

**SPAIN PARK HIGH SCHOOL PTSO**  
**August 6, 2013**

President:	Sue Nuby	Corresponding Secretary:	Nicole Crocker
1 <sup>st</sup> VP:	Susan Dubose	Treasurer:	Sharon Baroody
2 <sup>nd</sup> VP:	Janet Dees	Parliamentarian:	Donna Bagwell
Rec. Sec:	Amy Luther	President Elect:	Melinda King

President Sue Nuby called the SPHS PTSO board meeting to order at 8:15 am on August 6, 2013. The following members were present Sue Nuby, Dr. Jarnagin, Dunia Ritchey, Nicole Crocker, Maria Samarrelli, Debra Taylor, Renae Friedman, Donna Bagwell, Pat Maynard, Janet Dees, Allyson Allred, and Sharon Baroody. A quorum of officers was present to conduct business. Sue Nuby opened the meeting by welcoming everyone. Board member introductions followed. **Principal's Report** – Dr. Jarnagin reported that Neely Woody has left Spain Park for a one grade level school in the newly organized Alabaster school system. There will either be a quick turn around to replace the position or it will wait until January. Registration was successful, many thanks to all the parent volunteers. The longest line at registration was distributing I pads. The delay will correct itself next year. This year three grade levels were issued I pads. Students will have the option to keep the I pad over the summer. Next year the majority of new issues will be for incoming freshmen. Ambassadors did a wonderful job and everyone liked their new casual style for registration. Less than 10% or approximately 150 students have not registered. Dr. Jarnagin asked for six parent volunteers to help the first day of school. Students that have already registered will receive a schedule, which will allow them to go to first period. Those that have not registered will be processed before going to class. An additional lunch period has been added. Lunch periods are designed for department teachers to eat together. Student lunches are aligned with their AO period. An anonymous donor has given \$1000 to cover the PTSO membership for the entire faculty.

**Minutes** - The minutes for the May 2013 meeting were distributed. Janet Dees made a motion to approve the minutes. Nicole Crocker seconded and the motion carried.

**President's Report** - The PTSO link on the website has been activated. Currently the page promotes joining the PTSO during registration. Sue asked for suggestions of information to be included on the webpage. The link to the page will be driven by E-News. Sue thanked Katrina Sanderson, Leanne Ward and all the grade level coordinators for the excellent job they did in getting registration staffed with volunteers.

**Treasurer's Report** – Sharon Baroody presented the final treasurer's report for the 2012-2013 school year. The cash balance as of June 30, 2013 was \$2,444.94. The balance will roll forward to begin the 2013-2014 school year.

#### **Committee Reports**

**Registration** - Sue Nuby gave Katrina Sanderson's report. There were mostly positive comments. Grade level coordinators received feedback from volunteers that will be discussed by the registration committee to make improvements for next year.

**Hospitality** - Janet Dees gave the hospitality report. Welcome breakfast will be August 14 at 8:00 am. We need volunteers to send food items and to help serve. A Signup Genius will go out by Friday. Back to school dinner is September 5th.

**Volunteers** - Dunia Ritchey will distribute volunteer lists once she receives the information from regular and late registration.

**Sunshine/Birthday Recognition** - We will increase the budget for Sunshine to \$200.

**Publicity** - No Report

**Membership** - Sue Nuby gave the report for Susan Dubose. The membership table was in a great location. Susan Dubose worked the table and collected \$710 in membership dues and donations. Leanne Ward made beautiful membership stickers that were given to those that joined the PTSO.

**Old Business** - Last year we purchased Starbucks gift cards for the end of year luncheon. There was \$75 worth of cards left over. Donna Bagwell made a motion to give the remaining cards to Dr. Jarnagin to use for teacher awards. Janet Dees seconded. Motion carried.

**New Business** - The school has implemented a new buying procedure. The PTSO has been issued two SPHS MasterCard. The President and the Second Vice-President will hold the credit cards.

Anyone needing to make a purchase needs to arrange with Sue Nuby or Janet Dees to use the credit card. The new procedure is as follows:

1. Make your purchase with the Mastercard
2. Note on the receipt why the purchase was made
3. Make a copy of the receipt and put in the PTSO box to the attention of the treasurer (Sharon Baroody).
4. Give the original receipt to the bookkeeper (Bev Endicott or Georgia Beard).
5. If the credit card is used, a PO is not needed. **A purchase order (PO) is still required if a check needs to be issued. Lead-time for a check is two to three days.**

The next meeting of the SPSHS PTSO will be September 9, 2013 at 8:15 am.

Respectfully submitted,  
Sharon Baroody for Amy Luther, Recording Secretary