

NOTES

PTO Board Meeting

September 18, 2025

6:30 – 7:30

Meeting called by Tyra Harding (PTO Vice President)

Meeting Attendance (Check if Present)

Anna	Dana	Lauren		
Ashley	Jackie Forte	Lori		
Brandy	Jacqueline Firth	Melanie C.	Tyra	
Christa	Kelly	Tiffany		

Topics:

1. PTO Board Position Commitment for 2025-2026 School Year

First Name	Last Name	Volunteer Position
Brandy	Grindle	President
Tyra	Harding	Vice President
Ashley	Cox	Secretary
Melanie	Coleman	Events Co-Chair
Kelly	Trasobares	Events Co-Chair
	VACANT	Fundraising/Marketing Co-Chair
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Tiffany	Rorer	School Dance Committee
Lauren	Williams	School Dance Committee
Christa	Mashburn	Graphics Designer
Jacqueline	Firth	Webpage Designer
Jackie	Forte	Social Media Coordinator
Jackie	Forte	Spirit Night Coordinator
Jacqueline	Firth	PTO Volunteer Lead
Dana	Miller	Teacher Appreciation Chair
Anna	Lucas	Teacher Appreciation Co-Chair
Lori	Maynor	Faculty Representative
Ashley	Cox	SGA Representative

2. Review / Discussion for events and fundraising plans

a. Spirit Nights- Monthly (Jackie Forte)

- i. Sep 8- Dairy Queen, 4-8 pm, 10%- Girl's Volleyball, \$332.34, tips \$47.58, total: \$379.92 (amount not deposited in Truist account yet)
- ii. Oct 14- Corbett's, 4-8 pm, 15%- DECA
- iii. Nov 12- Catherine Anne's, all day, 20%

- iv. Dec- TBD
- v. Jan- Jersey Mike's (PTO Event)
- vi. Feb- Arby's (TBD)
- b. Spirit Wear Design Contest- September (**Brandy, Christa, Tyra**)
 - i. 2 Design Winners, 9-22 Submission Deadline
 - ii. Aug 29-Oct 6: Announcement, Contest, Design Selection, CCA Voting, Winner Announcements
- c. Spirit Wear Store (**Tyra, Brandy**)
 - i. Select 3 of the current designs, and find a company that will manage an online store for CCA
 - ii. Goal is to offer spirit wear at an affordable price
- d. CCA Friends and Family Fall Event- (**Melanie / Tyra**)
 - i. Friday, October 24, 6:00-8:30
 - ii. Trunk-or-Treat: Open to CCA Family and Friends
 - iii. Boo Bash: Students Only
 - iv. Offer CCA Clubs and Organizations the opportunity to raise money (food, face paint, photo booth, ...)
 - v. Invite CCA Staff and Parents to sign up for a "trunk" spot, candy donation and to help
- e. Dance (Middle and High School)- Mardi Gras Theme (**Lauren and Tiffany**)
 - i. February 21, 2026
 - ii. Request sent to CCA Admin for date approval
- f. Craft Fair- December 6 (**Melanie**)
- g. Dance (8th Grade)-Spring (**Lauren and Tiffany**)
 - i. April 25, 2026
 - ii. Request sent to CCA Admin for date approval
- h. Holiday Grams / Gift Basket Raffle (**Brandy, Tyra**)
 - i. Lori will review guidance on whether candy can be included with Gram- must be delivered after lunch
 - ii. Halloween- SGA, Christmas, Valentine's Day- Prom, Easter
 - iii. Open to CCA Clubs and Organizations- select club/organizations for each holiday
- i. Creation of Fundraising / Marketing Position (**TBD**)
 - i. Will concentrate on raising money for school expansion plans
 - ii. Will work with CCA Administration and School Board

- iii. Creation of CCA School Foundation
- iv. Business Sponsorships- Banners on fence around school
- v. School Raffle- (idea from Tramway)

3. PTO Member Updates

4. Treasurer Report- Bank Account Balance (Tyra)

Date Prepared: 9-27-25		
PTO Accounts	Amounts	Balance
Truist Bank Account		\$ 46,529.39
Venmo Account		\$ -
Club/Group Accounts		
CCA General Acct	\$ 11,350.00	
CCA Sports	\$ 4,637.59	
DECA	\$ 359.05	
Drama Club	\$ 10,892.69	
Cheer	\$ 189.33	
Youth and Government	\$ -	
Student Government Association	\$ 47.49	
Prom Committee	\$ 2,032.00	
Middle School	\$ 968.60	
High School	\$ 429.73	
Girls Soccer	\$ 156.27	
Girls Volleyball	\$ 379.92	
Girls Basketball	\$ 52.76	
Girls JV Softball	\$ 134.79	
Fellowship of Christian Athletes	\$ 60.00	
CCA Supplies (Nurse)	\$ 534.31	
Science Department	\$ 157.93	
Gym Fund	\$ 2,574.25	
Rucksack Challenge	\$ 50.00	
Club/Group Totals	\$ 35,006.71	
PTO Funds Balance		\$ 11,522.68

5. Voting:

- a. Approved: Addition of Teacher Appreciation line item to budget, requesting \$1,200 (Back to School, Holidays, Christmas, Teacher Appreciation Week)
- b. Disapproved: Theatre (Drama Club) is requesting PTO purchase Scripts for this year's play: Robin Hood and his Merry Men. The cost is \$461.00 (Brandy and I discussed, our position is that PTO purchases should benefit the entire school, not 1 club or organization). They have \$11,047.82 in their account

- c. Tabled: PTO Funds for College Application Week- \$125?
 - d. Tabled: Purchase of additional PA Sound System- \$279.99 +tax
- 6. Current CCA Fundraising using Venmo Account: Rucksack Challenge Scholarship (Andrew Stone) / Sports- Soccer Donations
- 7. Closing Comments
 - a. Next PTO Meeting: Oct 16 at 6:30 pm,
Video call link: <https://meet.google.com/vwy-zgbe-cxr>
 - b. Open for questions and discussions