

## **SAHS PTO, September General Assembly Meeting**

**SAHS Media Center**

**September 7, 2021, 6:00**

**Meeting Called to Order: 6:05**

**Members in Attendance:** Jen Stevenson, Jennifer Sartiano, Dana Evans, Jo Ellen Parkey, Heather Mowrey, Shannon Harris, Coach Cooper, Dr. Graham, Liz Beute, Mary Alston Kerllenevich, Becky Smith, Brent Bechtold, Jeanne Banton, Joseph Ruggieri, Cathi Rivera, Jessica Hoffman

**Members on Zoom:** Amy Fitzgerald, Ashley, HNorman, Jaclyn Grant

### **A. Welcome/Approval of Minutes**

Jen Stevenson welcomed all members and asked for approval of minutes.

**Motion to approve minutes:** Dana Evans

**Second:** Jennifer Sartiano

**Motion passed.**

**Action:**

None.

### **B. Principal Report/SAHS Updates**

Dr. Graham discussed the need to fill remaining open positions, including 4 more ESE para-professional positions. Dr. Graham said the year is going well, the new teachers and staff members (more than 30) are settling in well. Things are "heading in the right direction".

**Action:**

None.

### **C: Treasurer Report and Budget Approval - Dana Evans**

Dana reviewed the proposed budget (attached), line by line.

Biggest change from previous budget is that we will no longer be selling Spirit Wear.

**Motion to approve budget:** Jennifer Sartiano

**Second:** Heather Mowrey

**Motion passed.**

**Action:**

None.

### **D: Business Partners Report - Jen Stevenson**

We have 10 Full Business Partners for a current total of \$11,250. We are expecting more before the next meeting. We are looking for a Business Partner Liaison. Members were encouraged to ask local business contacts to become SAHS PTO Business Partners.

**Action:**

✓ Jennifer Sartiano will post the need for a new Business Partner Liaison on our social media platforms.

### **E: Hospitality - Shannon Harris**

**Weekly Treats for faculty and staff.** This project is not part of the PTO Budget and is entirely funded by donations solicited via Sign-up Genius.

**Hospitality Events Schedule.** The events calendar was reviewed and volunteer needs were described. Volunteers will be solicited via Sign-up Genius.

**Holiday Luncheon.** The Holiday Luncheon will now be a breakfast followed by a Dessert Lounge. We will be soliciting donations for door prize items for the faculty and staff.

**Action:**

- ✓ Shannon Harris will create Sign-up Genius invitations for weekly treats and events.
- ✓ Jo Ellen Parkey will begin soliciting door prizes

## **F. Fundraising - Jen Stevenson**

**Spiritwear.** The PTO will finish selling in-stock items and will then discontinue the sale of Spiritwear items. The Athletic Department has a link on the front page of the SAHS Website to meet any student spirit wear needs.

**ACT Prep Course.** The ACT Prep Course is being offered to students on October 9<sup>th</sup>. The PTO will staff the event with volunteers. Students pay \$20 to take a practice test administered by ACT. Every penny collected stays at the school; the PTO does not have to pay ACT to administer the practice test. The PTO is supplying volunteers to help proctor the exam.

**Spirit Nights.** We are still looking for a Spirit Night Coordinator. We earned \$239 from the J. Crew Spirit Night held in August.

**Marquee Messages.** Jo Ellen Parkey is working with Mrs. Davis and Coach Cooper to perfect the system. We are running sample ads this week to create images for advertising on social media.

**Parking Spot Auction.** The Spring Parking Spot Auction was very successful! Dr. Graham has given us 3 parking places to auction in Spring 2022.

**Graduation.** May 26, 2022, St. Augustine Amphitheater. The PTO will be selling VIP tickets again this year. Tickets will go on-sale just before Spring Break.

**Action:**

- ✓ Jo Ellen Parkey will send images to Jennifer Sartiano to advertise the Marquee Messages on PTO social media.

## **H: Membership - Jennifer Sartiano**

**Membership Outreach and Recruitment.** An email went out to all teachers and staff reminding them that they are full members of the PTO and inviting them to come to meetings and participate in the decision making. We are a large school with a small PTO and we want to change that. An email will be going out to all Freshman families giving them to opportunity to “opt-out” of the PTO. Anyone not opting out will be automatically included in the SAHS PTO.

