

Trout Creek Academy

General PTO Meeting Minutes

Date/Time: 12/10/2024, 8:40AM | **Meeting Called to Order By:** Melissa Homan

In Attendance

EXECUTIVE BOARD MEMBERS: Melissa Homan (President), Chris Farlow (VP Middle School), Anna Montauderes (Secretary), Heather Loffredo (Treasurer), Beth Markham (Assistant Treasurer), Renee Vitulli (Volunteer Coordinator), Gui Versiani (Communications – social media)

EXECUTIVE BOARD MEMBERS ABSENT: Vanja Trivuncic (VP Elementary School), Tassie Parasiris (Sponsorship), Anwar Ali Khan (Vendor Coordinator), Michael Rabon (Membership), Becky Spielmaker (Fundraiser), Rebecca Piatko (Hospitality) – all excused by president

GENERAL PTO MEMBERS: Athina Adams, Jessica Pulsch, Sarah Kirchner, Mary Hahn, Cecily Stratton

Formalities/Old Business

Motion to Approve September and November Meeting Minutes

Motion: Renee Vitulli

Second: Beth Markham

Passed Unanimously

General Business

PRINCIPAL'S REPORT (Melissa)

- Recap of Coffee with Katie (12/5/24) – Q&A relaxed forum, has done much research to prepare for life in K-8 school, has children's best interests at heart and ensures admin has facetime with students as much as possible
- Always available for in-person meeting and encourages parents to arrange a visit to their children's classrooms if concerns arise
- Will be creating a Parent Advisory Committee – more information to come
- Turtle Bucks positive reinforcement behavior program – going so well, will be extending through end of the year...only redemption for now at Light the Night, in GYM...Holiday Shop and Book Fair are for real money, separate events...PTO donated all toys used for this year's incentive program even though not part of annual budget planning, so may need parents to contribute toys if to keep this running year-round

- Reminder for parents, Wednesdays now until February 5th will be REGULAR release...early release resumes 2/12/25

PRESIDENT'S REPORT (Melissa)

- Reminder to always communicate with president if concerns about your role – website director resigned and her role was absorbed by Executive Committee
- Thank You to Chris for adjusting/updating PTO website layout
- Spiritwear QR code printed to promote winter-wear for Light the Night
- Recap of Boosterthon – very successful, reached goal of \$60K+, but company takes ~35% profits; some hiccups with prize distribution; meeting scheduled with Mr. Barnes to discuss 2025 Boosterthon – may use alternate company; inclement weather pushed event to the gym, but children still active and had fun; incentives for the earnings were well received; 12/13/24, Bronx House Pizza supplying top two classes with 100% donations collected for Ms. Elliott's 6th grade homeroom and Ms. Greenly's 5th grade homeroom
- PTO Closet – all shelving put up thanks to Renee, organized by Melissa, Rebecca, Becky, Anna...after each function, committee chairperson will need to organize décor and properly store in bins
- Media Center/Librarian would like volunteers to help her each week like we have for the Art Room
- Dentist coming to school (Big Smiles) with XR machine, more coming home in Tuesday folders (www.myschooldentist.com)
- Discuss upcoming events:
 - o **Book Fair** – chairperson – Anna – delivered and set up 12/6/24, picked up by 12/17/24; s/w admin about heavier involvement from school next year; will alter hours for next year to have 2-3 late nights and Mon/Fri earlier hours (3:30-7:30p, Mon, Tue, Thur, Fri; 6-8p Wed)
 - o **Holiday Gift Shop** – chairperson – Heather – set up 12/6/24, will be cleaned up 12/16/24 (3:30-7:30p, Mon, Tue, Thur, Fri; 6-8p Wed)
 - o **Light the Night** – chairperson – Neha
 - Scholastic Book Fair/Holiday Gift Shop 6-8pm
 - Winter Wonderland theme, ornament decorating, luminaries, musical performance (5th grade and Soundwave Academy)
 - Decorations set up end of last week and this week to distribute the weight...only remaining location is GYM for night of event
 - o **Spring Fundraiser** – chairperson – Becky - April 25th – Palm Valley Outdoor Bar and Grill, Margaritaville/Jimmy Buffet theme, parents' night out (food/drink, silent auction)

