

**General Meeting Minutes**

Tuesday, August 16, 2022

**I. Call to Order**

The meeting was called to order at 8:03 am by President Roberta Panepinto.

**II. Approval of Minutes**

President Roberta Panepinto reviewed the July 14, 2022, Meeting Minutes. Lora Steele motioned for the minutes to be approved and it was seconded by Tina Melder. The motion passed unanimously.

**III. Reports from Board**

President's Report

Roberta Panepinto welcomed everyone. She gave recognition to our entire board for their hard work at the Pre-Planning breakfast and lunch, Freshman Day, Open House and Painted Parking Spots. She thanked Lisa Avilla for doing a breathing and yoga class for the PHS Teacher Kid’s Camp.

Roberta discussed PTSO purchasing a cooler to replace one of the SGA coolers. We have used SGA coolers for almost three years and we contribute to the wear and tear. We agreed we would purchase a cooler.

Treasurer's Report

Tina Melder gave the Treasurer’s Report. The balance of the PTSO bank account was $18,940.49 as of August 16, 2022. There is an additional $869 deposit and outstanding Paypal income that has not been accounted into that total for the month.

Painted Parking Spots: We refunded students/parents for the art students that did not complete the painting as planned. PTSO still owes the PHS Art Department $100 for the remaining donated amount.

Tina Melder gave some additional treasurer guidelines and best practices: Asking for 48 hours notice for checks to be prepared. For people shopping for items, Tina can get you a check ahead of time, so you are not needing to use your personal money and wait for reimbursement. Reimbursement checks may take one week to be prepared. There should be two people handling any money or deposits, at least one of those need to be on the Executive board of PTSO. Deposit money immediately.

School Sponsor’s Report

Mrs. Cassevah wanted to thank us for all the things we have been doing. The back to school breakfast and lunch went fantastic and the teachers and staff were all so thankful. She believes we have about 100 staff that have joined PTSO so far. Erica confirmed that it is at least 100, possibly more, waiting to get exact numbers completed.

**IV. Old Business**

Freshman Day

Everything went smooth and fundraising was very successful that day, especially the shirt sales. Three locations for PTSO was a good set up. Parking and traffic control was very smooth compared to years in the past.

Back to School Breakfast and Lunch

Successful event, and all staff and teachers were so thankful. We did go a few dollars over budget, due to rising costs of groceries and items. Many teachers and staff joined PTSO during the breakfast. We did discuss having more people at the membership table next year (at least 5-6 are needed).

Schedule Pickup/Open House

Erica suggests having pre-ordered shirts delivered to first period class, rather than people picking up during this time. The sorting through the bins and having students/parents waiting during such a busy time could be avoided. Erica also mentioned that we need to make it clear that teachers may only win one prize during this time. A few teachers had two tickets in the drawing and ended up winning two prizes.

Painted Parking Spots

They have done one drone flyover for pictures so far, and will be doing another one to get all of the spots included in thr footage. This being our first year of painted parking spots, we have learned a lot and will make some changes for next year. We have learned we don’t need to sell food concessions next year; most people brought their own drinks and snacks. We may offer free water as a convienence, and possibly sell Gatorade, because we need to offer hydration. We also do not feel that we will need an off-duty officer. With so much parent involvement and prescence, an additional security presence is not necessary. Now that we also know the general cost of supplies, we will give parents an idea up front of the expense and possible painting supply kits that may be able to be purchased from Home Depot.

**V. New and Ongoing Business**

Membership Update (Community)

Wufoo has all the teachers entered, about 100 memberships as we discussed earlier. Erica is going to combine lists and cross reference to be able to remind any teachers who have not joined, and make sure that some who have paid for memberships did not slip through the cracks.

We have received 20 business memberships so far, and about 60 family memberships.

Spirit Wear (Community)

All of the original pre-ordered t-shirts have been delivered. Other backordered t-shirts are coming within the next couple of days. The online shop of t-shirts has been closed until all these shirts have been delivered.

Cafeteria/Custodian/Bus Driver Breakfast (Community)

Scheduled for September 23rd at 8am. We did about 45 bags last year, need to verify how many for this year. Planning breakfast biscuit, small treats, and possibly a cup of coffee.

Fundraising Update (Community)

Amazon Smile Donation (April-June orders) should be coming sometime this month. We currently have 43 Amazon supporters. LED sign purchases have been going strong. We currently have 46 orders so far, 5 of those unpaid right now. Carmen in contacting these to remind about payment. We have earned about $800 so far for LED signs.

Classroom Grants (Appreciation)

Sarah Rhoades will send information out to teachers by August 23rd, and give them a deadline for completed requests by September 6th. SignUp genius will be created for parents wanting to help with the grant requests. September 20th, the grant money should go out to the school bookkeeper, and teachers will have until November 1st to spend their grant money.

Advisor Feedback (Communication)

Senior Sunrise reminder for this week. Class of 2024 meeting coming up Friday before and after school. Juniors should be looking at ACT/SAT testings coming up. As members and parents, we should always be active on the class Facebook pages, promoting activities, etc.

Further Discussion

We will plan to provide desserts for the Senior Luncheon in November, probably cookies.

Homecoming parade is Thursday October 6th; we will do the teacher lunch on October 7th, which is a planning day. We will do a Foosackly’s lunch.

Homecoming Festival: Mrs. Cassevah wants to give student run clubs first dibs on getting food trucks scheduled. If they do not set anything up by a specific date, she will pass that job onto PTSO for setting up food trucks, etc.

Sarah Baltimore gave huge gratitude for us including the custodians with the staff appreciation.

**VI. Upcoming Events**

Sept. 2nd: Reading Café

Sept. 13th 8 am: PTSO General Meeting and Budget Vote

Sept. 23rd: Bus/Cafeteria/Custodian Breakfast Bags

Sept.: Staff Membership Mailbox Treat

Oct 6th: Homecoming Parade/Festival

Oct 7th: Staff Membership Lunch

Nov: Senior Luncheon

**VII. Adjourn**

The meeting was adjourned at 8:50 am. The following members were in attendance: Roberta Panepinto, Tina Melder, Lora Steele, Kandy McGinnis, Irene Garrett, Lisa Avila, Carmen Bailiff, Ken Parnell, Sarah Rhoades, Kelly Moore, Jennifer Smith, Sarah Baltimore, Shay Stallworth, and Cassandra Hazelwood.