**Power of an Hour.** A social and fundraising event will be held at the White Room Rooftop on either September 23 or September 30. We will be inviting parents, faculty, staff, and business partners to hear the needs of the school. This event will be a collective giving event with a buy in, presentations by those needing funding, and then a vote of those in attendance as to which project the money collected that evening will be donated. This is, hopefully, the first in a regular series of these events. This first Power of an Hour will specifically solicit projects that benefit the general needs of the school.

**Action.**

- ✓ Jennifer Sartiano will confirm with O. C. Whites and invite both presenters and donors to participate.

## **J. Alumni Association - Jennifer Sartiano**

SAHS has the benefit of being around for a long time - this gives us a deep and wide Alumni base. The Alumni Association funds Teacher Grants, Student Scholarships, Athletic Needs, and recently paid for the new Chorus risers. They are always willing to help in any way they can. There will be inductions to the Hall of Fame this year, but no banquet. Thanks to generous Alumni, we will still have funding for all that the Alumni Association does for the families, faculty, and staff of SAHS.

## **K. New Business / Old Business / Questions**

**Teacher Grants.** A question was asked about the timeline of the Teacher Grant process. A decision was made to make the deadline coincide with the October PTO General Assembly Meeting. Presentations and voting will occur during that meeting. Another opportunity to request a grant will be given in January with presentation and voting occurring during the February PTO General Assembly Meeting.

**Action:**

- ✓ Jennifer Stevenson will distribute teacher grant applications to the faculty.
- ✓ Jennifer Stevenson will present teacher grant information at the next staff meeting.

**Life Cycle.** Dr. Graham was asked about the building maintenance "Life Cycle". Another question was asked about the top three items on Dr. Graham's wish list. That information was not available at the meeting.

**Action:**

- ✓ Dr. Graham will bring the requested information regarding Life Cycle and top 3 wish list items to the October PTO General Assembly Meeting.

**School Budget Questions.** A suggestion was made that Susan Wyatt come to a meeting to discuss how the School Budget works so we can better understand how we can supplement and help.

**Action:**

- ✓ Dr. Graham will invite Mrs. Wyatt to speak to us.

## **L. Meeting Adjournment**

**Motion to Adjourn:** Jennifer Sartiano

**Second:** Dana Evans

**Meeting adjourned:** 6:55pm.

**Next Meeting:** October 11, 2021, 6:00pm, SAHS Media Center

**ST AUGUSTINE HIGH SCHOOL PTO**

	<b>2021-2022 Budget</b>	<b>Actuals Year to Date</b>	<b>Remaining Budget</b>
<b>Starting Balance</b>	\$ 18,561.03	\$ 18,561.03	\$ 18,561.03
<b>Income</b>			
Business Sponsors	\$ 7,500.00	\$ 7,250.00	\$ 250.00
Spirit Nights	\$ 1,000.00	\$ -	\$ 1,000.00
T-shirts / Hats / Jackets	\$ 500.00	\$ 422.75	\$ 77.25
Graduation	\$ 13,000.00	\$ -	\$ 13,000.00
Parking Fundraiser	\$ 8,175.00	\$ 8,175.00	\$ -
Marquee Fundraiser	\$ 500.00	\$ -	\$ 500.00
Other Income	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Total Income</b>	\$ 31,675.00	\$ 15,847.75	\$ 15,827.25
<b>Expenses</b>			
<b>Annual Programs:</b>			
Business Sponsor Advertising	\$ 1,000.00	\$ -	\$ 1,000.00
Field Trip Scholarships	\$ 250.00	\$ -	\$ 250.00
Hospitality	\$ 300.00	\$ -	\$ 300.00
Membership	\$ 500.00	\$ -	\$ 500.00
Teacher Appreciation	\$ 4,000.00	\$ 198.33	\$ 3,801.67
Other Expenses	\$ 750.00	\$ -	\$ 750.00
<b>Total Annual Programs</b>	\$ 6,800.00	\$ 198.33	\$ 6,601.67
<b>Discretionary Programs:</b>			
Teacher Grants	\$ 9,000.00	\$ -	\$ 9,000.00
Teacher Tshirts	\$ 1,200.00	\$ -	\$ 1,200.00
Technology	\$ -	\$ -	\$ -
Contingency	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Total Discretionary Programs</b>	\$ 11,200.00	\$ -	\$ 11,200.00
<b>General &amp; Administrative Expenditures</b>	\$ 250.00	\$ (9.19)	\$ 259.19
<b>Total Expenses</b>	\$ 18,250.00	\$ 189.14	\$ 18,060.86
<b>Ending Balance</b>	\$ 31,986.03	\$ 34,219.64	\$ (2,233.61)