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**Meeting Minutes**

**Thursday, September 3, 2020**

**I. Call to Order**

The meeting was called to order at 10:39am by President Cassandra Hazelwood.

**II. Approval of Minutes**

Secretary Roberta Panepinto reviewed the August 12, 2020 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 us and introduced Lori Newcomer, a representative of the School Advisory Council (SAC), will be our SAC Advisor. Cassandra also mentioned that paperwork goes to Anita Holstein for distribution to teacher mailboxes. All publications must be approved by the president and school faculty advisor.

Treasurer's Report

The balance of the PTSO bank account is $5993.02. In August we had $500.00 in business memberships, $880.00 in family and individual memberships, and $270.00 in teacher/staff memberships. We received $80.00 in general donations. We sold $1490.00 in t-shirts. Our total August income was $3220.00 and our expenses were $60.37 for bank and PayPal fees. All checks the PTSO writes must have two signatures. When processing money for deposits we have two counters and a third person for checks and balances.

**IV. Old Business**

501 (c) (3) Status

Cassandra Hazelwood stated the revised Bylaws have been sent to the IRS and we are waiting for our approval letter. The clerical is held up due to Covid. This will put Amazon Smile and Box Tops on hold until we receive this letter.

Welcome Back Breakfast

The event was a success and within budget of $500. We had 44 teachers/staff sign up during the membership drive. There were amazing prize drawings for those that signed up for PTSO Membership. We made $505 in membership dues and t-shirt sales.

**V. New and Ongoing Business**

Hospitality

We discussed doing monthly morale boosters for our staff at PHS. The proposed budget would be $400-$500 per event. Erica Ortiz motioned for a line item to be added to the budget for Hospitality. It was seconded by Lori Newcomer. The motion passed unanimously. We will host an Appreciation Drop Off Lunch on Sept. 13. We will do RSVP for the lunches, due by Sept. 5th, and use que2go catering company, which includes a bbq pork sandwich, two sides, and dessert. We would like to do a coffee bar in October.

Outdoor Patio Project

Cassandra Hazelwood discussed three options for the patio area outside the cafeteria. We can clean the area and choose between shade coverage of umbrellas or anchored sails. Erica Ortiz motioned for the execution of the Outdoor Patio initiative and it was seconded by Jennifer Smith. The motion passed unanimously. Project will be Saturdays, 8a-10a and consist of spray painting tables, power washing, weed eating and gum removal.

Budget Update/Discussion

Many changes were made to the PTSO budget to accommodate the school enhancement projects and increased staff appreciation events. Decreased the projected income for Box Tops and Amazon Smile due to delay with IRS. Homecoming events have been canceled due to Covid. Business Memberships and Donations were increased because of its success. These revisions balance the addition of the Outdoor Patio Project shade expense. Carmen Bailiff motioned for the budget revisions to be approved and it was seconded by Erica Ortiz. The motion passed unanimously. The budget will be voted on at the General Meeting.

Communications

Our first E-Blast has gone out and we will continue to do the E-Blast newsletter weekly. It is our goal to have about six topics weekly.

Further Business

Cassandra Hazelwood discussed hosting our PTSO General meeting via Zoom and Facebook Live tentatively Sept 29th at 7pm. Grandparents Day is September 13th and we will do a membership special for grandparents of $10. There will be a media promotion on Grandparents Day to show appreciation. A donation letter template will be emailed later this month and can be used to solicit donations of goods or monies.

**VI. Upcoming Events**

Cassandra Hazelwood mentioned the following upcoming events:

August 4th – Shirt pick up 5pm-7pm

Sept 11th – Appreciation Drop Off Lunch

Sept 29th – General PTSO Meeting/Volunteer Meeting/2020-2021 Budget Vote at 7pm

Oct – Appreciation Coffee and Snack Bars

December – 12 Days of Christmas, Staff Appreciation Event

**VII. Adjourn**

The meeting was adjourned at 11:48 am. The following members were in attendance: Cassandra Hazelwood, Kimberly Booker, Carmen Bailiff, Erica Ortiz, Jennifer Smith, Lori Newcomer and Roberta Panepinto.