

# 10/19/22 PSO Board Meeting Minutes

<b>Attendees</b>	
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
Maria Armijo	Foundational Events
Chris Lucius	Social Media & Passive Revenue
Shannon Richards	Social Committee
Brad Raymo	Treasurer
Michelle O'Connor	Social Committee

***Meeting called to order by Bri Holloway, President at 7:04 PM***

## **Meeting Agenda**

### ***Reading Under the Stars - October 22nd***

- 65 people are currently registered for this event, as of Monday (10/17/22) morning.
- The flyer for the event is ready, and looks very nice. Chris was asked to please push Reading Under the Stars on Facebook and all other social media. Mrs. DeStefano also offered to send out a school-wide robo-text advertising the program, and that will happen as well.
- Cocoa and cookies for the program have been sponsored; there are other things which Stephanie would like to have sponsored, but if they fall through she may sponsor them with her own business.
- During the event the playground will need to be off-limits, per Mrs. DeStefano. This can probably be accomplished by zip-tying the gate shut and maybe putting up a sign reminding people that the purpose of the event is reading, not using the playground.
- There was some discussion of the fact that Homecoming at GP is happening this same night, and some considerations come along with that. GP has been communicated with regarding the event, and the usual event parking set-up can be used (along the curb/fire lane) for families coming to Reading Under the Stars.

- Stephanie wanted to know: where should she get water to make the hot cocoa for the event? How about cups? Sherri was able to direct her to the right place to get both of these things.
- At least one field light will probably need to be turned on for the event. Joy, who will be present, has been shown how to turn on the field lights and will be able to help with this.
  - There was some discussion about set-up/tear-down, when it will begin, and how much help may be needed. Stephanie is planning to arrive at 5, and the event begins at 6. As she hasn't done an event before, Stephanie wasn't sure how many people might be needed for set-up; Sherri recommended at least 4 people. The need for volunteers will be put out to the Dads' Club to see if anyone from there might be able to help with set-up and tear-down.
- Used Book Exchange:
  - There was some discussion of the possible used book exchange, which was discussed at the last meeting but not mentioned on the event flyer. Mrs. DeStefano really likes this idea, but Stephanie wasn't sure about including it on the flyer, as it's her first time putting together this event.
  - It was decided that this year we'll do a "soft open" for the used book exchange; though it wasn't mentioned on the flyer, we will mention it on the Facebook page and other social media. Several people also volunteered to bring books for the book exchange table, so that there will be books to start with.
- Other miscellaneous details:
  - Entering and exiting the field from the sides is the safest, because of the steep incline; if possible, Mrs. DeStefano would like this highlighted for those attending the event. Maybe a sign, or some balloons?
  - Officer Sette will already be on campus for Homecoming the night of the event, and Mrs. DeStefano has asked him to circle between the gym and the field to keep an eye on both events.

### ***Read-a-Thon - October 26th***

- Updates from Maria:
  - Section parents have been communicated with regarding the event, though there is some concern about teachers being communicated with. One teacher that Maria has spoken with (or heard someone else had spoken with) apparently did not have a schedule for the day as of the week of 10/17. Maria is going to text Shawna and ask her to reach out to all section parents, to make sure that they are communicating promptly with teachers.
  - Read-a-Thon bookmarks, which will be handed out on Friday 10/21, are ready. Examples were handed out for everyone at the meeting to see. They include a QR code which links to donation information.
  - As of this morning, we have collected about \$1800 from the event ahead of the date; this is normal, as most donations usually come in on the day of. Additional envelopes for day-of donations will go out on Monday.
  - More photo volunteers will be needed for the event, in addition to those that we already have. There was some discussion of whether or not people not being

able to use their phones to take pictures may be discouraging volunteers for this position, as most people no longer own cameras. As pointed out by Brad, however, the discussion is a non-starter; there are serious privacy concerns with having people use phones to take pictures of other people's children, so phones still cannot be used.

- Brad also highlighted that if an e-blast is sent out to parents indicating that we need photographers with their own cameras, there will probably be people who can sign up and get Raptor clearance (this is a fairly quick process). We have two photographers currently, but Maria would like to have at least three. Michelle O'Connor volunteered to come and do some photography at the event as well.
- Update from Synthia:
  - There are six dads from Dads' Club who will be present to volunteer at the event (8, including Dustin and Mr. DeStefano, who will be narrating a story being presented).

### ***General Volunteers***

- Drop-off volunteers:
  - Drop-off volunteers have already begun working. There was some discussion about whether or not more trainings can be done for those interested in this job. According to Synthia, there are some dads from Dads' Club are interested in drop-off duty and crossing guard duty.
  - Bri will text Synthia and Dustin the link to the volunteer form, where any interested dads can fill out their information and check Drop-Off as the volunteer duty they are interested in. Crossing guard duty is a different process, which Mrs. DeStefano can get more information on.
- Classroom support and lunchroom volunteers:
  - The pool of names for lunchroom support has gone live; Mrs. DeStefano reports that the group text for lunchroom volunteers has been working very well, with good coverage when it's needed.
  - Michelle expressed interest in joining this volunteer group. Bri is going to text her the volunteer form to fill out as well.

