

Trout Creek Academy

PTO Board Meeting Minutes

Date/Time: 5/23/2024, 5:30PM | **Meeting Called to Order By:** Tatitha Henderson Coles

In Attendance

Tatitha Henderson Coles (Co-President), Katie Barnes (Co-President), Chris Farlow (VP Middle School), Vanja Trivuncic (VP Elementary School), Anna Montauredes (Secretary), Heather Loffredo (Treasurer), Rebecca Piatko (Hospitality), Mike Rabon (Membership), Becky Spielmaker (Fundraiser)

ABSENT: Volunteer Coordinator (Renee Vitulli), Communications (Krista Sabin, Anastacia Parasiris), Community Partners/Sponsorship (Saundra Schwinghammer)

General Business

Meeting Dates/Times

PTO Board Meetings – 5:00-5:30PM, Microsoft TEAMS, last Monday of each month

PTO General Meetings – 6:00PM-7:00PM, Cafeteria, first Tuesday of each month

** Next Meeting June 24th 5PM via TEAMS **

School Population

1200 students (K-7th)

120 staff

Membership

\$20/family

\$10/instructional staff

\$5 noninstructional staff

Considering bundling membership with t-shirt sale (\$20 membership/family + t-shirt for \$30 as opposed to \$35)

Schedule of Events as requested by Ms. O'Connell – want as much PTO presence as possible, especially at the beginning of the year

August – Staff Welcome Breakfast (6th, time TBD, considering PTO potluck of items vs. business partner donation), Meet the Teacher (9th, 8AM-11AM, PTO to possibly get earlier tour of school to help direct parents, have pre-sales of t-shirts for spirit wear), Tea and Tissues (16th, time TBD with staggered arrival; tea/cookies for parents); Back to School Dance (23rd, time TBD but leaning towards separate event as opposed to immediately following school – go through dismissal procedures then have parents bring children back under their supervision; K-7th, but 6th/7th graders will be in gym, while lower grades in cafeteria; theme – neon party; cheaper to play music off speakers/playlist, consider neighborhood DJ)

September – Grandparent's Day Breakfast (8th – pancakes, successful at CCE)

October – Fall Festival (25th – grade level booths)

November – NO EVENTS SCHEDULED

December – Light the Night/Holiday Celebration (11th)

January – NO EVENTS SCHEDULED

February – Someone Special Dance (22nd)

March – NO EVENTS SCHEDULED

April – NO EVENTS SCHEDULED

May – Teacher Appreciation Week (4th-10th); Fields Days/End of the Year Parties (TBD); 5th Grade Graduation/Celebration

Immediate Needs

Spirit Wear

Communication – finishing touches for Facebook page – Gui Versiani helping as had already started FB page separately from TCA PTO; email: troutcreekacademypto@gmail.com; need to get email blast ready for the community

Committees for Events

Fundraisers – birthday rock, electronic marquee messages, merchandise (pre-sales of t-shirts), raffle off pair of Crocs; consider spirit wear sales at Shearwater Vendor's Market, 4th of July on pool deck

Business Partners – 501c tax deductible

Finances – accounts to be set up for membership and pre-sales of spirit wear

Items to Be Completed:

Vanja – looking into t-shirt pricing for spirit wear (\$7.50-\$8.50/shirt, consider selling for \$15-\$17); looking into donation of donuts for Staff Welcome Breakfast (Parlour Donuts, Fruit Cove)

Heather – looking into merchandise pricing for spirit items (water bottles, lanyards, key chains, car magnets, Croc charms); looking into DJ from Shearwater swim team/neighborhood for the Back to School dance);

Becky – working with Chris Farlow to contact different restaurants who will allow TCA to have a portion of the night's proceeds go to PTO (Hurricane's, Rita's Italian Ice – RiverTown OR SilverLeaf, Jeremiah's)

Rebecca – husband (graphic designer) will be trying to design logo for TCA

Formalities

Motion to Adjourn May 2024 PTO Board Meeting:

Motion: Beck Spielmaker

Second: Heather Loffredo

Passed Unanimously

Meeting Adjourned 6:50PM

President Date

Secretary Date