

# PTSO Meeting Notes

## MINUTE NOTES

SEPTEMBER 13, 2022 8:30 AM

MEETING CALLED BY	Heather Thomas, President
TYPE OF MEETING	Monthly Meeting
SPEAKERS ATTENDEES	Matt Roberson, Kiffani Browning, Ida Ufferman, Heather Thomas, Lyyli Van Whittle, Scott Whittle, Stacey Patronik, Jill Thompson, Rosa Cefalu, Regina Rice, Mary Summers, Jessica Chapman, Olive (SGA), Jamie Holleman, Julya Denholm DeMaria, Sharon Junkins, James J, Angi, Beth Lowe, Genevieve, ***-***-6389
MATERIALS	PTSO meeting agenda, draft minutes for 8/2022, financial statement, proposed budget
PRESIDENT	Heather led the meeting, Lyyli cohosted

Agenda topics

### SECRETARY REPORT

**JILL**

DISCUSSION	Minutes had two changes (SAC correction and listing) and will be resubmitted to group as approved
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### PRINCIPAL & ASST. PRINCIPAL REPORTS

**MATT AND KIFFANI**

DISCUSSION	Matt discussed progress reports will be published tomorrow in the Parent Portal. The ice cream social was a big success. Club sign ups have started, and students can still sign up if they are interested. After school tutoring has started, currently two days a week offered right now, Mondays and Wednesdays until 4pm and working on more funding from LCS; summer reading symposium is in progress and has been a great success and the students are getting to meet other teachers that they may not otherwise, and the artwork is up in the media center. They are working on their school improvement plan, which lends itself to the SAC first meeting, scheduled Wednesday, <b>September 21<sup>st</sup>, 2022</b> , and welcome any participation. Kiffani brought up the parent night for FASA night for college night to get students involved in college and the date will be around October 1 <sup>st</sup> but will be announced soon.
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### TREASURER'S REPORT

**IDA**

DISCUSSION	<p>Ida has filed the tax return and is investigating for last year's return and will report back. Google account is only accessible from the desktop, and we are still in the process of getting the Leon County account. Scott Whittle mentioned that is almost ready. Mailbox, OneDrive and Zoom meeting capabilities will be available with that account. QR code is finalized and working, a sign will be available during Open House. The revised budget was discussed, including the real costs (much is being done with parent donations and not reflected).</p> <p>Budget discussion: Reducing Lunch Bunch to \$400 (going to alternate to between lunch and snacks); Community grants changes: Lee's Place funding increased to \$450. Shift of the New Horizons and Second Harvest backpack also has funding to zero. Lee's place counseling for students without insurance and Tiffani Martin has the accounting information. Discussion on redistributing funds to areas that are low in estimate. We will make the small budget changes with realistic it as is and amend the budget when we have time to discuss further. For now, we will redistribute the \$1100 (\$550 each) to Fall Festival and Teacher Appreciation. Lyyli moved to pass the budget with the discussed changes, and Scott seconded the motion. All in favor, the motion passed.</p>
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	<p>Jamie Holleman mentioned that Lively Vo Tech offered lower cost food options; Lively Culinary can possibly assist in providing food for events.</p> <p>Beginning Acct Balance: \$3,833.57  Deposits To Date: \$831.12  Withdrawals To Date: 0.00  Current balance: \$4,664.69</p>
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## BOARD REPORTS

## VARIOUS PRESENTERS

<b>PRESIDENT / VICE PRESIDENT</b>	Heather brought up the official vote for Lyyli stepping into the President role. Jill motioned to approve Lyyli as President; Ida seconded the motion. All in favor, the motion passes. Lyyli is taking any requests to fill the VP role and will push out to the PTSO list.
<b>STUDENT GOVERNMENT</b>	Olive brought up the Fall Festival, which will be held on Halloween and need cake donations for the cakewalk. Olive will inquire about the large tent again this year. Fundraiser idea about pumpkin painting/smash. Olive will get the number back to us. Olive wondered if SGA help is needed for the Open House. Olive/SGA will have some folks available.
<b>TEACHER REPRESENTATIVE</b>	Rosa Cefalu mentioned progress reports and encouraging students to advocate for themselves. Rosa and Tony are the Senior sponsors for this year. Senior Fall picnic will be November 17 <sup>th</sup> or 18 <sup>th</sup> . PTSO usually helps with food: snacks and drinks for this event. Cookies and sandwiches and drinks usually. Around 75 students usually to plan for attending.
<b>BUSINESS PARTNER COORDINATOR</b>	No news to report yet (have not gotten a response from LCS)

