

**Meeting Minutes**

Tuesday, May 9, 2023

**I. Call to Order**

The meeting was called to order at 8:11 am by President Roberta Panepinto.

**II. Approval of Minutes**

President Roberta Panepinto reviewed the April 11, 2023, Meeting Minutes. Lora Steele 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

Roberta Panepinto welcomed everyone and thanked all the committees, and outgoing and incoming officers for their commitments. A special thanks to everyone during teacher appreciation week. Special thanks also to Natalie, who has been working on so many things behind the scenes: painted parking spots, spirit wear, senior events and media communication.

Please plan for upcoming meetings: June, the executive board, budget planning. July, all PTSO members. August, General meeting for everyone.

Roberta also took some time to welcome the 2023-2034 PTSO board and explain the PTSO organizational chart. PTSO consists of an Executive Board and general Board. The executive board consists of the President, Vice-Presidents, Treasurer, and Recording Secretary. The general board consists of coordinators and committee members. Our President and Vice Presidents split up the board for oversight. Here is an example of how Vice Presidents oversee cooridenators/commiteees:

 Hospitality Chair: Cass (Lora supporting)

 Food Pantry Chair: Shay (Erica supporting)

 Membership: Lisa (Erica supporting)

We have 23 people on our board this upcoming year.

Treasurer's Report

Tina Melder gave the Treasurer’s Report. The previous balance of the PTSO bank account was $19,334.93 (April 11, 2023), and a current ending balance of $21,827.53. PTSO wrote a check for Maggies Miracles Foundation in the amount of $6,500. This was money earned during a charity event for a cancer patient, who works in the PHS cafeteria. The money was deposited into Pace High School, and PTSO wrote the check for the internal funds because the school was unable to write the check directly to the recipient. These funds will remain in our account at PHS with the bookkeeper and we will use them for teacher grants for the 2023-2024 year. We will maintain a separate line on our budget highlighting the internal PTSO school account.

School Sponsor’s Report

Mrs. Cassevah wanted to thank us for all that we do. Every year our teacher events and everything we do, gets better and better, she says. Appreciates our presence at the Senior Awards, and all the help we have done with the senior events.

**IV. Old Business**

Teacher Appreciation (Apprecitaion)

Teacher Appreciation went very well. Having the bulk of the events during the last week in April seemed to work better for everyone, including the teachers. Not having it during normal testing weeks allows the teachers to have more time to enjoy the lunches and events. We plan to drop the events down to about one full lunch, one breakfast, and maybe one coffee/donut morning. It takes a lot of planning (and executing) and more expensive now that the cost of things have increased so much.

Military Students Ice Cream Social (Community)

Ken thanked everyone for partnering with him for the military appreciation event. There were about 180 students served at the event. We may want to increase the budget for this event, and possibly have volunteer shirts for next year, as well as sell shirts to students.

Senior Scholarship (Community)

Three $500 senior scholarships were awarded at Senior Awards night. The students loved the baskets. Sarah would like to update some of the rubric and grading scale for future years.

**V. New and Ongoing Business**

Membership Update (Community)

Natalie is finalizing the designs for upcoming year t-shirts. We plan to have a feminine style, also a masculine style, which is dri-fit, and then a sweatshirt. These will be ordered in the next month or so. We will be doing pre-orders.

Business membership letters will go out in June or July. Erica will update the form to ask the business if there is a specific time that would like their advertising/media push to happen. For example, Nixon’s and Middletons may prefer theirs during homecoming or prom season. There have been over 24 businesses that supported PTSO in the past.

Our goal should be to increase the quantity of family memberships purchased. It helps for the parents/families to feel involved and have more of a buy-in at the school. Hoping to get a large amount of memberships purchased on Freshman Day. We will not be selling (or delivering) tee shirts on Freshman Day, but will still be taking orders for the shirts. This year, we are waiting until all orders are completed and recevied before delivering any to teachers, students, or parents.

Tina brought up the option of maybe doing a class competition for memberships. We can give a kickback to whichever class, Freshman, Sophomore, Junior, or Senior, has the most memberships purchased.

Food Pantry/Feeding the Gulf Coast (Community)

We will be continuing through the summer. Breakfast and lunch may be provided by the school, but we will provide snacks and dinner from our pantry. It will be delivery to the student’s house, or a box packed and the student/family can pick up from the school (maybe 2 or 3 times during the summer).

Ascend Care has secured a $2,700 grant for PTSO to use to provide bags and needed supplies for our food pantry.

Fundraising Update: Birthday Ads (Community)

May 31st will be the deadline for summer birthday ads, and will probably start back in July.

Senior Painted Parking Signs (Community)

We have sold about 134 spots so far. PPS Committee planning is ongoing. A lot of Class of 2024 volunteers have signed up.

Advisor Feedback

Class of 2025 Fun Run was successful; about $2,000 went to the class, and $2,000 went to Valley Jo.

Further Discussion

All committee chairs please get all year end numbers to Natalie for the updated PTSO graphic, showing what we did this year.

Discussion about ordering new PTSO board shirts, especially for the new members.

Discussion about making a new budget line for Guidance senior awards decorations.

**VI. Upcoming Events**

May 12th: Pep Rally, Next Steps Day, and Senior field trip

May 19th: Graduation walk practice (mandatory for seniors)

July 11th: 10 am – First 2023-2034 PTSO meeting

July 29th: 8a-8p – Painted Parking Spots Paint Day

July 30th: 9a-5p – Painted Parking Spots Paint Day

Aug 3rd: 8 am – Teacher/Staff Welcome Back Breakfast

Aug 4th: 4p-8p – Painted Parking Spots Paint Day

Aug 5th: 8a-8p – Painted Parking Spots Paint Day

Aug 6th: 9a-5p – Painted Parking Spots Paint Day

Aug 8th: Freshman Day

Aug 9th: Open House

Aug 9th: Teacher/Staff Lunch (Newks)

Aug 10th: First Day of School

Aug 15th: PTSO General Meeting – Budget Vote

**VII. Adjourn**

The meeting was adjourned at 8:57 am. The following members were in attendance: Sarah Baltimore, Ken Parnell, Marsha Parnell, Carmen Biliff, Erica Ortiz, Roberta Panepinto, Jennifer Smith, Shay Stallworth, Kandy McGinnis, Claudia Cassevah, Emily Pike, Lisa Avila, Lora Steele, Tina Melder, and Cassandra Hazelwood.