

Sarasota School of Arts and Sciences

Parent Teacher Student Society (PTSS), Inc.

Leadership Team Meeting Minutes

Tuesday, June 24, 2014

5:00pm Broadway Pizza

Members Present: Jennifer Carroll, Cor Donovan, Lisa Ebersole, Jessica Mead, Dinnah Pere, Chrissi Prieur, Dana Spencer, Kim Braun

Items Discussed:

- **2013-2014 Minutes**
 - Minutes for 2013-2014 school year has been posted on SSAS website per Jessica

- **Orientation**
 - Email and letter will be sent to SSAS Families. Any notices, or additional items, must be received by July 21st in order to be included in the Welcome Letter.

 - Volunteers needed for Orientation Day. Sign-up Genius will be available per Dana.
 - Gently-used uniform sales
 - Spirit Shirt sales
 - Concession

 - Jessica will contact Jen regarding the teachers' work schedule (August 11-15th) and the theme for the week.
 - PTSS will not provide breakfast (teacher request)
 - PTSS will provide lunch on August 11th and 13th (Honey Baked Ham boxes)
 - Volunteer opportunities available for students. Students must bring sheet and wear SSAS uniforms
 - Signs will be made for the uniforms – Chrissi
 - Directions will be available – Kim and Jessica
 - Committee Sign-up Sheets will be created – Lisa
 - Set-up will be similar to last year's orientation. Send requests to Kim.

- **Parent Letter Regarding Volunteer Hours - Lisa**

- Letter was not created due to system error
- A friendly reminder will be sent home regarding volunteer hours required

- **Financial Profits- Dana**

- \$4000 in reserve
- Documents available on website
- Spirit T-shirts will be ordered by Dana and Lisa. Need of Adult Small and Youth Large.
- Box Tops declined this year. Last year's earnings = \$1,100.00. This year's earnings = \$375.88.
 - Box Tops Committee for 2014-2015 School Year was approved
 - Non-board Member
 - Can work at home
 - NJHS can volunteer to assist
- Concession Sales
 - Over \$1,000.00 in sales (half went back to SSAS)
 - Dana suggested that pizza be more available at concession for 2014-2015.
- Other Financials:
 - \$835.00 in donations for FCAT, 8th Grade Graduation, and Walmart
 - \$11,428.56 profit from SSAS School Store
 - Need two or more volunteers for 2014-2015
 - \$58.00 Sweetbay Donation
 - \$6,269.00 T-shirt Sales
 - \$70.30 Unfundraiser

- **Financial Expenses – Chrissi**

- \$1,050.00 Business Partners
 - \$5,484.72 Gently-used Uniform Sales
 - Used uniforms are in concession; Chrissi will pick up next week
 - Spending
 - \$39 for duplicate brick. Cor emailed company; sent out another brick.
 - Pepsi concession expense high, but necessary
 - Donation for clubs per teacher request-\$277.87
 - It was suggested that two approvals/year by Jen.

- Teacher start-up expense totaled \$3,300.00.
 - There were 44 teachers receiving \$75.00 (2013-14). Jessica will send updated list as soon as she can.
 - Chrissi will have check ready by Wednesday for Jessica; will distribute money to teachers on Friday.
- 2013 Holiday Float- \$369.00.
- 8th Grade Graduation - \$2,845; included balloon arch, breakfast, and rental of Robarts Arena.
 - Suggestions for next year:
 - Plants
 - Music
 - Screens/décor
 - Red carpet/ backdrop for photos
 - Security for safety
 - NO balloons permitted in the Arena
- **Other Business:**
 - **New Ideas for 2014-2015**
 - Donation Committee requested by Jen for 2014-2015
 - PTSS assist with Honor Roll Committee (seek donations) requested by Jessica and Jamie Bailey
 - Little Caesar Pizza Fundraiser suggested by parent for 2014-2015
 - Future Business Partners
 - School Store Committee recommended
 - PTSS new project for 2014-2015 – AV equipment for gymnasium
 - Jessica recommended desks and laptops
 - Facebook Page for PTSS- Jessica
 - Leadership Team will have access
 - Dinnah can monitor it
 - WiFi- PTSS will have access on a guest account

Meeting Adjourned at approximately 7:00pm