

**Meeting Minutes**

Tuesday, March 8, 2022

**I. Call to Order**

The meeting was called to order at 8:05am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the January 11, 2022 Meeting Minutes. Kimberly Booker 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

Cassandra Hazelwood welcomed Sarah Baltimore, parent volunteer, and discussed her connection with UWF that will support our ability to educate parents on dual enrollment. She also mentioned Mr. Shell heard from alternative schools’ principals of our support, and was proud of us for our community outreach.

Treasurer's Report

The balance of the PTSO bank account was $17,168.80 as of March 7, 2022. Our deposits for February were $2,539.53 and our expenses were $5,800.15.

School Sponsor’s Report

Mrs. Cassevah thanked us for supporting the school and community. She said we did a great job on the waffle breakfast.

**IV. Old Business**

Book Fair (Enhancement)

The bookfair was a success and the media center made about $1000 in profit. We had to hand pick our reorders and it is suggested that the books are handpicked from the beginning next year to better meet the desires of the students.

Fundraising (Community)

We received $157 from our Amazon Smile quarterly payout. We have brought in $2300 from our LED Birthday sign fundraiser, which is $300 more than our projected budget.

Membership (Community)

Erica Ortiz, membership chair, suggested next year we streamline the process for teacher membership. Their form does not need to be the same as the general and business communities. We could use a check off list for their membership versus email.

**V. New and Ongoing Business**

Nominations Committee (Communication)

Kimberly Booker, Nomination Committee Chairperson, presented a *Nominations and Elections* form with the slate for 2022-2023. Elections for the Executive Officers will be at the General Meeting on April 12th.

The following is the slate presented by the 2021-2022 Nominations Committee for the 2022-2023 Executive Officers:

President: Roberta Panepinto

Co-Vice President: Lora Steele

Co-Vice President: Erica Ortiz

Treasurer: Tina Melder

Recording Secretary: Jennifer Smith

Communications Secretary: Natalie Lambert

The incoming president will appoint committee members with the support of the executive board. Any person interested in a committee position should contact the Nomination Committee, or fill out a form on the PTSO website. The Class Parent Coordinators will move up to their next year class position.

East Milton Elementary PTO (Community)

We will be hosting a lunch for E. Milton Elementary staff on March 29th. There are approximately 100 on the staff and the theme will be Tiffany’s. There will be a signup that goes out for volunteers and desserts. Cassandra Hazelwood made a motion to add $300 to the expense line in our budget for Community: County Teachers to cover this additional expense. The motion was seconded by Tina Melder. A vote was taken and the motion passed unanimously.

Egg My Yard (Community)

Egg My Yard (EMY) will take place on April 16th. Online orders are going well, especially with the media push to neighborhood Facebook pages. To date, we have $3132 in EMY sales. Our budgeted goal is $5000.

Painted Parking Lot Space Fundraiser (Community)

Mr. Shell has approved our painted parking lot fundraisers for seniors. The class of 2023 will be the first to participate. There will be 188 spots up for sale and each spot will cost $100, which includes their decal. $50 of this cost will go to the athletic and safety departments. Each of those departments will receive $25. Any spots not sold will revert back to the Athletic department to sell unpainted for $50. We will work out two weekends to paint, and a plan will be in place should graffiti take place. A plan will also be devised to resurface/blacken the spots at the end of the year.

Teacher Appreciation Week (Appreciation)

TAW plans were proposed and will be May 2nd – 6th. The theme for the week is *Patriots through the Decades* and will take tentatively take place in the drama room, except Monday, which will be in the mailroom. Monday will be “Snacking through the 70s” and we will request student donations of snacks for volunteer hours. Tuesday will be “Back to the 80s” and soup and salad will be served. Wednesday is “90s Italian Lunch” and pasta, bread and salad will be served. Thursday is “Cinco de Millennium” with a Mexican lunch. Friday will be “Finally 50” and will consist of hotdogs and hamburgers. See the “Teacher Appreciation” document attached at the end of the minutes. The TAW committee may make changes to the plans as needed due to less usable space during testing. Ms. Cassevah will inquire with Mrs. Wright to see what her schedule for the drama room allows that week.

Budget Review (Communication)

The following changes have been proposed for voting approval to our current annual budget:

1. Add income and expense budget lines for *Book Fair* which will balance out to $0 after the event
2. Add *career/tech graduation* expense line of $750 to recognize students
3. Add income and expense budget lines for *Painted Parking Spot* fundraiser. Income $10000 and expense $5000
4. Increase *Teacher Appreciation Week* expense line from $2000 to $2500 to accommodate recent inflation and PTSO staff membership increasing from 65 to 120
5. Increase *Appreciation: Miscellaneous* expense line from $800 to $1000 to accommodate additional staff membership and inflation

These budget changes are supported financially due to the additional income made, based off the original budgeted income goals, as well as the shade project surplus. Kelly Moore made a motion to approve the budget revisions and additions. Lora Steele seconded the motion. The motion passed unanimously.

**VI. Upcoming Events**

Mar 29th – East Milton ES Brunch, 830am-12p

April 5th – Egg my Yard Basket Assembly

April 8th – Teacher/Staff member only Sonic Drinks / Scholarship Applications Due

April 12th – PTSO Elections General Meeting at 8am

April 14th – Reading Café at 8am

April 16th – Egg My Yard Basket Delivery

May 2nd – 6th – Teacher Appreciation Week

May 7th – Prom

May 9th – Senior Awards/Scholarship

May 10th – PTSO Transition Meeting at 8am

**VII. Adjourn**

The meeting was adjourned at 9:00am. The following members were in attendance: Cassandra Hazelwood, Kimberly Booker, Danielle Baker, Lisa Avila, Erica Ortiz, Sarah Baltimore, Lora Steele, Jennifer Smith, Kelly Moore, Tina Melder, Kandy McGinnis, Claudia Cassevah and Roberta Panepinto.