### ***Trunk or Treat - October 28th***

- Shannon is taking point on this event this year.
- Clarification on costumes allowed at this event; in previous years, the flyer has indicated that students should "wear their Read-a-Thon costumes" because the event has taken place on the same day as Read-a-Thon. Since that is not the case this year, is it OK to have costumes of any kind, including pop culture ones? The consensus is that this is fine, as Trunk or Treat is an after-school PSO event.
- Flyers will be going home on Monday (10/24/22); Chris was asked to please push the event out on all social media as well.
- Schedule and other concerns:
  - Set-up for the event will be 3:30-4, the event will run from 4-4:30, cut down from the whole hour it has run in previous years. It does not take a lot of time for kids

to make a round of the whole parking lot, thus the shorter event time. 4:30-5 will be tear-down time, so that the football game scheduled for that evening can start.

- Officer Sette will be present from 3:30-5 for the event.
- Will there be a car decorating contest, as has been briefly discussed as an idea before? The consensus is no, given the decorations we've had without an incentive in the past.
- It is very important that *no one* goes on campus during this event - even to use bathrooms - for *any reason*. Athenaeum will still be in session and there are very, very strict rules. Athenaeum has been kept in the loop regarding the event and their side of the parking lot will be made inaccessible.

### ***Restaurant Night***

- Leigh is usually in charge of this project, but she is a TA and needs to step away. Currently, there are Restaurant Nights scheduled through December, but someone else will need to step up to take the lead on Restaurant Nights in the new year.
- Leigh has given Bri an overview of how these events generally work and what is needed for the position. She (Leigh) will train someone on the position as well, if they are interested.
- If anyone has someone in mind who might want to take this project on, they were encouraged to send them our way.
- There was again some discussion of doing some Restaurant Nights as "Restaurant Afternoons" on half-day Wednesdays next year, as people are often looking for things to do after school anyways. This may be explored by the person who takes on Restaurant Nights.

### ***Financials***

- Updates from Brad:
  - Deposits have been completed for previous Restaurant Night(s).
  - Spreadsheets have been prepared for Read-a-Thon, and Brad will be on campus at 7 AM on event day to begin counting donations.
  - PEX card receipts need to be turned in ASAP.
- There was much discussion of PEX cards being used to do large printing jobs for events. Brad would like to discourage this, as he does not see it as a good use of PSO funds.
  - School printers are available for us to use, per Mrs. DeStefano; there is a nominal fee, but it is nowhere near the cost of using an outside printer for large jobs. If a certain kind of paper (size, weight) is needed for a specific job, Brad would like to encourage buying the paper, bringing it to the school and using it on the school printers.
  - There was some discussion of other approaches to paying for packets for events, etc., including finding outside sponsors for such printing jobs. It was also highlighted that if printing is absolutely necessary, it at least needs to be done in a timely fashion so that an expedite fee is not required.

- Maria highlighted that outside printing might be necessary for things like bookmarks and envelopes for Read-a-Thon. Brad agreed that he's not saying absolutely no outside printing of any kind; however, he would like to measure the actual usage of items like this - i.e. are the envelopes actually used, or are they just being thrown away? Can we see how many times the QR code on the Read-a-Thon bookmarks is actually scanned, to see if it's really useful? He wants to make sure expenditures like these are fiscally responsible.
- Mrs. DeStefano also pointed out that the school is a nonprofit, and therefore she has a particular view of the value of money as it relates to the school; large amounts spent on printing are something we do need to be mindful of.
- In the event that outside printing does need to be done in the future, is there some kind of existing school discount/arrangement that can be used? Apparently there is an Office Depot discount the school has access to, which can be leveraged for future printing.

### ***Open Floor***

- Updates on lunch:
  - Lunch vendors are less of a pain than they have been in the past, but there are still issues coming up. There have been some late arrivals with School Eatery.
  - Another company has reached out re: replacing School Eatery, but it's uncertain whether or not that would work well, and it would be complicated and probably unpopular with parents to change processes mid-year. For example, this other company has an 11 AM day-before cutoff for lunch purchases, while School Eatery allows for day-of purchases, which has been popular with parents.
  - Catering may be explored as an option.
  - There was some discussion of what GP's process is and whether or not that can be implemented, but it is apparently very time and labor-intensive, and would not work well for us.
  - School Eatery will probably be given a few more months, then be reevaluated again.
    - Whataburger, one of the specific meal vendors, will need to be dropped or switched to another Whataburger if the issues they've had recently (lateness, missing food) continue.
- Traffic issues:
  - Synthia raised an issue on Dustin's behalf: Is there something that can be done to put speed limit signs (the sandwich board type) out in the street at drop-off time, as people regularly drive way over the speed limit? Unfortunately, according to Mrs. DeStefano, this had been tried by Mr. Kersting in the past and was nixed immediately by local police.
  - There was much discussion about the traffic issues during drop-off and pick-up, including exploration of what the school might be able to do (and has already done/is doing), and what parents might be able to do (raising issues with the city, etc.) No decisions made, just discussion.
  - Also a brief discussion of the Dads' Club Facebook page, again Synthia on behalf of Dustin:

- Only the admin can post there because it is a page rather than a group.
- Dustin would like to allow for discussion, so per Shannon he will need to recreate Dads' Club as a Facebook group rather than a page, then add all the interested dads. Someone from school administration should be a monitor/admin for the group as well.

***Meeting adjourned at 8:02 PM.***

*Sidebar after adjournment - Snowstorm*

- General discussion of Snowstorm as an event, and whether something is being planned in lieu of it.
- Currently, there is nothing planned, as Teacher Holiday Appreciation (a Great Hearts network-wide event) will be happening when Snowstorm usually did.
- Mrs. DeStefano has a meeting with Mr. Navarrette tomorrow to get information about what GP did last year in lieu of Snowstorm. According to Michelle, an e-blast went out to GP families today saying that GP is still doing Snowstorm this year, so Mrs. DeStefano will get more information.