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**Meeting Minutes**

**Wednesday, August 12, 2020**

**I. Call to Order**

The meeting was called to order at 6:10pm by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the July 15, 2020 Meeting Minutes and digital August 7, 2020 Meeting Addendum. Carmen Bailiff motioned for the minutes to be approved and it was seconded by Erica Ortiz. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed us and thanked us for our flexibility in scheduling and volunteering. She also gave recognition for the outstanding work everyone has been doing.

Treasurer's Report

The balance of the PTSO bank account is $2100.00. In July we had $735.00 in PayPal payments. We had sales of 40 shirts, 17 family memberships, 6 individual memberships, 6 teacher memberships, all PTSO board memberships and donations and business memberships. In August to date, we have $1100 in PayPal.

**IV. Old Business**

501 (c) (3) Status

The Bylaws were updated at the digital August 7, 2020 meeting per the IRS request, to have specific verbiage stating what happens to the funds of the organization in the event of dissolution. Cassandra Hazelwood stated the revised Bylaws have been sent to the IRS and we are waiting for our approval letter.

Membership

Membership form was given to Ms. Cassevah to forward to all staff and Student Packets. This form is bilingual. Jennifer Smith will work with Natalie Lambert to understand the Wufoo system databases. This is an online form builder we use for gathering payment and membership information on our PTSO website. Erica Ortiz will be able to export emails from this for membership purposes.

Freshman Day

Students were dropped off this year at the front doors. Parents were not allowed to Freshman Day this year. This was a health precautionary measure, put in place to limit people in the building, due to Covid-19. PTSO was stationed under the covered ramp to the right of the digital marquee board. Pre-ordered shirts were bagged and labeled. We have to ensure we do not slow down the drop off traffic when offering membership/shirt. We were a great resource to parents and students that had questions. This was a great event despite the torrential downpour all day.

Open House

Open House was scheduled August 7th. When the school district delayed the start date, the school decided to cancel the Open House due to Covid-19.

**V. New and Ongoing Business**

Welcome Back Breakfast

The Breakfast will be now be on August 17th at 8am to accommodate the change in school start date. The breakfast invite was created by Natalie Lambert and it was sent to Ms. Cassevah and sent to all staff. We have three tables in the cafeteria to serve the teachers at 8am. We will also have a membership and prize table during the event. The menu is breakfast biscuit, donuts/rolls, fruit, yogurt, coffee, water and soda. If teachers/staff join membership by 12pm that day, they are put into a drawing for the prizes. Decorating will start at 7am.

Budget Update/Discussion

The NADA form, which allows a person to essentially purchase opting out of all communications from PTSO that year, is not going to be implemented this year. “NADA” will become “Donations” on our budget. We may consider a budget change to raise business membership income from $1000 to $2000, which means 20 memberships versus 10. We will continue fine tuning the budget until it is voted in by the membership at the September General Meeting.

Communications

We will be rolling out a weekly or biweekly newsletter to membership. E-News blast will be a team effort. We will continue to use Facebook and Instagram to communicate great things and helpful resources.

Further Business

Cassandra Hazelwood discussed hosting our PTSO General meeting via Zoom and Facebook Live. We discussed selling yard signs and decided to keep that on the radar for next year. We also discussed Donors Choose for teachers and grant information. We want to encourage the amazon wish list through Amazon Smile.

**VI. Upcoming Events**

Cassandra Hazelwood mentioned the following upcoming events:

August 17th – Teacher Breakfast and Membership Drive

August 24th – 1st Day of School (District made change to start date from Aug 10th to Aug 24th due to Covid-19)

August 24th – Shirt pick up 10am-12pm

Sept– General PTSO Meeting/Volunteer Meeting/2020-2021 Budget Vote

Sept/Oct – Homecoming – Haunted Mansion theme – Oct. 31

December – 12 Days of Christmas, Staff Appreciation Event

**VII. Adjourn**

The meeting was adjourned at 6:58 pm. The following members were in attendance: Cassandra Hazelwood, Kimberly Booker, Tina Melder, Carmen Bailiff, Erica Ortiz, Carla Dietrich and Roberta Panepinto.