

**Meeting Minutes – Part 1**

Monday, January 11, 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 November 10th and November 18th, 2020 Meeting Minutes. Carmen Bailiff motioned for the minutes to be approved and it was seconded by Jennifer Smith. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone. She explained the purpose of the two part meeting was to provide an opportunity for more board members to attend. She reminded us of the ACCE (Appreciation, Communication, Community, and Enhancement) goals within our organization so that we speak to these when promoting the organization. She shared letters that we received from the alternative schools in our school district for the teacher appreciation we showed them over the holiday season. She stated that Ms. Cassevah and Officer Middleton would be at our February meeting.

Treasurer's Report

Treasurer Jennifer Smith stated that the balance of the PTSO bank account was $9935.54. *12* Days came in under budget by $687.74 due to vendor reconciliation. We received $300 in business memberships during December. The school received a $1500 grant check on behalf of our efforts. Our income budget is projected at $20000, and we need $3500 more to meet that goal.

**IV. Reports from Committees**

Fundraising (Community)

Fundraising Chair Carmen Bailiff stated that we have 21 donors for Amazon Smile. Cassandra Hazelwood led discussion about doing a spring Egg My Yard fundraiser. We discussed doing a basket giveaway and the delivery of Easter egg items taking place Mar 26-27. The members in attendance were in favor of doing the Egg Fundraiser.

Membership (Community)

Cassandra Hazelwood mentioned that Erica Ortiz continues to send out membership letters to businesses in Pace, FL.

**V. Old Business**

Veteran’s Day (Appreciation)

The event was a success and well received by the staff. Pictures were shared online via Facebook, E-blast, Website and Twitter.

Thanksgiving “A ‘Pie’ Ciation” (Appreciation) and (Community)

The event was huge success. The teachers picked up their pies in the Mailroom. Pictures were shared online via Facebook, E-blast, Website and Twitter. Additional items leftover were donated to the Santa Rosa High School, an alternative school in our district, to show appreciation to their staff.

12 Days (Appreciation)

The 12 days were a big hit with the staff. Graphics were sent out on our digital marketing sites for each of the “12 Days”. The Luncheon went over well. While the food arrived late, it was delicious. The dessert bar was a big hit too. The Cutting Board refunded us $687.74 for their tardiness.

Bus Drivers – Rolling Into the New Year (Appreciation)

Our previous headcount of 27 bus drivers has increased to 31 this semester. Going forward we will make extra bags to be on the safe side.

**VI. New and Ongoing Business**

Grants (Enhancement)

Cassandra Hazelwood shared Scholarship/Grant Coordinator, Danielle Baker’s *Teacher Grant Request* form for feedback. The board agreed with the grants maxing at $250. Applications are for Pace High School PTSO Members. Teachers will still have an opportunity to submit PTSO membership so that they may apply for the grant. Grant deadline is January 29th by noon. Teachers will be notified by February 15th and funds must be spent by March 15th. There is $2000 budgeted for the grants.

Scholarship (Enhancement)

Cassandra Hazelwood shared Danielle Baker’s *Scholarship* form for feedback. Application would be due in April and the award presented in May. The applicant must choose one of the two essay choices to write about. It was decided to do one $500 scholarship, and we have a decision pending on whether we will offer a 2nd $500 scholarship. We discussed accepting a 3.0 GPA versus 3.5 GPA due to Covid-19 impacts on schools.

T-Shirt Sales (Community)

We have 60 shirts left. Through discussion it was decided that we will sell them at Freshman Day in the fall for half off.

Alternative School Staff Appreciation (Appreciation and Community)

Secretary, Roberta Panepinto recapped the recognition we showed to the alternative schools in our district this past holiday season. We were able to provide Camelot Academy, with a staff of 26, Donuts and Warm Wishes Bags. We provided Santa Rosa High School, with a staff 27, Pies, Donuts and Warm Wishes Bags. We provided the Learning Academy, with their staff of 13, Donuts, Warm Wishes Bags and Lotion/Hand Soaps. We received many thank you letters, and created a “Correspondence Memory Book” for our organization. Roberta will partner with our feeder schools to see if they will support one of these schools in their teacher appreciation week event(s).

**VII. Upcoming Events**

Jan 22nd – Member Appreciation to Go Lunch – Foosackly’s

Feb Morning – Board Meeting with Ms. Cassevah – Date TBA

Feb 12th – Staff Coffee and Treat

Feb Outdoor Patio Check up – Date TBA

March/April – Egg My Yard (Easter April 4)

May 3rd-7th – Teacher Appreciation (Breakfast at Tiffany’s)

**VIII. Adjourn**

The meeting was adjourned at 10:50 am. The following members were in attendance: Cassandra Hazelwood, Danielle Carmen Bailiff, Jennifer Smith, and Roberta Panepinto



**Meeting Minutes – Part 2**

Monday, January 11, 2021

**I. Call to Order**

The meeting was called to order at 6:36pm by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the November 10th and November 18th, 2020 Meeting Minutes. Lora Steele motioned for the minutes to be approved and it was seconded by Danielle Baker. The motion passed unanimously.

**III. Reports from Board**

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Membership (Community)

Cassandra Hazelwood mentioned that Erica Ortiz continues to send out membership letters to businesses in Pace, FL.

Website (Communication)

Marketing and Graphics Natalie Lambert sent out a Merry Christmas post. She would like to send out E-Blast on Monday night. Send any items you want in the E-Blast through GroupMe to Natalie. We need to update the website with this year’s upcoming events, like Elections and we will work on a routine for the website process.

**V. Old Business**

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Bus Drivers – Rolling Into the New Year (Appreciation)

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March/April – Egg My Yard (Easter April 4)

May 3rd-7th – Teacher Appreciation (Breakfast at Tiffany’s)

**VIII. Adjourn**

The meeting was adjourned at 7:51pm. The following members were in attendance: Cassandra Hazelwood, Danielle Baker, Natalie Lambert, Tina Melder, Kimberly Booker, Lora Steele and Roberta Panepinto.