



SMA PTCC Leadership Meeting

January 12, 2022

Invitees: **Debbie Strahs, Dede Jones, Susan Hartman, Theresa Kockecec, Brenda Canales,** Marsha Seagraves, Hannah Monahan, **Liz Bonnett,** London McMichael, Tyler Govaars, Samantha Miller, **Jenn Oberlin, Amy Boss**

Meeting Business

- Attendance: See bolded people
- Do we have a quorum? **Yes**
- Meeting Called to Order: **Susan called the meeting to order at 4:49pm**
- Review and Approval of Last Month's Meeting Minutes: **Theresa moved to approve the meeting minutes from the last meeting. Debbie seconded. All in favor. None opposed.**

Agenda

1. Presidents Report (Susan)
Since this was the first meeting combining the Prep and HS PTCC, we went around the room and introduced ourselves. Everyone is very excited about working together.
2. Status of Combining PTCC (Susan)
Brief discussion around what tasks need to be completed to merge the 2 PTCCs. It was decided that Susan will head up a Transition Sub-team to identify and work through the integration tasks.
Outstanding Issue: Susan to identify members and schedule meeting
3. Upcoming Events (Susan)
 - a. Valentine's Day (Both Campuses)
 - i. **For cadets, we will sell valentine's that can be delivered. For Prep, a form will be sent home with parents to be filled out and returned. For HS, will partner with the ambassadors club to sell valentine's. Each valentine will be sold for \$1 and proceeds will go to the PTCC. Jeanine volunteered to run the cadet valentine's program.**
Outstanding Issue: Jeanine to research cost of valentines for high school and design form for Prep and report back to team
 - ii. **For teachers, we will send a cookie basket or other treats to each school. Susan will coordinate. 50 at Prep and 80 at High School**
Outstanding Issue: Susan to price out options and report back to team
 - b. Blaze Night (Both Campuses)



- i. Will have a PTCC fundraiser at Blaze at UTC. All were in agreement that it would be fun. Debbie to coordinate the date with Blaze. Susan will communicate with school leaders to make sure they attend.
 - c. Prep Spring Dance
 - i. Hold around St. Patrick's Day. Amy is leading this effort and will reach out with status and need for help.
 - d. 8th Grade Dance (Prep)
 - i. May 21st at Palm Aire Country Club. Amy will reach out to Samantha Miller about what is needed and will report back to team
 - e. Media Center Event (HS)
 - i. Author is visiting at the end of the month. PTCC will fund an author breakfast for cadets to meet with author
 - ii. **Outstanding Issue: Need a lead to price out and order**
 - f. Book Fair
 - i. Discussion of holding a Barnes and Noble book fair for both HS and Prep. The book fair will be at the store as well as online. The store can work with us to set up events during the week of the fair, which could be a nice opportunity to get out in the community. Debbie will reach out to Barnes and Noble and get more information.
- 4. Spirit Sales (Debbie)
 - a. Had great sales of spiritwear. Adding hoodies and long-sleeve shirts. **Outstanding issues: Price and Getting Posted to Website**
 - b. Brief discussion about combining efforts for Prep and HS. To be dealt with in the Transition Sub-team
- 5. Grants (Brenda)
 - a. Status
 - i. No additional grants received at this point.
 - b. Increase amount of grants (Jeanine)
 - i. The team agreed to increase the grant limit to \$500, 2 times a year.
 - ii. Will create an online form that will be used to submit request. Jeanine to draft the form and send to team for review
 - iii. **Outstanding Issue: Who should submitted grants be sent to**
- 6. Treasurers Report (Theresa & Liz)
 - a. HS Financials - Had good income from dress down day and spirit wear sales. Final balance of bank account around \$13000
 - b. Prep Financials - Have around \$25000 in bank account
- 7. Parent Survey (Jeanine)



- a. Susan will be purchasing SignUp Genius so we can create are own signups and not be dependent on school staff
 - b. **Outstanding Issue: Gaining autonomy for sending surveys out ourselves**
 - c. **Outstanding Issue: Need to put together a parent survey for getting involved. Need lead for this.**
8. Teacher Morale (Jeanine)
- a. Discussion around teacher and staff morale. Jeanine to send an email to the Board about the team's concerns and our desire to help where we can.
9. Other Items
- a. Still waiting to hear from Monika on who won Toys for Tots. Jeanine texted and Monika said she will reach out 11/13

