

**Meeting Minutes – Part 1**

Tuesday, November 10, 2020

**I. Call to Order**

The *Part 1* meeting was called to order at 8:00am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the October 15, 2020 General Meeting Minutes. Carmen Bailiff motioned for the minutes to be approved and it was seconded by Lori Newcomer. The motion passed unanimously.

**III. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone. She explained the purpose of the two part meeting. We want enough time to meet with our school advisor at the first meeting and finish our agenda at the second meeting. Cassandra also stated that our Florida Tax exempt form has arrived.

Treasurer's Report

Treasurer Jennifer Smith stated that the balance of the PTSO bank account beginning October 1st was $5292.34. The balance on October 31st was $8583.21. Membership, Donations, Fundraising and return check reimbursement brought in $5885.00 in income. There were $2594.13 in expenses covering returned checks, paypal fees, teacher appreciation, school enhancements and shirts. We have a goal of projected income at $20000 and currently we need $5000 more.

School Sponsor’s Report

PTSO Faculty Sponsor Ms. Cassevah thanked the PTSO volunteers for their support to our school. She provided many compliments from the staff that she had received. She mentioned it being an option to label our items when storing in the closets for students’ awareness.

**IV. Reports from Committees**

School Advisory Council (SAC) (Communication)

SAC Liaison Lori Newcomer stated that the next SAC meeting is November 17th.

Website (Communication)

Email any ideas you have for E-blast, Facebook (FB), and Instagram (IG) to Natalie Lambert, Marketing and Graphics.

Fundraising (Community)

Fundraising Chair Carmen Bailiff set up Amazon Smile. We receive payment directly to our bank account quarterly for .5% of all sales. She also mentioned that all monies and unsold Culver’s coupons need to be brought to our next meeting on Nov. 18th.

**V. Old Business**

Homecoming Parade (Community)

The parade, held on Nov. 5th, was so much fun. We had a table with several volunteers selling shirts, culvers and membership. Board/Committee members and their families walked in the parade. The parade started at the carpool entrance, led by the band, went along Norris Road, turned left onto Pace Patriot Blvd and left behind the stadium/school. We had candy, beads and scrunchies to throw. We purchased a banner to march with in the parade, and it can be used at future PTSO events.

**VI. New and Ongoing Business**

Veteran’s Day (Appreciation)

Tina Melder and Katie Urzua put together gift bags for the Veteran staff at Pace high on Nov 10. We included spouses of veterans. The gift bag included bugles, mentos and gourmet cookies. The cost was approximately $5/person.

Thanksgiving “A ‘Pie’ Ciation” (Appreciation)

Kimberly Booker, Tina Melder and Lora Steele stated the pie event would be on Nov 19th. We will be assembling the pies at the *Part 2* PTSO meeting on Nov. 17th.

12 Days (Appreciation)

Kimberly Booker, Tina Melder and Lora Steele have been planning 12 Days. We will prepare for 20 vegetarian and 150 total staff. Food will be catered from the Cutting Board and dessert is from Glenda’s. The setup will be similar to last year and will take place in Freedom Hall on Dec. 18th. Dec. 18th is a half day, so food needs to arrive at 12pm and lunch served at 1pm. It was mentioned that ROTC could be a resource to help us decorate.

**VII. Upcoming Events**

Nov 10th – Military Veteran PHS Staff Appreciation

Nov 17th – *Part 2* PTSO Meeting at Cassandra’s House at 730pm

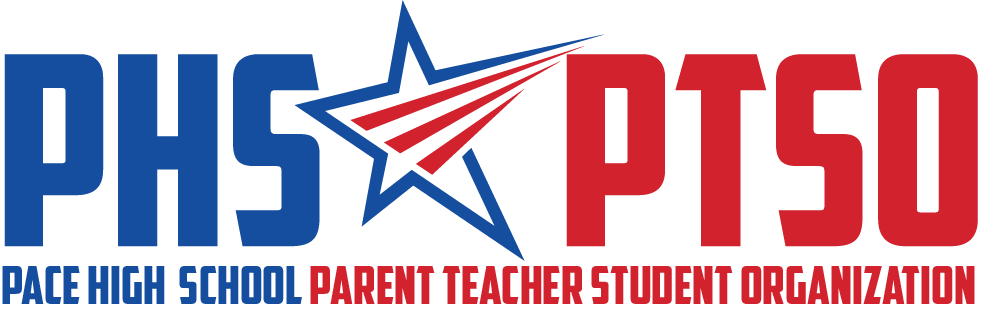
Nov 19th – We sure a *A”Pie”ciate* PHS Teachers and Staff

December 3rd -18th– 12 Days of Christmas, Staff Appreciation Event

TBA – Spring General Meeting and Board Election Process

**VIII. Adjourn**

The *Part 1* meeting was adjourned at 8:30 am. The following members were in attendance: Cassandra Hazelwood, Danielle Baker, Tina Melder, Kimberly Booker, Carmen Bailiff, Erica Ortiz, Jennifer Smith, Lora Steele, Lori Newcomer, Claudia Cassevah and Roberta Panepinto.



**Meeting Minutes – Part 2**

Wednesday, November 18, 2020

**I. Call to Order**

The *Part 2* meeting was called to order at 7:30pm by President Cassandra Hazelwood.

**II. Reports from Board**

President's Report

Cassandra Hazelwood welcomed everyone and recapped the *Part 1* meeting highlighting the budget and our goals. She also stated that we would assemble pies for our staff following the meeting.

**III. Reports from Committees**

Grade Level Parent Coordinator (Communication)

Senior Parent Coordinator Carla Dietrich stated senior applications are available for FAFSA, Financial Aid and Cap and Gown Orders are underway.

Membership (Community)

Membership Chair Erica Ortiz sent out membership letters to businesses all over Pace, FL. We have received several memberships from this initiative. There will be a holiday membership push during the 12 Days event.

Scholarship (Enhancement)

Scholarship Chair Danielle Baker mentioned that we will look at Scholarships and Grant Program Details in January.

**IV. Old Business**

Veteran’s Day (Appreciation)

The event celebrating Veteran staff went well. The graphics for the gifts were amazing and the cookie designs were patriotic.

**V. New and Ongoing Business**

12 Days (Appreciation)

The Dec. 18th luncheon will be at 1pm in Freedom Hall. There will be a setup, serve and cleanup crew. Cutting Board will deliver food at 12pm and food will be served at 1pm. Report time to setup is 8am.

Outdoor Patio Project (Enhancement)

Asst. Principal Mr Goodwin ordered new round red tables. We have two quotes for shade coverings and will work on a third. The cost to shade is high and another option is to go with umbrellas at $2000 each and that last 3 years. We will look at getting a third quote and discuss at our next meeting.

**VI. Upcoming Events**

Nov 19th – We sure a *A”Pie”ciate* PHS Teachers and Staff

December 3rd - 18th – 12 Days of Christmas, Staff Appreciation Event

TBA – Spring General Meeting and Board Election Process

**VII. Adjourn**

The meeting was adjourned at 8:07pm. The following members were in attendance: Cassandra Hazelwood, Danielle Baker, Tina Melder, Carmen Bailiff, Natalie Lambert, Jennifer Smith, Lora Steele, Carla Dietrich and Roberta Panepinto.