



PTC General Meeting: 8/19/25 MINUTES

PTC MISSION: To collaborate with families to create initiatives that celebrate and support our school and community.

Welcome!

- PTC Leadership: Jessica Cavendar - President; Makayla Ciaramitaro - Vice President; Alicia Cunningham - Secretary; Bridget Walsh - Treasurer; Mrs. Dray - Lower School Teacher Representative; Mrs. Sears - Upper School Teacher Representative
- Jessica Cavender, the current President will unfortunately be moving out of state mid-September with her family. We wish them good luck as they start this new chapter.
- Makayla Ciaramitaro, current Vice President will be moving into the role as PTC President for the remainder of the school year.
- Rehannon Miller was voted into the position of Vice President by the PTC leadership team for the remainder of the school year.
- PTC Website:
 - <https://www.thetcca.net/current-families/parent-teacher-coalition-ptc>
 - Upcoming Events at a Glance
 - Membership Information
 - Ways to Get Involved
 - PTC Contact Info
- Check out TCCA PTC on FaceBook and Join the TCCA Community for updates and information from TCCA and the PTC
- REMINDER: When entering and exiting the building, please use the main office at all times, both in and out.

Ice Breaker Bingo Game - Let's Get to Know Each Other

- Spent 10 to 15 minutes for a quick bingo game to mix and mingle.
- People who got BINGO on their cards received a Free Concessions Item ticket to be redeemed at any upcoming PTC event, like the Back to School Bash, 9/12, for a drink, chips, etc. Come see the concession stand for more details!

Handbook

- Jessica Cavender reviewed the PTC Handbook for 2025-2026.
- The handbook has our leadership rules and guidelines and the PTC does not have a governing board.



- We have leadership roles that are voted on during our March General Meeting. To apply you must be a paid PTC member, attend at least 3 General PTC Meetings from August to February, and submit a nomination to PTC@thetcca.net by February 10th, 2026 to be entered onto the ballot for voting. If any questions, please email PTC@thetcca.net.
- General Meetings will be held on the 3rd TUESDAY of each month, mostly in the school's cafeteria at 8:30am, with the exception of a couple evening meetings at 6pm with some off campus. List of times at the bottom of the sheet with all other events. More details available on PTC Website.

Volunteer Report Out

- Ashley Mayer - Volunteer Coordinator - Email PTC@thetcca.net with subject ATTN: Volunteer to be directly connected with coordinator.
- Mr. Greene - Introduction and Hello
 - Business Banners for carline fences are available. Please contact Mr. Greene directly at Mark.Greene@thetcca.net for more info on pricing and size and general questions.
- Background Check Updates - Mr. Greene
 - Martin County is moving from the previous background company, SafeVisitor (which is a 2 year check, non-transferable, \$49 background check) to Clearing House (which is a 5 year check, transferable to other schools and sectors, fingerprinting done, \$89 background check) around September 1st, 2025.
 - Current SafeVisitor background checks that are still valid through this school year will be accepted for field trip chaperones, in school volunteer needs, etc. until the new company, Clearing House is up and running.
 - Expected to be a much quicker turnaround time for the check to be completed. Will have to go to a fingerprinting location to complete. Details will be shared when available on how to complete. Updated link will be emailed through newsletter and on PTC website when available.
- Volunteer Expectations
 - Please dress appropriately while volunteering on campus or at events. You are a representation of the PTC. Please wear a TCCA Spirit shirt or PTC shirt when available.
 - Keep sticker badges from the front office clearly visible when on campus for all to see. This is a safety precaution and allows all to see you are cleared to be on campus.
 - Lunchroom and Workroom sign ups will be available AFTER September 1st.



- We are still working on guidelines for the lunchroom and workrooms.
- Please remember unfortunately you cannot sit with your scholar during their lunch period while volunteering. If you would like to have lunch with your scholar, please check them out first at the front office to have a meal with them.
- Volunteers are NOT ALLOWED to discipline any scholar. You must go to a teacher or staff member immediately so they can speak with them.
- Please DO NOT visit your scholar's classroom while on campus to help minimize distractions. If working on bulletin boards, please keep conversations with teachers pertaining to the task at hand. If you need to speak with the teacher about your scholar, please email them separately to schedule a time to do so. Thank you.
- BAND App - used for last minute volunteer opportunities. Please get in touch with Ashley Mayer to be added to the group.
- In School Volunteer Opportunities:
 - Reading to scholars - must speak with Ms. Massey
 - Sorting Lost and Found Items
 - Printing/sorting jobs in the workroom
 - Lunchroom duty
 - Bulletin boards for upper school
 - Room Parent (if class does not already have selected)
 - Join the BAND app for last minute or random opportunities as well
- Volunteer Perks:
 - Volunteer Spotlight each month will showcase an individual who has gone above and beyond. (No matter what. Everyone, every month and at every event is amazing. Every little thing counts and we thank you, ALWAYS!)
 - Punch Cards
 - Pick up at any event or meeting to get started
 - Punch card has a few tasks involving the PTC
 - Have a PTC leader fill out an item when completed to fill your card
 - Completed cards should be turned in at the end of the year volunteer breakfast for a special prize.
 - Refer a Friend program
 - When you bring a new face to any meeting with you, members will receive a free concession item for the next PTC event.