TREASURER'S REPORT (Heather)

- Current Bank Balance as of 12/09/24: \$25,449.66 with Current Outstanding Debts of \$ 291.44 due to Members for Reimbursement And \$850 Payments to Vendors for Light the Night
- Last Bank Reconciliation as of 11/15/24 Balance was \$27,224.96
- Will Report on Book Fair, Holiday Shop and Light the Night results at the next meeting.
- YTD TCA Support: \$7309.88 Provided to School to Date

FUNDRAISING REPORT (Becky)

- Charleston Wrap – \$3269.30 in profit, sales closed 12/6/24; TCA PTO received \$3217.30 check already)
- Icemen Hockey Game (12/6/24) – 26 tickets sold, \$130 check in profit being sent to PTO; also donating gift basket with tickets for Icemen game
- Spring Fundraiser – connected with Paul Rohan, meeting 12/12/24 to discuss details, sign contract, pickup \$100 gift card for contribution towards silent auction

MEMBERSHIP REPORT (Michael)

- No new members, but organized and updated Google contacts to reflect accurate membership roster for sending out future emails

SPONSORSHIP REPORT (Luisa)

- No new sponsors, but all logos/sponsors getting their social media shout outs monthly AND just sent quarterly PTO newsletter via email to all PTO members

VOLUNTEER REPORT (Renee)

- Filled almost all volunteer spots for Book Fair, Lil Shoppers, and Light the Night
- Becky reached out to NJHS students at SPMS for Light the Night

HOSPITALITY REPORT (Melissa)

- December Staff Appreciation – GP Cleaning – coffee/donuts
- Last Week of School with something fun for teachers each day
 - o Popcorn
 - o Hot chocolate/cookies
 - o Breakfast in lounge
 - o Fill lounge with snacks
 - o Pizza Party
 - o Raffles, cozy socks

COMMUNICATIONS REPORT (Melissa)

- Emails/inbox – Melissa
- Outgoing general emails/monthly PTO newsletter – Anna
- PTO website – Chris
- Considering Zeffy for future website usage as NO fees for 501c3 non-profits

UPCOMING TCA PTO EVENTS

- January 10th – TEEN NIGHT – Beth (chairperson)
 - o \$3000 expenses AND income per budget
 - o Coordinating with Mr. Barnes, wants no charge to students for ticket sales; will consider charging for students to pre-order food (pizza, drink, candy)
 - o Need to iron out theme, potentially right after school (3PM-5:30PM), considering hosting Someone Special Dance same night since all efforts being put into this night
- **January 14th General PTO Meeting** (6:30PM, TCA Cafeteria)

- CALENDAR CHANGE for ALL REMAINING GENERAL PTO EVENING MEETINGS to 6:30PM AT TCA's REQUEST FOR CHILD SAFETY DURING EXTENDED DAY
- Discussed changing 2024-2025 School Year PTO meetings from 2nd Tuesday of each month, so doesn't interfere with our zoned middle/high school (Beachside also with PTO meeting 2nd Tuesday of the month)
- February 22nd – SOMEONE SPECIAL DANCE
 - Possibly 5:30PM-6:30PM K-3rd
 - 7:00PM-8:00PM 4th-5th

PTO PRESIDENT'S SURPRISE

PTO Executive Committee Member of the Month – Rebecca Piatko

Formalities

Motion to Adjourn December 10th 2024 General PTO Meeting

Motion: Heather Loffredo

Second: Gui Versiani

Passed Unanimously

Meeting Adjourned 9:15AM

President	Date
Secretary	Date