

Trout Creek Academy

General PTO Meeting Minutes

Date/Time: 1/14/2025, 6:40PM | **Meeting Called to Order By:** Melissa Homan

In Attendance

EXECUTIVE BOARD MEMBERS: Melissa Homan (President), Vanja Trivuncic (VP Elementary School), Chris Farlow (VP Middle School), Anna Montauderes (Secretary), Heather Loffredo (Treasurer), Renee Vitulli (Volunteer Coordinator), Anwar Ali Khan (Vendor Coordinator), Michael Rabon (Membership)

EXECUTIVE BOARD MEMBERS ABSENT: Beth Markham (Assistant Treasurer), Tassie Parasiris (Sponsorship), Becky Spielmaker (Fundraiser), Rebecca Piatko (Hospitality), Gui Versiani (Communications – social media) – all excused by president

GENERAL PTO MEMBERS: Paulette Rupnarain, Maat Arthur, Laurie Adcock, Marena Martinez

UNPAID MEMBER: Antonio Vargas (agreed to sign up online after meeting as discounted memberships on meeting agenda)

Formalities/Old Business

Motion to Approve December Meeting Minutes

Motion: Renee Vitulli

Second: Chris Farlow

Passed Unanimously

General Business

PRINCIPAL'S REPORT (Melissa)

- Ms. Sawruk presented two power points on:
 - o TCA School Safety Using the Florida Harm Prevention Threat Model
 - Team consisting of School Admin (Ms. Barnes...cannot be principal), Counseling Expert (Dean Paredes), Instructional Experts (Teachers), Law Enforcement Officer (Deputy Harpin) who meet on a monthly basis and investigate all “threats” on a case-by-case basis to stratify the level of concern (low to high) and act accordingly per SJCS Code of Student Conduct

- Team Members receive 8hrs of training with team leaders receiving additional 4hrs of training to ensure all members active with fidelity and same rating standards
 - Discussed FortifyFL app and records of all students transferring into FL being reported to new school so admin/team aware of prior incidents/offenses
- Important Conversations for Parents to Have with their Children
 - Discussing threatening behavior, online intelligence, media/movie/gaming age ratings, social media awareness
 - School understands it is the parents' choice of what they allow their children to read/watch, but they're asking for discussions to be had on what is appropriate/inappropriate for their age groups
 - Cell phone policy discussed – MS students are allowed on their phones at lunch
 - The concern already stands with many parents for the forward-facing lunch table rows, the encouragement by staff for children to be more quiet at lunch and keep the cafeteria a more calm environment...but with the phone usage, too, there are rising concerns about not encouraging social interaction and practicing good communication skills for our children during some of their only free time in the school day
 - Ms. Sawruk will be bringing these concerns back to Ms. O'Connell...discussed possibly a PTO survey to get more parent feedback
 - TCA Cell Phone policy ([TCA-Student-and-Parent-Handbook 24-25 Updated.pdf](#))
- Reminder for parents, Wednesdays now until February 5th will be REGULAR release (2:20pm)...early release resumes 2/12/25

PRESIDENT'S REPORT (Melissa)

- **** PTO not only used to throw events to raise money for TCA, but to voice concerns of the community families about our children...coming to meetings allows your voice to be heard and acted upon ****
- Was present during three emergent situations at TCA and wanted to give kudos to school for their handling of fire drill, lockdown drill, and “runner”
 - Prior to meeting, parents raised concerns about morning drop-off being delayed; Ms. O'Connell solved problem with slightly earlier start to drop-off to accommodate flux of car-riders with cold weather
 - Problem voiced...Problem heard...Problem solved
- Turtle Bucks Incentives still going on...discussed purchasing tickets or printing on special paper to ensure not counterfeit
- PTO considering morning prize table or mobile cart for prize redemption...ideas include
 - Morning announcements
 - Morning song
 - No HW pass

- Credit card sized assembly kits
 - Ice cream in Terrapins Café
- PTO Closet – ensure all items from events put away...especially starting new year; no kids unattended in closet even during events
- Library Volunteer Committee (chaired by Raven Gates) SignUpGenius sent out to PTO with today's agenda helping Ms. Turner twice/week
- Art Volunteer Committee (chaired by Sarah Kirchner) helping Ms. McKay (Elementary Art) and Ms. Florencio (MS Art)
- Recap on **Light the Night** (Neha)
 - Overall success, but bottlenecking from Cafeteria to Hallway for Turtle Bucks and Book Fair/Holiday Shop
- Recap on **Holiday Shop** (Heather) – generated \$825 income, but after expenses, only raised \$430.30 for PTO (not profitable for effort put in, so either cancel for next year or buy all product ourselves)...discussing possibility of one daytime shopping experience for whole school next year with Ms. O'Connell
- Recap on **Book Fair** (Anna) – generated ~ \$9000 income, but after expenses, \$4300 going directly to the library in "Scholastic Dollars;" next year shortening hours (M/W/F 3-5PM, T/Th 3-7PM), working on better MS selection instead of just horror; consider removing Book Fair from line item at the PTO Budget as all profit goes directly to school
- Discuss upcoming events:
 - **Someone Special Dance** – chairpersons - Marena and Laurie – February 21st from 6-8PM– sneaker-ball theme, wear favorite outfit or fancy clothes and sneakers; reminder that everyone is welcome to choose which special person they want to send with their child for the evening (mother, father, family friend, etc.)
 - Melissa checking with Ms. O'Connell about decorating the school the week prior to event with Valentine's theme; already confirmed can start setting up 2/21/25, 3PM
 - Reason event is one night with one time slot is because we have limited volunteers
 - Update on laser tag (20kids per 10-min session, really means at best 200 kids play), glitter tattoos, DJ/dancing, cookie decorating (discussed nut-free/vegan options – Sweet Loren's), +/- cotton candy IF ; layout for laser tag/food/etc; pizza already plated and ready for pickup to avoid delays
 - **Spring Fundraiser** – chairperson – Becky - April 25th – Palm Valley Outdoor Bar and Grill, Margaritaville/Jimmy Buffet theme, parents' night out (food/drink included in ticket price; silent auction tickets separate once on site)
 - Renee has gotten donations for gift baskets for silent auction
- SJCCA (St. John's County Center for the Arts) at RJ Murray Middle School – applications for rising 6th graders open (DEADLINE Jan. 24th) - <https://cte.stjohns.k12.fl.us/join/>
- Art Club with Ms. Florencio for 6th/7th graders by application only; deadline Jan. 17th, starts Feb. 26th, room 700, 3-4:30PM on Wednesdays

