

**Meeting Minutes**

Thursday, February 4, 2021

**I. Call to Order**

The meeting was called to order at 8:12am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the January 11th Meeting Minutes. Jennifer Smith motioned for the minutes to be approved and it was seconded by Kimberly Booker. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone. She thanked everyone for their contributions and their teamwork in supporting each other’s committees. 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.

Treasurer's Report

Treasurer Jennifer Smith stated that the balance of the PTSO bank account was $10,022.97. In January we had $213.24 in deposits and $346.78 in expenses.

School Sponsor’s Report

PTSO Faculty Sponsor Ms. Cassevah thanked the PTSO volunteers for their support to our school. She said Foosackly’s lunch that recognized PTSO Staff members was a great way to get the teachers to join in membership. She stated that the Keurig’s we had donated to the teacher’s lounge have been greatly appreciated.

**IV. Reports from Committe**e

Membership (Community)

Membership Chair, Erica Ortiz mentioned that there have been two individual, one family and one business in memberships. She mentioned it would be beneficial to do the *Teacher Membership Appreciation* luncheon in late October to increase their membership. We received memberships due to the Grant opportunity.

Website (Communication)

Marketing and Graphics Natalie Lambert has been sending out the weekly E-blast on Monday/Tuesday. Send any items you want in the E-Blast through GroupMe to Natalie.

**V. Old Business**

Fundraising (Community)

Our first Amazon Smile payment should be received by late February, directly into our bank account.

Teacher Member Appreciation Lunch (Appreciation)

The luncheon was a success and did result in a few more memberships. Lunch was from Foosackly’s.

**VI. New and Ongoing Business**

Spring Fundraiser (Community)

Goal for the event is to raise $2500. We will need all hands on deck. Delivery of the basket of goodies, and candy filled eggs will be delivered March 26-27 by volunteers. We will have inventory of 250 to sell and we are charging $20. There will also be a drawing for a gift basket ($300 value). Tickets to be entered into the drawing are purchased for $5. This fundraiser provides 50% profit.

Grants (Enhancement)

We will be sending out a signup genius to all PTSO membership and through our media outlets, advertising any teacher requests that they might be able to fill. This will allow for more teachers to receive support and our ability to best meet the needs of our budget and all requests.

Scholarship (Enhancement)

We will be supporting one $500 senior scholarship. The award will be presented at the Senior Awards on May 12th.

Outdoor Patio Project (Enhancement)

We will meet on February 20th to clean up weeds and beautify the outdoor patio.

Nominations Committee (Communication)

The Nominations Committee will be chaired by Roberta Panepinto. Vice President Kimberly Booker, Membership Chair Erica Ortiz and School Sponsor Claudia Cassevah will serve on the committee. The Nomination form or *Slate* will be posted at the school and shared via social media outlets, websites and E-blasts in March. Inform the chairperson, or member of the committee, of your intent to run again. Our bylaws allow officers to be in the same position for no more than two consecutive years. Elections are held at the General Meeting in April, in compliance with our bylaws.

**VII. Upcoming Events**

Feb 12th – Staff Coffee and Treat

Feb 15th – Grant Teacher Recipients Notified

Feb 18th – Art Fundraiser @ Sonny’s

Feb 20th – Outdoor Patio Checkup

March – Slate announced and posted at school and online

March 9th – March PTSO Meeting at 8am in Ms. Cassevah’s Room

Mar 26th-27th – Egg My Yard (Easter April 4)

April – Elections General Meeting – Schedule with Mr. Goodwin

May 3rd-7th – Teacher Appreciation

**VIII. Adjourn**

The meeting was adjourned at 8:45am. The following members were in attendance: Cassandra Hazelwood, Claudia Cassevah, Jennifer Smith, Erica Ortiz, Kimberly Booker, Lora Steele and Roberta Panepinto.