

**General Meeting Minutes**

Thursday, July 14, 2022

**I. Call to Order**

The meeting was called to order at 9:31am by President Roberta Panepinto.

**II. Approval of Minutes**

Secretary Jennifer Smith reviewed the May 10, 2022, Meeting Minutes. Lora Steele motioned for the minutes to be approved and it was seconded by Carmen Bailiff. The motion passed unanimously.

**III. Reports from Board**

President's Report

Roberta Panepinto went over our original PTSO goals, which the board has decided to keep in place: ACCE. Appreciation, Communication, Community, Enhancements. PTSO board is made up of the executive board (elected positions), and committees and chairs.

PTSO expectations, based on the survey results: We want to continue, and increase the enhancements of the campus. Also following the code of conduct is an important reminder. We need to be following the same rules as staff and students of the school follow. This includes the dress code; dress appropriately for the event. Using the chain of command properly, which means going to our sponsor (Mrs. Cassevah) before contacting PHS administration directly. Also communicating with Roberta and each other directly when issues or questions arise.

Some reminders regarding our positions within the school: It is important that we keep all personal issues and disputes out of meetings and PTSO events. Representing PTSO is also representing Pace High School. We also need to respect the privacy of PHS students when posting pictures, etc online. No roaming the hallways, interrupting classes, etc while we are volunteering on campus. Any individual on the board is not authorized to sign any contracts on behalf of PTSO, this must be a group voted decision.

GroupMe is still the preferred method of mass communication within our board. When sending emails to Mrs. Cassevah or class sponsors, please cc Roberta, so that she is aware and part of the communication. Roberta’s preferred method of communication is text messages, whenever any of us have questions or issues arise.

Treasurer's Report

The balance of the PTSO bank account was $17,752.41 as of June 30, 2022. The 2022-2023 budget was passed out and discussed. The budget will be voted on at the next general meeting, scheduled for September. Our yearly financial audit was completed by a third party in June. No discrepencies were found and the audit passed. 2021 taxes were filed in June.

School Sponsor’s Report

Mrs. Cassevah was not in attendance but did thank us for supporting the school and community. She is looking forward to working with us again this year.

**IV. Old Business**

Open Committee: Scholarship Chair (Community)

We are still in need of a volunteer member for scholarship committee chair.

Last year we spent $10,276 on student support and $8,114 on teacher support.

**V. New and Ongoing Business**

Tenative 2022-2023 calendar was passed out to all in attendance.

Membership Drive (Community)

Erica Ortiz updated us on the upcoming membership drive. Updated forms with membership package options and tee shirt prices will be sent out to local businesses, along with our year in review form. Erica is currently collecting donated goodies/teacher gifts to use as prizes for the drawings at Welcome back Breakfast. The online membership drive will occur the week of July 18th. Discussion about not offering the $10 individual memberships this year. Motion by Ken Parnell to eliminate individual memberships at $10 price, and only offer $20 family memberships. The motion was seconded by Natalie Lambert and passed unanimously. We will keep our $5 teacher memberships and $100 business memberships at the same price points as last year.

Natalie Lambert has set a goal of 200 families to join PTSO this year. We will be including some multi-media presentations during the membership drive, and also offering a donated family portrait session as a drawing prize. Also a thermometer graphic showing our current goal status.

Spirit Wear (Community)

Natalie Lambert updated us on spirit wear progress. The shirts are in process, and Natalie has seen a few samples of the bleached design shirts, which have turned out very nice. They should be completed by the last week of July. Kelly Moore has volunteered to lead up the shirt order processing (matching up and labeling the pre-order shirts). We will need to purchase supplies (bins, rubber bands, labels, etc) for organizing and storing the spirit wear. The pre-orders will be distributed on Freshman Day and Schedule Pickup Day. Any orders not picked up those days will be sent to the student’s homeroom teacher. We will be selling our new design shirts as well as any remaining shirts, tumblers, and magnets from previous years at Freshman Day and Schedule Pickup Day.

Painted Parking Spots (Community)

Natalie Lambert updated us on the painted parking spots fundraiser. Only about 50 spots were not purchased by seniors and these spots will be sold through the Athletic Department. During the painting days, an off duty police officer will be hired and paid for through the concession sales. This is to help with traffic flow, parking, etc. We are partnering with band boosters to help with paint storage, trash collection, etc. Natalie will be sending out detailed instructions for volunteers, and also an instructional video for the students to see how to paint and clean their spot. Fifteen students paid for their spots to be painted by art students. Kimberly Booker is helping to coordinate the 8+ art students who have volunteered to paint. There will be rain days set up. There was a question of whether we can have yearbook department come and take some pictures, and also if we should look into a paint clean-up kit to use if any paint spills on the pavement. We will need to borrow folding tables and tents from volunteers for the event.

Freshman Day (Community)

August 4th. Volunteer needs: 10 adults and 7 students. Three locations: Outside (selling memberships, shirts, traffic control), Inside (information table), Freedom Hall inside the parent meeting (membership & spirit wear information table). Roberta will look into having a PTSO ad on the outside LED sign for Freshman Day.

Welcome Back Breakfast (Appreciation)

August 2nd in cafeteria or Freedom Hall. Volunteer needs minimum: 4 for set-up, 3 for membership table. Kentucky Derby themed. This is a membership drive for teachers. Each teacher that purchases a $5 membership will get a ticket for a drawing. Some teacher packages offered with membership and spirit wear. Teachers who purchase packages will receive additional tickets. Some food will be purchased, some may be prepared by volunteers.

Teachers lunch (Appreciation)

August 5th SGA is helping with ice and drinks. Newks boxed lunches donated by Woodbine Family Dentistry.

Open House/Schedule Pickup (Communication)

August 5th Volunteer needs: 5 adults (selling spirit wear and memberships) Independence Hall (in front of vending machines)

Further Discussion

LED Sign (Enhancements)

Roberta Panepinto has priced out some companies for professional cleaning of the outside LED sign. Sarah Baltimore motioned for us to pay up to $400 for power washing of the LED sign. Carmen Bailiff seconded the motion and it passed unanimously.

Meetings will be at 8 am on the 2nd Tuesdays of the month in Mrs. Cassevah’s room. Due to the first week of school, our next meeting will be August 16th at 8 am.

**VI. Upcoming Events**

July 18th – Membership Drive

July 30th, Aug 5th & 6th – Painted Parking Spots

August 2nd – Welcome Back Breakfast 7 am – 9:30 am

August 4th – Freshman Day 9:30 am – 4 pm

August 5th – Teacher lunch 10:30 am – 1 pm

August 5th – Open House (Schedule Pick-up) 12:30 pm – 3 pm

August 8th – First Day of School

**VII. Adjourn**

The meeting was adjourned at 10:45am. The following members were in attendance: Cassandra Hazelwood, Ken Parnell, Carmen Bailiff, Natalie Lambert, Lisa Avila, Lora Steele, Irene Garrett, Erica Ortiz, Kelly Moore, Jennifer Smith, Kimberly Booker, Sarah Baltimore, and Roberta Panepinto.