Next Meeting: February 2, 2021, 4:45pm



SMA PTCC Leadership Meeting

December 1, 2021

Invitees: **Debbie Strahs**, Dede Jones, **Susan Hartman**, Theresa Kockeche, **Brenda Canales**, **Col. Fout**, Marsha Seagraves, SMA PTCC Cadets

Meeting Business

- Attendance: See bolded people
- Meeting Called to Order: Susan called the meeting to order at 4:45pm
- Do we have a quorum?
- Review and Approval of Last Month's Meeting Minutes:

Agenda

- ESSER III grant – Col. Fout
Col Fout gave an update on the grant the school is requesting to work to close the gap for cadets that struggled due to Pandemic as well as beefing up technology
Discussion of what PTCC can do to help – look for volunteers for tutoring students, beefing up the library
Discussion around holding a get together in south county and Manatee with staff from the school to get more contact with parents
- Treasurer's Report – Theresa Kockeche
Expenses from Veteran's Day lunch, 1 grant and the baseball caps
Just over \$15000 in bank accounting
Christmas lunch will be around \$600
- Grant Review – Brenda Canales
Bible Club grant previously approved – Brenda to follow up with Savannah to make sure money has been dispersed.
Received grant from GSA Club for t-shirts. Received approval from Dede, Debbie, Susan, Jeanine. Approved grant. Brenda will follow up with the club to communicate the approval.
Received ALAS-ESOL grant for end of year holiday celebration. Brenda requested a video to support.
- Merchandise Update – Debbie Strahs
Hoodies will be in 3 weeks after ordering – Can wear it on Spirit Friday too
SMA hats will be in this week
Has a quote for umbrellas
Get ideas and quotes for SWAG



- President's Report – One PTCC – Susan Hartman
Col Bowman would like to have 1 single SMA PTCC that represents the needs for both schools.
Reviewed the proposed org chart.
Susan motioned to approve merging the two PTCCs. Brenda seconded. All in favor. None opposed.
Brenda will email proposed org char to Col Bowman and ask her to communicate to both schools about merger.
- Social Media – Highlight the cadets on the PTCC. Follow up with Monika or Marsha on if we can publicize them. Advertise that spirit wear will be sold during dress down day sales
- Upcoming Events:
 - New Parent Information Meetings: 6:45 am 12/14, 1/18, 1/25
Jeanine to email Angela to see if we have any parents signed up
 - Dress Down Day Sales: 12/13-12/15 10:00-11:00 lunch sales 12/16 before school.
 - Holiday Staff Luncheon: 12/21 Sign Up to have 3 parents assist with set up/serving clean

Next Meeting: January 12, 2021, 4:45pm



PTCC Leadership Meeting

November 2, 2021

Attendees: Debbie Strahs, Dede Jones, Hannah Monahan, Susan Hartman

President Opening Remarks

- Susan welcomed the cadets to our meeting.
- Hannah introduced herself. She is in 9th and went to SMA Prep. She is in drill and choir.

Vote Debbie in as Volunteer Coordinator

- Susan nominated Debbie as a volunteer coordinator. Dede Jones seconded. All in favor. None opposed.

Treasurer's Report (Susan for Theresa)

- \$15,167 balance in PTCC account
- 1 deposit for spirit wear
- Looking to sell items at SPIN
- We will have a dress down day in December

Grant Review (Susan for Brenda)

- Received a grant from Maj Carver but waiting for video

Candy for Cadets

- Cadets liked the carabineers. Hannah didn't hear anything negative about it.

Merchandise Update

- Received more glass coffee mugs, advertise them
- Have some mouse pads
- Carabineers
- We got a different crest for the zip hoodie
- Looking into metallic mugs with the crest
- Debbie to look into getting from PTCC shirts and name tags

