

**Meeting Minutes**

Tuesday, July 13, 2021

**I. Call to Order**

The meeting was called to order at 9:45am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the May 20th Meeting Minutes. Danielle Baker motioned for the minutes to be approved and it was seconded by Kelly Moore. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone and introduced our new board. She reviewed the 2020-2021 Goals (ACCE*)*.

Treasurer's Report

Treasurer Jennifer Smith said the balance of the PTSO bank account was $11,401.72. An outside audit was conducted on our 2020-2021 financials. It was determined that our financial records are in order and there are no discrepancies. A copy of the financial audit will be kept in our retention records, and a copy is sent to our school sponsor and principal.

School Sponsor’s Report

Mrs. Cassevah likes the spirit items we have for PTSO this year, including magnets, shirts and tumblers.

**IV. Old Business**

2021 Exec Board & Committee Chair Welcome (Communication)

Cassandra Hazelwood stated that Military Family Coordinator and Scholarship Chair are still available, and we will fill in the fall with parents that express their interest. Kelly Moore has been appointed as our Junior Parent Advisor.

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**V. New and Ongoing Business**

Officer/Chairperson Folders (Communication)

Cassandra Hazelwood stated each officer and chairperson needs to retain their documents from this past year into a binder or folder for our successors. Roberta Panepinto sent a resource, based on your position, listing items that should be retained in your binder each year. The link for these resources is: https://www.ptotoday.com/pto-today-articles/article/200-procedures-book-your-pto-instruction-manual

2021-2022 Budget (Communication)

Treasurer Jennifer Smith discussed changes to the budget. The Community-County Teachers (Dec, May) line was added as an expense to our budget to support the district’s alternative schools’ staff. The Senior Scholarship line has been increased to $1200 to support two $500 Scholarships and a College Care package. The Membership line was added as an expense line to cover marketing and communication expenses/supplies. Membership package purchases support the following income lines in this order: Membership, T-shirts, Tumbler/Magnet. Cassandra Hazelwood made a motion to approve the changes to the budget. The motion was seconded by Erica Ortiz. The motion passed unanimously.

Spirit Wear (Community)

We have ordered 75 long sleeve, 150 short sleeve for our sales. We are monitoring our sales to assess another order.

Freshman Day (Community)

We aim to have two locations: the front of the school by the bus loop and in front of the media center. The event is scheduled 11am-3pm and we will report at 10am to set up. We will sell membership, t-shirts (last year shirts at a discounted rate), long sleeve shirts, tumblers, and magnets.

Membership (Community)

Membership Erica Ortiz stated she mailed out membership applications to more businesses, local political representatives, and school board leadership.

Teacher Breakfast at Tiffany’s (Appreciation)

The breakfast will be located in Freedom Hall on August 2nd. Report at 630am. Setup by 8am to include Membership Table, Food Table and Prize Drawing Table. Food: 120 Chick-fil-a biscuits, 10 plain, pastries from Panera donation, bananas, and cuties.

Back to School Lunch (Appreciation)

Food from Newks is being donated by Hines and McGinnis: Woodbine Family Dentistry for the teachers and staff. SGA is donating soda.

Outdoor Patio Project (Enhancement)

We received three quotes at $14,850, $22,000, and $16,800. A line-item explanation was given on each of these quotes. We are still waiting on the school district’s purchasing department for approval.

**VI. Upcoming Events**

June/July – Patio Cover Installation - Cass

August 2nd – Teacher Breakfast at Tiffany’s in PHS & Membership Drive – ready by 8am

August 5th – Freshman Day – 11am-3:30pm – Erica, Carmen (Amazon Signup), Jennifer

August 6th – Teacher BTS Lunch – Kandy and SGA sodas

August 10 – School starts

Sept 7 – Cafeteria/Custodian/Bus Driver Breakfast

August – General Meeting-Budget Vote

October 6th – 8th – Homecoming

**VII. Adjourn**

The meeting was adjourned at 11:10am. The following members were in attendance: Cassandra Hazelwood, Jennifer Smith, Erica Ortiz, Kimberly Booker, Kelly Moore, Danielle Baker, Lora Steele, Irene Garrett and Roberta Panepinto.