

9/14/22 PSO Board Meeting Minutes

Attendees	
Bri Holloway	President
Georgina Westphal	Vice President
Sarah Williamson	Secretary
Synthia Jans	Foundational Events
Stephanie White	Social Committee
Suzanne DeStefano	Archway Glendale Headmaster
Sherri Belanger	Social Committee
Victoria Winn	Volunteer Coordinator
Shawna Zetah	School Support
Dustin Jans	Dads' Club

Meeting called to order by Bri Holloway, President at 7:01 PM

Meeting Agenda

Reading Under the Stars - October 22nd

- This is the next event coming up besides Restaurant Night at Chipotle; per Stephanie, we have the field reserved on October 22nd from 5 PM-10 PM.
- The plan is to serve hot cocoa and very light snacks. There was some discussion whether a nominal fee (\$1 or something comparable) might be needed in order to help cover costs, as this event wasn't budgeted for at the end of last year. Answer is a "maybe" at this point.
 - Stephanie also inquired about whether local businesses can cover snacks in exchange for exposure/advertising. Mrs. DeStefano advised that yes, they can, as long as the substance of the business is appropriate for a school setting. Stephanie belongs to a women's entrepreneurial group that has members who might be interested (they have students at the school).
- Was also some discussion of whether or not families need to register/RSVP. Answer seems to be yes, if only so that we can have a better idea of what needs to be purchased in the way of snacks/drinks.
- How many people might we expect for this event?
 - The consensus seems to be 100-200, depending on other factors (CCV sports, the fact that the event is on a weekend night, etc.)

- There was a discussion of what the exact time period ought to be for this event. Even though the field is reserved from 5 PM-10 PM, we may not want to run the event for the entirety of that time, due to the time of sunset & allowing for set-up time.
 - There was also some concern that if we start too early, people may think we are providing dinner. It was decided that we should let people know that it's OK to bring their own food & encourage them to bring water in particular. It'll be advertised that attendees will get something like one hot cocoa and one cookie per person - not a lot of snacks.

Sidebar: Scholastic Book Fair/Reading Events

- Given that Reading Under the Stars is aiming to promote reading & a love of reading, there was some further discussion about other ways we could help promote reading through both school and PSO events.
- Scholastic Book Fairs were discussed as a possibility; however, Mrs. DeStefano has some concerns on behalf of the school about the content of the books offered and whether they're in line with school philosophy. She is still planning to investigate and see if there is a possibility that we can get a more "custom" selection of appropriate books to offer to students & families.
- Another idea put forward was for a used book exchange, similar to the Uniform Exchange; families could bring a used book from home and trade it for another used book from other families. There was some discussion of possibly doing this at Uniform Exchange, and possibly right before winter break.
- Something like the Pizza Hut "read a book, get a free personal pizza" program was also suggested. Stephanie knows the owner of Brothers Pizza, and suggested that we might investigate whether they could do something like a slice of free pizza for a book read.
- Finally, it was suggested that we might combine the previously discussed used book exchange program with Reading Under the Stars - possibly have everyone who comes bring a book and exchange it, as their "admission fee." This idea was very popular.

Read-a-Thon

- Maria, though not present, has a request that Bri presented for her - she would like to have an additional PSO meeting at the end of September to go over Read-a-Thon matters, since the scheduled October meeting will be too close to the event to go over those things in a meaningful way. The 28th of September was agreed on as a good date for this meeting.
- Maria will also be writing a blurb with information about the Read-a-Thon for the upcoming PSO blast. Packets for families will go out in students' blue folders on the 26th of September.
 - Synthia shared that the 14th of September was the due date to get the material for this packet. It will be finalized on September 23rd so that it can be given to the teachers.

