

PTO Board Meeting Notes

January 16, 2025

Members Present: Brandy, Tyra, Amy, Jackie, Jacqueline, Lauren, Tiffany, Jenny, Bianka, Christa, and Kelly

Topics:

1. Treasurer Report- Bank Account Balance

Date Prepared: 1-15-25		
PTO Accounts	Amounts	Balance
Truist Bank Account		\$ 26,846.84
Venmo Account		\$ -
Club/Group Accounts		
CCA General Acct	\$ 3,750.00	
CCA Sports	\$ 4,512.09	
DECA	\$ 1,072.65	
Drama Club	\$ 3,078.86	
Youth and Government	\$ -	
Student Government Association	\$ 760.11	
Prom Committee	\$ 430.00	
Middle School	\$ 918.60	
High School	\$ 429.73	
Girls Basketball	\$ 292.76	
Fellowship of Christian Athletes	\$ 60.00	
CCA Supplies (Nurse)	\$ 394.31	
Science Department	\$ 17.19	
Club/Group Totals	<u>\$ 15,716.30</u>	
PTO Funds Balance		\$ 11,130.54

2. Spirit Nights:

Date	Location	Club/Organization	Amount
8/20/2024	Jersey Mike's	CCA PTO	\$ 937.83
9/10/2024	Dairy Queen	Science Department	\$ 342.70
10/8/2024	Corbett's	Fall Ball	\$ 337.14
11/19/2024	Catherine Ann's	Youth and Government	\$ 215.00
12/11/2024	Zaxbys	Prom Committee	\$ 308.25
1/14/2025	Dairy Queen	Cheer	\$ 189.33
February	Little Caesars	PTO	

- Spirit Night Guidelines will be updated to ensure clubs/organizations understand the Spirit Night Coordinator responsibilities and the club/organization responsibilities.

3. Fundraising Events:

Event	Date	Amount
Open House Apparel Sale (PTO)	8-6-2024	\$625.00
Scentsy Fundraiser (PTO)	8-30-2024	\$223.00
Spirit Wear Sale	Sep/Oct	\$887.34
Boo Grams (extra Smencils on sale \$1 each)	Oct	\$40.87
Fall Dance	11-15-2024	\$161.71
Winter Craft Fair	12-7-2024	\$1,108.68
Tumbler Sale (\$5 per Tumbler)	Nov/Dec	\$70.00
Smencil Sales	Dec	\$73.00
Pfizer Benevity Grant	Jan	\$1,574.25
Box Tops	Jan	87.30

4. PTO Expenses:

Event	Date	Amount
Classroom Flags and Brackets	Aug	\$161.69
College Application Week	10-29-2024	\$125.18
Senior Room Furniture	10-29-2024	\$762.60
Teacher Appreciation Christmas (Gift Cards)	12-9-2024	\$514.90

5. Discussion:

- a. Amy has stepped down from the PTO. At this time Brandy and I will manage her duties: Treasurer, Sign-up Genius/Volunteer Coordinator, Yard Sign Posts. If you know anyone who might be interested in filling these positions, please let Brandy or Tyra know.
- b. PTO Issues/Concerns- please communicate directly with Brandy or Tyra to discuss any PTO matters. We will share the information with the PTO and CCA administration as needed. We want to ensure the PTO is a united front on all messaging and information provided to the school, parents, and staff.

- c. PTO members maintain responsibility and oversight for individual positions and responsibilities, if you need help reach out as needed. We are all here to help.
- d. Prom Committee will take Valentine's Day Candy Gram Sales
- e. CCA clubs/organizations can take the lead for all future Gram Sales
- f. We will not hold a Winter School PTO Meeting- we will post a PTO Summary on Facebook and the webpage instead
- g. Events that went well and will be planned for 2025/2026 school year
 - i. Trunk or Treat and Halloween Movie Night- need additional oversight for wandering students and speakers to allow for everyone to hear the movie
 - ii. Craft Fair
 - iii. Fall Dance (Middle and High School)
 - iv. Spirit Nights
- h. PTO can send information to CCA Wingspan (weekly school events program) to promote PTO events (Amy Reichel in her position as a CCA employee is the point of contact at this time). Her e-mail is: areichel@ccasanford.org

6. CCA Administration Discussion Points:

- a. 8th grade Formal held in March or April (Jenny Albright is lead)
- b. Is a Field Day planned and will PTO be asked to support?
- c. What can PTO plan for Senior appreciation events- breakfast, lunch, yard signs...
- d. Student Parking Lot- Senior Spots for next year
- e. What is the senior class size?
- f. PTO purchase of Awning for drop off/pick up sidewalk area
- g. CCCC purchased portable walkthrough security scanners- is CCA thinking of purchasing/implementing any security procedures for students/events (walk through scanner, wands...)

7. Closing Comments:

- a. Next PTO Meeting: February 20 at 6:30pm (Google Meet)
Video call link: <https://meet.google.com/cjz-hqxr-fph>