Other Items

- Upper School - Mrs. Sears, Upper School Representative said hello

- Mrs. Sears is very excited to help facilitate the connection between the PTC members and volunteers with the upper school staff members.
- She will be gathering information to help bring some volunteer opportunities to upper school very soon. Please be patient. They are still trying to figure out what that looks like.
- We have our 1st graduating SENIOR class this year. It's a big deal for all involved.
- There is a jacketing ceremony for the junior class.
- 6th graders were handed their new houses. The house competition is getting heavy already. Scholars earn points for their houses by accomplishing certain items or tasks.
- Upcoming House Night Games will be held September 26th. More information to come if volunteers are needed.
- School Events - Mrs. Sinatra - Communications - Danielle.Sinatra@thetcca.net
 - Field Trips
 - Class field trips will be starting the end of this week (August 22nd)
 - Class Ambassadors who have a standing SafeVisitor background check are able to attend. Please speak with Ashley regarding the details.
 - Raise Craze
 - Expected to start at the beginning of September.
 - Volunteers will be needed during lunches to announce how fundraising goals are coming along
 - More information to come.
 - Constitution Day (Sept 17th)
 - Volunteers will be needed for Constitution Day celebration
 - More information to come.
- Athletics - Lead - John.Mcintosh@thetcca.net
 - Looking for volunteers for upcoming athletic games for money collection and concessions would be greatly appreciated
 - Schedule will be available shortly.
 - Home games will be played at Anderson Middle School

Committee Break Out and Master Calendar Overview

- **Appreciation Committee - Alicia Cunningham**
 - Tasked with toting on teachers and staff throughout the school year.
 - 2 main events, December to Remember and Teacher Appreciation Week
 - Both events are a week long.
- **Community Committee - Makayla Ciaramitaro**



- Tasked with giving back to our surrounding community, either \$1000 and/or at least 20 hours of volunteered
- 4 main events throughout the year
- Family Events Committee - Bridget Walsh
 - Tasked with creating fun, family filled events that help build community and culture within our families and scholars.
 - 7 main events spread out almost monthly. Each event typically will be on a Friday evening.
- Fundraising Events Committee
 - Tasked with helping raise funds to benefit TCCA and its scholars
 - 3 main events will be held on Saturday and 2 smaller events will be during the week at school.

Q&A - No questions at this time

- Please email PTC@thetcca.net if you have any questions regarding any of the information provided.

Broke into committees for sign ups and questions. Ended shortly after 9:50am.

Upcoming Events:

Thurs, Sept 4th - Chick Fil A Give Back	Friday, Jan 9th - Family Movie Night
Friday, Sept 12th - Back to School Bash	Tues, Jan 20th - PTC Meeting at 8:30am
Tues, Sept 16th - PTC Meeting 8:30am	Saturday, Jan 24th - Pull for a Purpose
TBD Sept - Military Thanks	Feb 2nd to Feb 6th - Candy Grams
Thurs, Oct 2nd - Chick Fil A & Urban Air	Thurs, Feb 5th - Chick Fil A Give Back
Oct 16th to Oct 24th - Book Fair	Friday, Feb 6th - Father Daughter Dance
Tues, Oct 21st - PTC Meeting 6pm	Thurs, Feb 17th - PTC Meeting at 8:30am
Friday, Oct 24th - Trunk or Treat	Thurs, March 5th - Chick Fil A Give Back
Thurs, Nov 6th - Chick Fil A Give Back	Saturday, March 7th - 5K/Fun Run
Saturday, Nov 15th - Casino Night	TBD March - Cereal Drive/Donation
TBD Nov - Beautification Day	Tues, March 24th - PTC Meeting at 6pm
Tues, Nov 18th - PTC Meeting 8:30am	Thurs, April 2nd - Chick Fil A Give Back



Thurs, Dec 4th - Chick Fil A Give Back	TBD April - TCCA Has Talent
Friday, Dec 12th - Mother Son Laser Tag	Tues, April 21st - PTC Meeting at 8:30a*
Dec 15th to Dec 19th - Dec to Remember	May 4th to May 8th - Staff Appreciation
Tues, Dec 16th - PTC Meeting 6pm	Thurs, May 7th - Chick Fil A Give Back
Friday, Dec 19th - \$1 Shoe Day	Friday, May 15th - Sailfish Splash
All events subject to approval	Tues, May 19th - LAST PTC Meeting