Veterans Day Luncheon

- Received Publix gift cards, Duffy's gift cards, and Mission BBQ swag

Events



- **11/3 SPIN** 5:00-8:00pm. PTCC to see spirit items. Will have leftover Halloween candy at the table.
 - Be there at 5pm
 - Do a chance giveaway if they like the PTCC Facebook
- **11/6 Payne Park SMA Recruiting Event.** 2:00-6:00pm. Susan, Brenda, Jeanine to possibly attend. More info at our 11/2 meeting.
- **11/10 Veterans Day Luncheon.** 10:25-11:00. Debbie and Brenda are supervising. More info at the 11/2 meeting.
- **11/11 Veterans Day Parade.** PTCC welcome to march in the parade. Col. Bowman has our banner. More info at our 11/2 meeting.
- **11/13 Palm Aire Wreaths across America Event.** 8:00-10:00am. More info at our 11/2 meeting.
- **11/17 Sarasota County School Superintendent** Dr. Asplen will be visiting during morning formation. Angela would like PTCC to attend.
- **New Parent Information Meetings:** 6:45 am 11/2, 11/10, 12/14, 1/18, 1/25



SMA High School PTCC Executive Meeting Agenda

October 6, 2021

SMA

Attendees: Susan Hartman, Theresa Kocke, Kimberly Courie, Dede Jones, Benda Canales, Jeanine Signorelli, Debbie Strahs

Review and Approval of September Meeting Minutes (Jeanine)

Dede motion to approve last month's minutes. Theresa seconded. ALL in favor. None opposed.

Treasurer Report (Theresa)

There were a couple of missing transactions that modified the balances a bit. Beginning balance \$15,300.63. Ending balance for September was \$17,785.70 with income from the cross country event and spirit wear. We will have some expenses for the candy for cadets and grants. Should be getting a deposit for funds from the overage sale of wreaths last year.

Wreaths across America

Susan reached out to Kathy at the Prep to see if things are getting going and she said it hadn't started yet. Susan will reach out again now that it is October. Will just sell outstanding WAA tshirts for PTCC

Candy for Cadets with raffle 10/29 (Susan)

- Giftbags/tablescape/decorations. Keep in mind only a 45 minute event.
- During lunch
- Sign Up Genius for candy/treat/gift card donations
- Carabiner order (free for cadets in Halloween treat bags, veterans giftbags, remainder sold on website)
- Count the candy corn contest. \$20 Amazon gift card 2/\$10 for runner up Chik Fil A
- Bag Stuffing Day with 7 parents - Susan will get Monika the sign up genius for candy and donations and another for volunteers to stuff bags.

Veterans Day Luncheon 11/11 (Susan)

- Catered Lunch
- Donations for giftbags – Maple Street/Mission BBQ
- Susan to follow up with Maple Street



- Theresa following up with Der Dutchman
- Debra to follow up with Mission BBQ
- Dede is following up with VFW
- Jeanine to follow up with Geckos and Chick fil a

Veteran's Day Parade

need to provide snacks and water

Merchandise Update (Debbie)

- 750 carabiners for the goody bags for Halloween
- Replaced hoodies
- Got an Oakley duffel bags
- Can order ZIP up hoodies and indicate that it is not approved uniform wear
- Look at magnets
- Prep is incorporating a ZIP up jacket being sold at Children's World.
- Have a sign created that cadets can wave around about the store to publicize it.

Snack Shack

Talk about bring back the snack shack to sell snacks.

Kim to talk to Fout about building a storefront and have it permanently somewhere in the bricked area.

Pick Up/Drop Off

Very unsafe and unorganized

Angela to talk to Bowman and members can email her

Volunteers on Campus

Volunteers for through raptor now so they all they need is their license.

Angela to find out what the process is

Cadet Members

Have 3 freshmans to be on our committee



Grant Update (Brenda)

Have received 4 grants

Media Center - Students can recommend a book that can be bought and given to the student and then will be included in the library. Dede motioned to approve. Debbie seconded. All in favor. None opposed.

SPeech Pathaologist - All ESE lunch bunch students who earn certain grades and no referrals. Kimberly motioned to approve grant as is. Dede seconded. All in favor. None opposed

Debate Competition in Washington DC - Asking for \$300 for trip to competition. Kimberly motioned to approve the grant. Theresa seconded. All in favor. None opposed.

Volunteers

Would like to bring some life skills teachers, work through ROTC teacher

Need to make sure all clubs are represented in the Facebook club

Susan motioned to adjourn the meeting at 6:26pm.



