

**Meeting Minutes**

Tuesday, August 24, 2021

**I. Call to Order**

The meeting was called to order at 8:04am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the July 13, 2021 Meeting Minutes. Danielle Baker motioned for the minutes to be approved and it was seconded by Lori Newcomer. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone and informed us of our next meeting, September 14th at 8am. This meeting will be our General Meeting, as outlined in our bylaws. She also reminded us Committee Folders should be created for this year. She updated us on our open positions: Veteran’s, Scholarship and discussed board members taking photos and writing thank you notes. Cassandra shared a friendly reminder to be professional when at the school and not to use PTSO as a crutch for personal gain.

Treasurer's Report

Treasurer Jennifer Smith said the balance of the PTSO bank account was $12,575.85.

School Sponsor’s Report

Mrs. Cassevah discussed the school’s 50th Anniversary with a parade on October 7th, followed by a festival. Parade business entries are $50. One scholarship for a senior will be awarded. $200 signs available for the festival/parade and a can food drive will take place before Sept. 29th. Our partnership is requested for graphics and PR support.

**IV. Old Business**

Freshman Day (Community)

We processed $1220 in merchandise and memberships at Freshman Day. The canopy was located in the first two red, slanted parking spots closest to the covered sidewalk (in front of media). Paper slips with information about PTSO were handed out at the bus and student parking loops. Laminated price sheets and clipboards with membership were available. We helped volunteer at the Registration table. Student volunteers helped direct traffic and pass out PTSO Info Slips. Shirts were hung for display on the canopy and there were drinks and snacks available for our volunteers.

Teacher Breakfast at Tiffany’s (Appreciation)

We processed $2700 in merchandise and memberships. The breakfast was located in the cafeteria. ROTC helped decorate tables. Registration table had two people. We suggest three people next year. We had a coffee round table, juice round table, and two tables for prize drawings. We had three rectangle tables with the food spread.

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**V. New and Ongoing Business**

PTSO Closet (Enhancement)

The PTSO is now a proud owner of their very own closet. Thank you to our sponsor, Ms. Cassevah for helping us get this storage space.

LED Sign Celebration (Community)

Carmen Bailiff discussed a fundraising opportunity using our school’s digital marque board to recognize birthdays of our students. The cost will be $20 and we set a goal of $2000.00

2021-2022 Budget (Communication)

Treasurer Jennifer Smith discussed changes to the budget. Two income lines for our banking interest earned and the LED Sign Celebration were added. Carmen Bailiff made a motion to approve the changes to the budget. The motion was seconded by Lori Newcomer. The motion passed unanimously.

Communications Update (Communication)

Kimberly Booker gave an update for Natalie Lambert, Communications Secretary. Business sponsor ads post two times a week. Photos will need to be uploaded within two days of each event. Please do so through GroupMe. We will use GroupMe *Parent Resources* to post articles on our website. We will use GroupMe *Communications* to post what’s happening dates and information. If there is ever anything on media that needs to be addressed, please partner with the President, VPs or Natalie.

Membership (Community)

Membership Erica Ortiz stated we have about 110 faculty/staff membership and 13 businesses. All merchandise orders with membership have been delivered, and there are 18 current shirts left. We have magnets and last year shirts still available. Erica is sending ½ sheet membership forms home with students for a school drive. There will be two membership-only events, Sept. 16th Sunshine bags and Oct. 6th To-Go Lunch.

Bus Driver/Cafeteria/Custodian Event (Appreciation)

Lora Steele discussed the appreciation event taking place on August 31st with a report time of 730am at the bus loop. We will have Whataburger biscuits and snack bags to assemble. There are 40 total staff.

Outdoor Patio Project (Enhancement)

We are still waiting on the district’s purchasing department and county for approval, and they continue to go back and forth with the business’ estimates. Cassandra Hazelwood stated that we purchase umbrellas as a two-year plan until an agreement between our school district and business proposal can be met. It would cost $100/base and total of $2000 for ten umbrellas. ROTC would help with daily storage. Kimberly Booker made a motion to purchase the umbrellas and bases. The motion was seconded by Lori Newcomer. The motion passed unanimously.

Grants (Enhancement)

Danielle Baker discussed grant applications going out in mid-November. They will be awarded to all the teacher winners before Christmas break. The maximum grant amount is $250.

**VI. Upcoming Events**

Aug 31st – Cafeteria/Custodian/Bus Driver Breakfast (Lora) at 730am

Sept 14th – General Meeting-Budget Vote at 8am

Sept 16th - Faculty/Staff Membership Sunshine Bags (Erica)

Oct 6th – Faculty/Staff Membership Only To-Go Lunch

October 6th – 8th – Homecoming

**VII. Adjourn**

The meeting was adjourned at 8:56am. The following members were in attendance: Cassandra Hazelwood, Jennifer Smith, Erica Ortiz, Kimberly Booker, Danielle Baker, Lora Steele, Carmen Bailiff, Claudia Cassevah and Roberta Panepinto.