



PARENT-TEACHER COALITION

**2023 – 2024**  
**SCHOOL YEAR**  
**HANDBOOK**



## **MISSION STATEMENT**

The mission of the TCCA Parent-Teacher Coalition is to collaborate with families to create initiatives that celebrate and support our school and community.

## **VISION**

For all parents/guardians to be involved and contribute to achieving the PTC's annual goals.

## **2023-2024 GOALS**

1. To fulfill the PTC mission through the committee objectives
2. Campus Enhancement (with remaining funds after initiatives funded) - shade structures

## **2023-2024 COMMITTEE OBJECTIVES**

**Community:** Give back to our community through service projects focusing on family outreach, the homeless, the elderly, and the environment.

**Appreciation:** Show staff & volunteers appreciation for their hard work at TCCA.

**Family Events:** Bring TCCA families together through fun events outside of the school day.

**Fundraising:** With Treasurer, oversee money collection at Events as well as promote the PTC Titan Fund to curb frequent donation requests and offset some initiative costs.

## **2023-2024 GOVERNING BOARD**

President: Dana Anderwald

Vice President: Jessica Cavender

Secretary: Alyson Swartz

Treasurer: Kristen Zuazo

TCCA Staff Representative: Danielle Borzillo

TCCA Teacher Representative: Megan Dray

## **GOVERNING BOARD JOB DESCRIPTIONS AND DUTIES**

**President:** Oversees the PTC governing board duties and committees, as well as leads a committee. Communicates effectively with the board and PTC members. Plans and leads the PTC meetings with prepared agendas. Maintains a close relationship with school Administration and represents the PTC.

**Vice President:** Supports the President and covers for any absences. Retains official records for review and approval. Responsible for overseeing yearly elections. Leads a committee.

**Secretary:** Records and distributes minutes of all board and general PTC meetings. Emails members monthly with meeting minutes, upcoming events, and any pertinent information. Leads a committee.

**Treasurer:** Serve as custodian of the PTC's finances by working closely with the school accountant and assisting in budget planning for each school year. To ensure proper accounting procedures are followed, this person must have a financial background. Leads Fundraising committee.

# **STANDING RULES**

## **Governance and Elections**

Board member positions of Vice President, Secretary, and Treasurer will be voted on by paid members of the PTC by end of February of each school year with Principal approval. The previous year's Vice President will take on the role of President for the following school year (hence why there will not be a vote for the President position). Once the roles are filled by vote, the new board members will shadow to learn & assist in following year's initiative planning from March until May of the current school year and will assume their duties June 1st.

Officer nominations for the following school year will be accepted in writing and submitted to the current President one week prior to the February general meeting. Elections will be held by secret ballot during the February general meeting.

To run for office, you must be a paid member in good standing of the PTC and have attended at least three meetings between August and January.

Board positions are for one school year, except for Vice President which is two years (the first as Vice President and the second as President). Previous Board Members can run and be elected again.

An officer may be removed for failure to fulfill their duties, after reasonable notice, by majority vote of the Board. If a Board vacancy occurs, the remaining Board shall appoint a PTC member to fill it for the remainder of the school year.

## **PTC Members and Dues**

Any adult representing a scholar may be a part of the PTC. There are yearly dues of \$25. Members' dues will go toward supporting PTC initiatives and goals.

In addition to the elected board members, there will be designated members to fulfill the following roles:

- Digital Designer(s): Creates all flyers for PTC committees
- Initiative Leads: Leads their specific initiative and reports to its committee board member
- Give Back Coordinator: Finds monthly venues for give back nights. Shares information to digital designer for flyer and communicates with the venue for follow up payment. Reports to the PTC treasurer.

## **Financial**

The Fiscal Year will begin July 1 and end June 30 of the following year.

All PTC Funds will be kept in a TCCA held bank account, with the school Accountant furnishing reconciled reports to the PTC Treasurer at a monthly meeting between them, and any other time they are requested.

## **Communication**

All members with a registered email account will receive updates and information on a regular basis from the Secretary. Communication will occur through school newsletters, member emails, the TCCA Community Facebook group, and the PTC subpage of the TCCA website.

## Meetings

Board member only meetings will take place once a month (for 2023-2024 on the 2nd Thursday at 8am).

Designated committees of Community, Family Events, Fundraising, and Appreciation will be led by a board member, will meet as needed, and report to the PTC board.

General meetings will take place once a month on the 3<sup>rd</sup> Thursday rotating 8am or 6pm (for 1<sup>st</sup> semester; time TBD for 2<sup>nd</sup> semester). Standing Agenda Topics for each meeting include old & new business, committee report outs, and a TCCA Staff spotlight Q&A (speakers subject to change based on availability).

Meeting Date/Time	TCCA Spotlight (subject to change)
August 17 <sup>th</sup> 8am	Principal
September 21 <sup>st</sup> 6pm	Dean of Curriculum and Instruction
October 19 <sup>th</sup> 8am	School Operations Manager
November 16 <sup>th</sup> 6pm	Athletics
December 21 <sup>st</sup> 8am	School Nurse
January 18 <sup>th</sup> TBD	Deans from Upper and Lower School
February 15 <sup>th</sup> TBD	Music
March 21 <sup>st</sup> TBD	Art
April 18 <sup>th</sup> TBD	Languages
May 16 <sup>th</sup> TBD	TBD