- The Read-a-Thon costume parade and how it ought to be organized this year was also discussed. It's been decided that we will group the participants by grade (K-1, 2-3, and 4-5) in order to keep it more seamless and entertaining for the kids.
- The day's schedule is also being streamlined where possible. For example, in years past, we've stopped and taken pictures of each individual student in the costume parade, but we might not do that this year. Photos may be reserved for the finalists, instead of everyone.
- It was discussed that we may have the Dads' Club come in early and set up cones for the parade so that kids know where to walk and where to stop. Georgina also pointed out that last year, tallying up the top costumes in each grade was a time-consuming process, and we might want to revisit how we do that. Should the teachers be evaluating best costumes? Should the dad volunteers? Bri and the other costume judge (from GP) might attend the parade to keep an eye out for best costumes.
- Mrs. DeStefano suggested that we consider having the awards be more virtue-based, rather than having them related to fundraising, as the same children/families often seem to win every year. For example, "Truest to Character," "Most Original", etc.
 - The teacher costume competition is also being retired; teachers are still free to dress up, but Mrs. DeStefano expressed that she doesn't want there to be a culture of teachers feeling pressured to participate.
- Should Maria make the Foundational Events email discussed in the previous meeting? Either Bri or Maria will go ahead and do this.

General Volunteers

- Victoria gave an update on some general volunteer matters. She and one other person are signed up for drop-off duty training, which is set for September 28th at 7:40 AM.
- The rest of the individuals who have expressed interest in volunteering have been divided up, and there are many people who want to help with Read-a-Thon. Victoria will text this list of people to Synthia.
- Lunch and recess coverage - a group text will be started for this group of people so that they can start volunteering as soon as possible.
 - These volunteers should show up about 5 minutes early, so that a TA can give them pointers and tell them what to do.
 - In the group text, the faculty will be able to send out a message whenever lunch or recess coverage is needed, and those who are able to help can respond.

- Classroom Support volunteers - if teachers need copies done, etc., they can pull from this list. There was some discussion about whether or not there should be a group text for this volunteer group as well.
 - Mrs. DeStefano advised that, rather than a group text, we should make the volunteer email list for this task available to teachers. She would like it to be sent to herself and Erin so that they can be forward it to teachers.

Uniform Exchange

- Rosario was not present, but the upcoming Uniform Exchange on September 24th was briefly discussed.
- Selling uniform patches, which was discussed at the 8/10/22 PSO meeting, was also discussed again, as we would like to offer this if possible. We will need to coordinate with the vendor who sews the patches on; Erin is the contact for him, and someone will be connecting with her re: patches.

Restaurant Night

- Our Restaurant Night at In-N-Out brought in \$441; this is not comparable to earnings from Restaurant Nights pre-COVID, but it is good!
- Chipotle is our next Restaurant Night (on September 27th), and is usually a good moneymaker.

Open Floor

- Miscellaneous questions and business:
 - Synthia wanted to know what would be a good number of volunteers from the Dads' Club for the Read-a-Thon costume parade. Bri and Mrs. DeStefano agreed that the more the merrier, but a minimum of 3 would be ideal.
 - Victoria noted that there are a few dads already on the Read-a-Thon volunteer sheet, and she can reach out to them; Bri will also put out a call for dads to volunteer in the upcoming PSO blast.
 - Dustin will also reach out to the dads whose emails he has through Dads' Club to find help for the costume parade. He also wanted some more information from Victoria about drop-off volunteer training, so that information can go out to prospective Dads' Club volunteers as well.
 - Synthia mentioned that there had been a previous discussion about moving the Trunk or Treat event in October (to Friday, October 28th). This is possible, but we will need to check with GP to make sure there are no conflicting events that would preclude the use of the parking lot. There will probably also be many other Trunk or Treats in the community that day.

- Mrs. DeStefano wanted to know how section parents are doing, and Shawna gave her an overview - things are going well. The next grade-level event is Habitat Day on Friday the 23rd. There was some discussion of the specifics for this event, but no action is required.
- It was officially decided, after reviewing the calendar for potential conflicts, that Trunk or Treat will officially be on Friday, October 28th. Mrs. DeStefano noted that our school security officer can be present for this event, if we'd like him to be. General consensus was that this would be good.

Meeting adjourned at 7:43 PM.