SMA High School PTCC Executive Meeting Agenda

September 1, 2021

SMA

Attendees: Susan Hartman, Theresa Kocke, Kimberly Courie, Dede Jones, Benda Canales, Jeanine Signorelli, Debbie Strahs

New Business

- Review and approval of August 17, 2021 meeting minutes (Jeanine)
Brenda motioned to approve the minutes. Dede seconded. All in favor. None opposed.
- August Financial Report
Reviewed the August financial report. Going forward Theresa will provide updates in meetings
- 2021-2022 Budget Review (Vote to Approve)
Susan to follow up on Wreaths Across America to try to get more details from Prep. Debbie will be working with a new vendor for more items. Other ideas for store: keychains, car decal, tshirts for breast cancer awareness. Jeanine to reach out to Bethany at ACS for ideas for fundraising. Susan to add \$250 income for concession stands at special events. Susan to make changes to remove items that are not relevant for this year. Staff Holiday Event - Kim to reach out to Cooper's Hawk about having an event. Dede motioned to approve budget with discussed changes. Theresa seconded. All in favor. None opposed.
- 9/4 Cross Country Event (Susan)
Only cross country event in Sarasota. First one this year but should be annually. Look to increase participation next year and beyond. Only participate in special events. Will try it this year and see how it works. Brenda will bring a couple of spirit wear to sell for cash only. Need to be there at 6am. Susan to follow up on tables, chairs, tent, coolers.
- Social Media Spirit Wear Advertising (Susan)
Schedule monthly posts about spirit wear. Short sleeve dry fits. Send bio and picture
- Cadet Recruit (Marsha)
There is interest. Susan to ask Marsha to have names by Sept 20th
- Grant Review (Brenda)
In school grants to help with classroom, clubs, etc. Provide financial support for school activities and such. Publicize grant requests. Brenda to work with Monika to announce Grant process. Susan to send form to Brenda and Jeanine
- Community Involvement Ideas
Think about fundraising events, volunteer events and ideas for something fun for the cadets
Susan to email Fout about Halloween



- Public Meeting
Jeanine to email Angela and Monika about Public meeting
Agenda: Update the Board meeting, Upcoming Events and asking for volunteers

Old Business

- School Improvement Projects (Update from Marsha)
Kim to follow up with Rafael about the top 5 tangible projects he would like to see done



SMA High School PTCC Executive Meeting Minutes - Approved

August 17, 2021

Attendees: Susan Hartman, Theresa Kockecec, Kimberly Courie, Dede Jones, Benda Canales, Jeanine Signorelli, Marsha Seagrave

Meeting called to order at 4:45pm

Agenda

Leadership Positions

- Brenda Canales read the description of each open leadership position and asked for volunteers. There was discussion that the by-laws would need to be updated sometime this year.
- The following people were voted unanimously into leadership positions for the 2021/2022 school year:
 - President: Susan Hartman
 - Vice President: Brenda Canales
 - Treasurer: Theresa Kockecec
 - Secretary: Jeanine Signorelli
 - Social Media: Jeanine Signorelli
 - Volunteer Coordinator: Kimberly Courie
 - Parent Liaison: Dede Jones
 - Alumni & Community School Liaison: Dede Jones
 - Staff Representative: Marsha Seagrave

Monthly Meeting Schedule

- Exec Leadership meeting schedule, 4:45pm, Location TBD: Sept 1, Oct 6, Nov 3, Dec 1, Jan 12, Feb 2, Mar 2, Apr 6, May 4
- Susan to email Col. Fout about meeting at school
- Public PTCC meeting schedule, Time and location TBD: Sept 22, Dec 15, Feb 9 Apr 13

9/4 Cross Country Event

- PTCC will have a table to sell goods. Theresa will work with Detwilers to get fruit donated. Jeanine to work with Chick fil a to get breakfast sandwiches

Social Media

- Jeanine to start updating Facebook page with relevant information



Cadet Leadership Positions

- Marsha to send out feelers on interested students. Thinking about 2 from each grade, 9 – 11.

School Improvement Projects

- Marsha to reach out to the Executive Directors to find out what projects are most needed for the school
- Will also find out what the process is if local businesses can donate time, resources and supplies for any improvement projects

Misc Projects

- Chain of Command – All projects, request, etc should run through the president
- Marsha will research process for having speakers come to school
- Table review of finances until next meeting to give Theresa a chance to review it
- Grant review tabled until next meeting

Next Meeting: September 1, 2021, 4:45pm, Location TBD