

May PTO Meeting Minutes
Micanopy Academy - 5/2/2024
Called to order by Kelly Higgs-Rick at 5:38pm

Attendance

Kelly Higgs-Rick (President)
Barbara Finch (Vice President)
Lindsay Nunez (Treasurer)
Ms. Walker (Principal)
Angela Davis

Old Business

- Reviewed Treasurer's Report
 - Honored Mrs. Smith's supply request
 - Holding Mrs. Orbe's approved funds contingent upon continued employment
 - Confirmed \$572 is already set aside for sports program - already deducted from PTO total
- Made plan to get shed assembled
 - Send out SkyAlert message asking for experienced volunteers to assemble shed
 - Have volunteers coordinate with Mr. Smith and Mr. Johnson for assembly date, time and placement
- Confirmed plan for Teacher Appreciation Week
 - Confirmed 13 staff members
 - Megan to send flier out to families about teacher appreciation
 - Monday breakfast set up by 7:45am
 - Barbara Finch will create SignupGenius
 - SignupGenius sent out via email to PTO list
 - Thursday lunch set up by 11:30am
 - Barbara Finch to bring stuffed shells
 - Angela Davis to bring garlic bread
 - Lindsey Nunez to bring salad
- Fall Festival
 - Make plan for getting more signup/participation
 - Booth confirmed to sell bottled water and jolly rancher pops
 - Raffle - Christmas basket
 - Send out request for Christmas basket items to school families early in school year
- Discussed improvements for PTO presence
 - Any communication PTO wants on the school's Facebook page should be sent to Ms. Walker
 - Content for newsletter sent to Ms. Walker by the day after the PTO meeting
 - Discussed access to PTO email list
 - Angela to manage PTO@micanopyacademy.com email address

- PTO at meet the teacher
 - Table
 - QR code to join Facebook page
 - Short speech
 - Letter to parents
- Angela to have access to SWAY for PTO to have their own newsletter
- PTO news on school website - provide content to Ms. Walker
- Thank you to MACS for fundraiser collaborations
 - Large thank you card by students and flowers for MACS and PTO
 - Thank you card and flowers to Stephanie Atkins to be given at Color Run race
- Canva can be used for QR codes to be put on all fundraiser, flyers, posters, events
- Discussed PTO meeting reminder sign for car line

New Business

- Need to make plan to review and update PTO Bylaws
- Look into MailChimp for email list managing/easy email blast
 - May not need if SWAY access works out
- Confirmed that leadership in place will carry over into beginning of next school year

Fundraisers

- Skate Station fundraiser brought in \$100
- Micanopy Color Run this weekend
 - Mrs. Walker to share PTO Facebook email to school's email account
 - Reminder email to go out to PTO

Future Fundraisers

- Deonna Ice - Weekly ice cream sales
 - Lindsay Nunez to contact Pam Bowman for contact information
- American Heart Association fundraiser
 - Lindsay Nunez to help with fundraiser next year

Next Meeting: tbd toward new school year

Meeting Adjourned at 6:41pm

Minutes taken by Angela Davis