chairperson pays on own, fills out Reimbursement form with Original Receipts, bring to next meeting, and as long as purchases stayed within Budget, will be approved with checks written on site and double signed off by President and Treasurer – receipts and forms must be received withing 72hrs of the event
 - Reach out to Treasurer to purchase something with the card online on Chairperson's behalf or send Treasurer an invoice to pay
 - o Will look into setting up accts for Walmart, Party City
 - o REMINDER: If someone is making PTO purchase, should present PTO tax exemption certificate to save money on taxes; process may include

having to go to Customer Service desks at various vendors to speak to a manager; if there is ever an issue, Treasurer can be contacted for help

- Grandparents Day:
 - o Budget Income: 0
 - o Actual Income: 0
 - o Budget Expenses: \$1000
 - o Actual Expenses: \$1071.89
 - o Budget Variance: (\$1000)
 - o Actual Variance: (\$1071.89)
 - o Net Negative \$71.89

FUNDRAISING REPORT (Becky)

- Spiritwear update –\$1504.80 PLUS \$333 online sales gives net balance \$1837.80 from t-shirts, keychains, spiritwear from Back to School Dance, Grandparents' Day sales
- www.tcastore.com now up and running for year round spiritwear store
- Papa Johns sales flyers going into folders – 10% profits on purchases from surrounding stores will go to TCA...now local store will deliver to Shearwater
- Charleston Wrap – will launch November 1st-15th with sales able to go until 12/6/24 for home delivery before the holidays

MEMBERSHIP REPORT (Michael)

- Accurate numbers – 152 signed up, 14 unpaid members
- Only 10 staff members have joined PTO – will ask administration to push for their signup
- Membership Drive approved – homeroom coordinator to reach out to each class with incentive that the first homeroom over 2-week period to get 100% PTO membership will get pizza party on October 4th
- **Will direct all members to sign-in with Membership for subsequent meetings with signage on door to avoid missing members who walk in late**

SPONSORSHIP REPORT (Melissa/Luisa)

- Tassie has thank-you cards for each of the sponsors below:
 - o Kustom Pro Build – Gold Level
 - o Ossi Orthodontics – Gold Level
 - o Danielle Wright – Silver Level – banner up on fence already
 - o GP Cleaning – Bronze Level
 - o Paramount FL Group – Bronze Level – banner up on fence already

- Current new sponsors include:
 - o Dr. Craig Hadgis Orthodontics
 - o Dance Connection
 - o Icemen Igloo
- Tassie and Luisa with direct sponsorship email, collecting checks/turning them into Treasurer, connecting with Gui to post on Social Media and ensure proper signage for certain tiered-sponsors, connecting with Krista for logos to be posted on PTO website

VOLUNTEER REPORT (Renee)

- Update on adult/teen volunteer requirements
 - o Adult volunteers must be paid member in good standing, and in Keep-N-Track (lasts for 3yrs, transfers between schools, can call main office to confirm approval)
 - o Teen volunteers must be 14yrs and older (which is high school) or can be younger in 6th-8th grade if they are in National Junior Honors Society where they are required to get 10hrs community service in school and outside of school AND need to be stationed with an adult
- Will be sending out SignUpGenius for Picture Day with Leonard's (9/10/24)

HOSPITALITY REPORT (Melissa)

- Staff Appreciation beginning for this month – will usually sync with ENERGY BUS day towards end of month, but with Teacher Inservice Day Ms. O'Connell moved to 9/16/24 – Frankie's Franks will be providing hot dog lunch AND Icees to staff

COMMUNICATIONS REPORT (Krista)

- Website – still a work in progress...needs to update Calendar once we revise it from this meeting
 - o "Terrapin Rock" reservation site created – will be connecting with Sara Drake

UPCOMING TCA PTO EVENTS

- **October 8th General PTO Meeting** (9:00A, TCA Cafeteria)

Formalities

Motion to Adjourn September 10th 2024 General PTO Meeting

Motion: Becky Spielmaker

Second: Vanja Trivuncic

Passed Unanimously

Meeting Adjourned 6:50PM

President

Date

Secretary

Date