<b>VOLUNTEER COORDINATOR</b>	<p>Stacey mentioned the online form and the in-school binder to record your hours. Stacy had a question on storing donated items and Matt confirmed they can be dropped off at the front office and mark what it is for. There are two refrigerators, and a storage closet is in the teachers' lounge that can be used.</p> <p>-----</p> <p>PTSO volunteers are allowed on campus as long as they have registered with the LCS Volunteer site (<a href="https://volunteers.leonschools.net/">https://volunteers.leonschools.net/</a>) and adhere to masking and social distancing requirements. Don't forget to enter your volunteer hours on Track-It-Forward. Our goal is 1 hour per each student at SAIL (400 hrs). <a href="https://www.trackitforward.com/site/sail-high-school-ptso">https://www.trackitforward.com/site/sail-high-school-ptso</a></p>
<b>SAC/DAC REPRESENTATIVES</b>	<p>Scott (DAC). They do not meet until the 22<sup>nd</sup>.  Regina (SAC). Not meeting until the 21<sup>st</sup>.</p> <p>Scott mentioned the PeachJar flyers that were sent out and always posted on PeachJar.</p>
<b>SAIL FOUNDATION</b>	SAIL Foundation is having its annual meeting in March. Alumni now make up most of its board. Jodi Wilkoff is the representative.
<b>OTHER DISCUSSIONS</b>	<p><b><u>Bus Driver and Cafeteria Appreciation:</u></b> headcounts: cafeteria workers (3), Custodial (6), Bus Drivers (8 plus 4 aides). Last year there were gift bags with blankets last year. Proposing October 14<sup>th</sup> for the date. Lisa Orcutt offered some items to Heather, and she will reach out to Lisa.</p> <p><b><u>First Friday treats:</u></b> alternate months instead of trying to do monthly.</p>

	<p><b>Honor Roll Celebration</b> coming up October 26<sup>th</sup> or 28<sup>th</sup> (treat). Matt will get a count estimate for last year.</p> <p><b>Fall Festival</b>, we might need a separate meeting for Fall Festival. Event Coordinator or new positions for events.</p> <p><b>Social Media</b>: Facebook information given to Lyyli; Scott will take this on since he has access to the school website as a point person, Stacey has offered to take on the Facebook posting for updates.</p> <p><b>Updated PTSO pictures</b> for website, social media. Scott offered to setup a directory with headshots.</p> <p>Heather preparing letter about PTSO.</p>
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## PAST EVENTS WRAP-UP SUMMARY

## VARIOUS PRESENTERS

MISCELLANEOUS	First Friday and Ice Cream Social was a success
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## UPCOMING EVENTS PLANNING

## VARIOUS PRESENTERS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up budget discussion for amendments	Ida/PTSO/All	ASAP
Fall Festival Follow up meeting (poll for meeting date)	Heather/Lyyli	ASAP
September Open House	Flyers went out, helpers and Stacey sending Sign up Genius today for Monday event	9/13/2022 (signup); event: 9/19/2022
Wakulla field trip – pizza from school fund (no PTSO needed)	Caitlyn	9/23/2022
Plan out 1st Friday treats for student in October	Stormy / PTSO	10/07/2022
Cafeteria and Custodial Worker Appreciation week (gift bags and a catered lunch); cafeteria workers (3) and Custodial (6).	Stacey signups/PTSO gift bags	10/14/2022
Bus Driver's Appreciation Day (gift bags and check with Rob Pell) Bus Drivers (8 plus 4 aides).	Stacey signups/PTSO gift bags	10/14/2022
Honor Roll Celebration	Treats needed from PTSO	October 26 <sup>th</sup> or 28 <sup>th</sup> , 2022
Fall Festival (food & drinks for 400/2 grills/work with SGA)	SGA/Caitlyn	10/31/2022
Senior Picnic/Field Day	PTSO for food and helpers	11/17 or 11/18/2022

**Next meeting:** Tuesday October 11th, 2022 @ 8:30AM via Zoom

PTSO members

PTSO President Heather Thomas / Lyyli Van Whittle

PTSO Treasurer Ida Ufferman

PTSO Secretary Jill Thompson

PTSO Volunteer Coordinator Stacey Patronik

PTSO Business Partner Jill Thompson

DAC Representative: Scott Whittle

SAC Representative: Regina Rice