- Music/Choir Club with Ms. Waters for 4th-7th grade with interest in music; deadline Jan. 18th, starts Jan. 22nd, room 801, 3-4PM on Wednesdays...25 spots available
- Literacy Week (Jan. 27th – 31st)
 - o Monday – Dress like a Construction Worker b/c constructing successful foundation
 - o Tuesday – Wear a Word...dress up as a new word to teach your schoolmates and tape the word to yourself
 - o Wednesday – Poem in your Pocket – keep copy of favorite poem in pocket
 - o Thursday – Growth Mindset Day
 - o Friday – Pajama Day – cozy up to read in PJs

TREASURER'S REPORT (Heather)

- Current Bank Balance as of 1/13/25: \$27,020.44 and \$20,005.49 in savings with Current Outstanding Debts of \$49.98 due to Chris Farlow (Teacher Appreciation), \$540.25 due to Tassie Parasiris (Sponsorship Gift Baskets) and \$1476.11 due to Laurie Adcock (Someone Special Dance)
- Last Bank Reconciliation as of 11/15/24 Balance was \$24,315.14
- As of today, actual income: \$79128.96 vs budget of \$117,450
- Actual expenses: \$34,673.85 vs budgeted \$102,804.65
- Procedures to remember:
 - o Amazon – when planning an event, please put all items you want to purchase preferably at one time into the cart; let treasurer know cart is full, then it can be reviewed to ensure within budget prior to purchase with items being shipped directly to event planner's home...looking for financial accountability/responsibility
 - o All major vendor purchases should be paid via an invoice that has click to pay option or by check at the event; please do not use your own personal VENMO to pay people; a real invoice from the company is needed for non-profit corporation recordkeeping
 - o Please make sure you are using Tax Exempt Form to save on taxes
 - o Added Event Expense Spreadsheet to Event Checklist for Marena/Laurie (Someone Special Dance) and discussed general reimbursement happening after event

FUNDRAISING REPORT (Becky)

- Spiritwear Purchases from Book Fair/Holiday Shop Week - \$215.96 in sales, \$60 profit; meeting with Ace of Spades 1/16/25 to discuss next year's spirit wear (30% kick-back to PTO)
- Firehouse Subs Community Night with kick-back of profits to TCA PTO (10-20%) at Durbin location...Save the Date for February 5th

MEMBERSHIP REPORT (Michael)

- Currently 209 paid members
- Discussed incentives for half off membership since half the year is over...families will now pay \$12.50, and staff will pay \$5.00
- Feedback - social media posts are better communication updates than email, so will post about membership sale

SPONSORSHIP REPORT (Luisa)

- \$10K brought in since start of year...\$7K projected income, so doing well
- Lennar promising \$2K
- JT Sports potential
- Stroll Magazine doing TCA PTO Spotlight and highlighting past events (not future events b/c we don't want random non-TCA/PTO guests showing up)

VOLUNTEER REPORT (Renee)

- Volunteers needed for Someone Special Dance; asking local HS students looking for yearbook photo experience to help photograph the night
- PLEASE show up when you sign up for a responsibility...really leaves us hanging, so we're noting names for reliability
- Remember, each time you volunteer, your name will be entered into a drawing for gift basket at the Spring Fundraiser

HOSPITALITY REPORT (Melissa)

- December Staff Appreciation – week-long incentives for staff
 - o GP Cleaning – coffee/donuts
 - o Bronx House Pizza
 - o Crumbl Cookie
 - o Firehouse Subs
 - o Cinemark – popcorn

PTO PRESIDENT'S SURPRISE

** PTO Executive Committee Member of the Month – Anwar Ali Khan **

New Business

Sports Teams Approached TCA Administration about paying for sports equipment and uniforms for Basketball and Volleyball...TCA fronted the money and is now seeking reimbursement from PTO...uniforms will be returned at the end of each season so this is a start-up, one-time payment

- Basketball \$3560
- Volleyball \$2840
- TOTAL \$6400
- While we have less than our projected annual income at this point in the year, we have had far less expenses than projected, so we do have the money to pay for this (NET \$30K in positive)
 - o Motion to write check for the two requested amounts to TCA as reimbursement for the sports teams expenses
 - o Motion: Vanja Trivuncic
 - o Second: Anna Montauderes
 - o Passed Unanimously
 - o Checks given to Ms. Sawruk on the spot

Formalities

Motion to Adjourn January 14th 2025 General PTO Meeting

Motion: Michael Rabon

Second: Rene Vitulli

Passed Unanimously

Meeting Adjourned 8:15PM

President

Date

Secretary

Date