

**Meeting Minutes**

Tuesday, October 12, 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 September 14, 2021 General 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 reminded us Committee Folders should be maintained throughout the year and to create a standard operating worksheet for each event we lead with budget, contacts, locations, timing, and volunteer needs. Maintain a vendor contact list for the group. She updated us on our open position, Scholarship Coordinator and welcomed Lisa Avila as our new Veterans Coordinator.

Treasurer's Report

Treasurer Jennifer Smith said the balance of the PTSO bank account was $17462.37.

School Sponsor’s Report

Mrs. Cassevah said Homecoming was a huge success. She said she was appreciative of PTSO’s impact on the school and community. Please forward her any feedback.

**IV. Old Business**

PHS Homecoming (Community)

Homecoming was a success. There needs to be more food offered at the festival. The parade was long, but all parties involved this year made it the full distance. The church location was great for doing drop off and lining up the float cars. We would like there to be shuttle buses next year to get students from school to the church. We had enough candy and throws. We saved most of them until the end of the parade. Our lawn games at the festival were a huge hit.

Teacher/Staff Member to Go Lunch (Appreciation)

The event was successful and well received. The food was “yummy”, and there were three new memberships received.

**V. New and Ongoing Business**

National Book Month (Enhancement)

Discussion occurred about providing $250.00 to the Media Center for their coffee and cocoa morning on Oct. 28th. Students will be able to come to the Media Center before school, and read and drink coffee/cocoa. Tina Melder motioned for $250.00 to be used for the Media Center’s National Book Month event, and it was seconded by Kimberly Booker. The motion passed unanimously.

Fundraising (Community)

Fundraiser chair Carmen Bailiff discussed our LED light purchases at 52. We are halfway to goal. She said we will receive an Amazon payout in November for July, August and September.

Outdoor Patio Project (Enhancement)

Two umbrellas have been placed on the cafeteria patio. We will monitor its maintenance before placing the rest.

Grade Level Advisor (Communication)

For Seniors, the FAFSA and Florida Bright Scholarship applications are available Oct. 1st.

**VI. Upcoming Events**

Oct 28th – National Book Month, Media ctr at 8am

November 9th – Board Meeting at 8:00am in Ms. Cassevah’s room

Oct/Nov – Teacher Grant Roll Out (Danielle)

Nov – 12 Days Committee Meeting

Nov 11th – Veterans Day

Nov 19th – Pie Day

Dec 2nd–17th – 12 Days of Christmas

**VII. Adjourn**

The meeting was adjourned at 8:40am. The following members were in attendance: Cassandra Hazelwood, Jennifer Smith, Kimberly Booker, Lora Steele, Kelly Moore, Tina Melder, Carmen Bailiff, Kandy McGinnis, Claudia Cassevah and Roberta Panepinto.