

**Meeting Minutes**

Tuesday, November 9, 2021

**I. Call to Order**

The meeting was called to order at 8:00am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the October 12, 2021, Meeting Minutes. Jennifer Smith 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 informed us that our next meeting is January 11th at 8am. We will skip the month of December due to our workload and the holiday season.

Treasurer's Report

Treasurer Jennifer Smith said the balance of the PTSO bank account was $17,599.83. Our income so far year to date is $24,310. Our budgeted goal is $33,602.72.

School Sponsor’s Report

Mrs. Cassevah thanked us for everything we did to support the school. She read a suggestion from the school “Suggestion Box” specifically asking for more Book Cafes. She also said if we need goods to be donated, school clubs can earn a “duty hour” for prepackaged food items they bring in.

**IV. Old Business**

National Book Month (Enhancement)

Our book club event on September 28th was well attended. Donut holes were purchased at a discount at Milton Bakery. There was coffee and cocoa with whip cream. We spent $251 on the event and purchased an industrial coffee pot for the media center.

**V. New and Ongoing Business**

Veterans Day (Appreciation)

Veterans Day Coordinator Lisa Avila discussed our veteran staff receiving a goody bag with a $10 gift card, a pastry and a thank you card.

Reading Café/Media Support (Enhancement)

Discussion occurred about moving $1000.00 from our Enhancement Budget line to a newly created expense: Café/Media Center Support. The money would be used for a school-wide reading cafe every nine weeks. Tina Melder motioned the budget line change, and it was seconded by Natalie Lambert. The motion passed unanimously. It was discussed that the Book Fair will happen next year Feb. 7th – 11th

Grants (Enhancement)

Grants Coordinator, Danielle Baker stated we have received 14 grants requesting a total of $2767.15. All applications are due November 10th. We will send a signup out to obtain some of these requests. Last year we obtained $700 from the signup requests. There will be a grant review meeting on Nov. 16th.

Fundraising (Community)

Fundraiser Chair, Carmen Bailiff discussed our LED (Light Emitting Diode) light purchases at 65. We are two thirds of the way to our goal. She said we will receive an Amazon payout in November for July, August, and September.

Outdoor Patio Project (Enhancement)

Five umbrellas have been placed on the cafeteria patio. Third period ROTC and Sgt. Baker will take down the umbrellas third period. A specialty base is needed for some of the tables.

Senior Dessert & Dinner (Enhancement)

Discussion occurred about supporting the seniors with dessert for their luncheon. Business Posh will send money to support this. Our headcount is 500. Lori Newcomer made a motion to approve $300 for the senior desserts. It was seconded by Lora Steele. The motion passed unanimously.

Ted Wiese Leadership Workshop (Enhancement)

The Leadership workshop is scheduled for Feb. 23 – 25. We have had a request to provide lunch for 150 students. The discussion has been tabled for our next meeting.

Marketing and Communications Update (Communication)

Communications Secretary, Natalie Lambert discussed needing support gathering weekly clubs/organizations/sports meeting/event dates. She stated we currently have PTSO membership as our website’s front page “hero” image. Suggestions are welcomed for “hero” images. Thanksgiving graphics are being made for pies. We have four new business memberships. They will be staggered in our media outlets on Tuesdays and Thursdays by 2pm. We will include an ad around Christmas time that promotes business membership and shopping locally. If you are at a 12 Days of Christmas event, please take pictures. We are looking for Parent Resource articles to be written for our website, such as 18 vs. 24 credits and clubs’ overview.

**VI. Upcoming Events**

Nov 16th – 12 Days Committee Meeting & Grant Review

Nov 19th – Pie Day

Nov 30th - Bag assembly for 12 Days at 630pm

Dec 1st - Patriotic Pears

Dec 2nd - Anniversary Chocolates

Dec 3rd - Traditional Brews Coffee Bar

Dec 6th - Red, White, and Blue Hand Soaps

Dec 7th - Independence Baked Potato and Salad Bar

Dec 8th - Opportunity Donut Rings

Dec 9th - Tribute Cards

Dec 10th - Pomp and Circumstance Popcorn

Dec 13th - Reverent Cup of Soup and Crackers

Dec 14th - Inspirational Cocoa

Dec 15th - Declaration Mints

Dec 16th - Enduring Freedom Lunch

Jan 11th - PTSO Meeting at 8am in Ms. Cassevah’s room

**VII. Adjourn**

The meeting was adjourned at 8:50am. The following members were in attendance: Cassandra Hazelwood, Jennifer Smith, Kimberly Booker, Danielle Baker, Kelly Moore, Lisa Avila, Natalie Lambert, Lori Newcomer, Erica Ortiz, Lora Steele, Kelly Moore, Tina Melder, Carmen Bailiff, Kandy McGinnis, Claudia Cassevah and Roberta Panepinto.