

**Meeting Minutes**

Thursday, May 20, 2021

**I. Call to Order**

The meeting was called to order at 8:03am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the April 6th Meeting Minutes. Jennifer Smith 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 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 $11,335.34. President Cassandra Hazelwood discussed the vote we took on April 26th. Specifically, in error, some funds for a cheer fundraiser came in to our PTSO PayPal account. This was due to PTSO using two months of Natalie Lambert’s Cheer payment processing service for Egg My Yard, but our PayPal information had not been removed before the next Cheer fundraiser. It is clear the funds were meant for cheer and we voted to pay them their $420. Marissa Palmer motioned to correct the error, and it was seconded by Tina Melder. The motion passed unanimously.

School Sponsor’s Report

Mrs. Cassevah stated her appreciation for our organization and gratitude from the staff. She also stated the basket we gave with the Senior Scholarship was amazing and creative.

**IV. Old Business**

April Sonic Teacher Treat (Appreciation)

This creative event was well received by the teachers. They had a form to fill out to request their drink and Sonics honored the Summer time pricing for us as a discount.

Scholarship Presentation (Enhancement)

The $500 scholarship and dorm basket were awarded at the Senior Awards Ceremony on Tuesday, May 18th and was a big hit. It was noted an odd number worked well on the selection committee. We need to ensure the recipient knows they’re getting an award by letting Guidance know. We need to promote the scholarship more next year and look at adding on an additional $500 scholarship.

May Appreciation (Appreciation)

Our first Teacher/Staff Appreciation Week at Pace HS was a success. Tina Melder, Co-Vice President, stated the event was well received by all staff and great job on our team work. The staff enjoyed the theme throughout the week. Monday: In-Flight Snacks in the mailroom (7:30am setup-Mailroom), Tuesday: Tour of Italy (9am setup-Theatre), Wednesday: Cinco de Mayo (9am setup-Theatre), Thursday: Café Anglais a Paris (7:30am setup-Mailroom), and Friday: The Orient Express (setup 9am-Theatre). Testing will fall the same next year, so we can continue to use the Theatre.

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**V. New and Ongoing Business**

2021 Exec Board & Committee Chair Welcome (Communication)

Roberta Panepinto, Recording Secretary, discussed the Executive Board structure. Specifically, Roberta said the Executive Board is made up of *elected* Executive Officers (President, Co-VPs, Treasurer, Recording Secretary and Communication Secretary) and *appointed* Committee Chairpersons. Kimberly Booker, Co-Vice President, went over the Committee Chairperson roles. Our 10th grade Parent Coordinator, Military Family Coordinator and Scholarship Chair are available, and we will fill in the fall with parents that express their interest.

2021-2022 Budget (Communication)

Treasurer Jennifer Smith discussed changes to the budget. Art department fundraising income line was added so the expense could be given to the Art Department. Cheerleader fundraising lines added to income and expense so that the PayPal error could be corrected. Teacher Appreciation budget line increased to $1,450.00. The $145.85 overspent is absorbed by the Teacher Appreciation donations, which were $200. Increased bank fee expense line by $25 because that is the overage year to date. Roberta Panepinto made a motion to approve the changes to the budget. The motion was seconded by Danielle Baker. The motion passed unanimously.

Outdoor Patio Project (Enhancement)

Cassandra Hazelwood stated Mr. Shell gave us $3000 for the patio and he asked that we get two more quotes. 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 now waiting on purchasing department’s approval.

**VI. Upcoming Events**

June – Evening Committee Meeting: Shirts Ordered

June/July – Patio Cover Installation - Cass

June/July – Budget Committee Meeting - Jenn

July – Evening Board Meeting: Budget Presentation, Teacher Bfast Plan, Freshman Day

August 2nd – Teacher Breakfast at Tiffany’s in PHS & Membership Drive – Setup at 7am

August 5th – Freshman Day – Setup at 8am

August 10 – School starts

August – Teacher BTS Lunch – Kandy

Aug/Sept – Cafeteria/Custodian/Bus Driver Breakfast – Lora

August – General Meeting-Budget Vote

**VII. Adjourn**

The meeting was adjourned at 8:45am. The following members were in attendance: Cassandra Hazelwood, Jennifer Smith, Erica Ortiz, Kimberly Booker, Tina Melder, Kandy McGinnis, Kelly Moore, Danielle Baker, Claudia Cassevah and Roberta Panepinto.