

# 1/11/23 PSO Board Meeting Minutes

<b>Attendees</b>	
<b>Bri Holloway</b>	President
<b>Georgina Westphal</b>	Vice President
<b>Suzanne DeStefano</b>	Archway Glendale Headmaster
<b>Sarah Williamson</b>	Secretary
<b>Synthia Jans</b>	Foundational Events
<b>Stephanie White</b>	Social Committee
<b>Victoria Winn</b>	Volunteer & Restaurant Coordinator
<b>Chris Lucius</b>	Social Media & Passive Revenue
<b>Shawna Zetah</b>	School Support

***Meeting called to order by Bri Holloway, President at 7:05 PM***

Some discussion prior to meeting starting of the best way to handle group chats/ discussions for Victoria’s general volunteers. Currently, the group texts are getting a bit unwieldy and something like Slack, Teams, etc. might be better. She and Mrs. DeStefano will look into it.

**Meeting Agenda**

***Daddy-Daughter Dance***

- Synthia let us know that volunteers are still needed, per Dustin. They are particularly needed for checking people in, snacks/refreshments, etc. 1-2 people are needed at the door for check-in, 1 for the snack area, and 1 for the raffle (so minimum of 4 people total for this event). Victoria has sent out an email and has had one response so far. There are already 2 photographers, as well. Per Bri and Mrs. DeStefano, Victoria may need to reach out to people individually to try and get more help for the event.
- Synthia shares a few questions that Dustin has passed on to her:
  - If someone shows up and wants to pay cash at the door to attend the event, can that be done? Dustin doesn’t have a cash box. Brad would be the person to ask for this - there is a cash box available, if they want to accommodate people paying at the door.

- Dustin received an email from an angry mom who wants to bring her daughter to the event herself. What should he do to respond? There is some discussion about what to do. Georgina brought up a friend who is a single mom and planning on bringing her daughter. Mrs. DeStefano will reach out to the parent in question and try and offer some suggestions. Some discussion of the “precedent” it would set to allow this? Should we care? Not sure where we fall on this issue.
- A question is raised about getting a refund through Configio if you can’t attend the event. Per Mrs. DeStefano this can be done, but it’s a bit of a pain.
- Georgina wants to help with the Daddy-Daughter event, but she will have her son with her. Do we have to check in as volunteers for this event, like during school hours? During school hours siblings wouldn’t be allowed. Mrs. DeStefano says it’s not during school hours, so this would be up to Dustin. It does happen with other events; it largely depends on the child and their behavior.
- Victoria brings up that we had discussed having GP students who need community service hours as volunteers. Victoria should talk to Joy, who will point her in the right direction to make this happen if it’s possible.
- Dustin has arranged a raffle with some donations from local businesses, like gift cards from nail salons, etc.

### ***Mother-Son Event Date***

- May 6 was the original date for this event, but it butts up against Teacher Appreciation Week and the end of the school year. There are several other dates, but we don’t want to get too close to other events like Spring Festival, Fun Run, etc. February 25 would be an option, or March 4.
- Georgina will be heading this event, and Victoria has volunteered to help.
- Some discussion of what the activity will be for this event.
  - Doing a NERF battle again is a possibility. It was fun, but very expensive and did not make any money. The company that was used for the program was very pricey.
  - Georgina wants to prioritize reserving the gym, before it gets too crowded in the schedule. Then we can decide what activity to do - she thinks it would be good to change up the activity.
  - What to do, if not NERF? Pickleball? Many different activity ideas are floated, including ninja courses, blow-up obstacle courses/inflatables, murder mystery party, escape room, dodgeball, basketball, kickball, egg drop, and paper airplane making contests.

- We do want to prioritize something with no lines, no multiple stages, etc. Kickball might be a good choice for this, since you can cheer people on when you're not playing.
- A ninja course sounds fun as well, and Georgina can check on the availability of this. Only problem would be that these all sound like field activities. We will need to reach out to the office again for date availability there, since the current dates are for the gym only. Georgina would like to be ccd on the email for this, so she can stay in the loop on date selection.

### ***Fun Run***

- Synthia gives an update on Fun Run preparations:
  - Victoria has provided a big list of volunteers (~26), which is good. Maria is going to create a SignUpGenius and send it to Victoria and to Bri (so she can put it in the next PSO blast and see if we can get a few more). Volunteers are needed for lap circles, the snack table, and other miscellaneous things. An email will be sent out to Dads' Club to solicit volunteers as well.
  - There is a request for "DJ Banana" (one of the parents that volunteered for Read a Thon) to please come back. Synthia/Dustin will ask.
  - Packets - first drafts have been sent to Miss Hanks. Just waiting to change a few things there and add a QR code for people to donate. Some discussion of whether we want the donation link to be like the Snowstorm donation link, and other options for donations (like through the payment portal). The payment portal option seems easier, and we will have it set up this way.
  - Packets will go in mailboxes next Friday. Should they be black and white or color? Mrs. DeStefano and Bri say black and white, because the difference doesn't justify the cost. Maybe colored paper, with black and white printing.
  - Teacher newsletters are the most widely read by parents; some information can go there as well.
  - Bibs, however, definitely need to be printed in color so that they can be seen. Maria wanted to ask if we should print them in color at the school. Some discussion of printing techniques that could keep costs down (colored paper and black numbers, separate the colors by number range to help the counters). More discussion of types of sticky paper and other methods of attaching bibs that could keep costs down.
  - Bri has a blurb going out to ask for a sponsor for the event to possibly help with bib costs, snacks, etc. Last year we did cheese sticks, Goldfish, and applesauce, since they are all allergy-friendly. The Mitchells were

sponsors last year, but wanted to have more say in the snacks and offer healthier options if they are going to sponsor again next year.

- Some discussion of prizes. Last year, the 3 students who did the most laps got Dick's Sporting Goods gifts cards. Top runner per grade got some kind of outdoor toy. The Spirit Award (most class participation) got ice cream and an extra recess. There were 5 raffle prizes per grade - stuff like jump ropes, hula hoops, bouncy balls, etc. Much discussion of whether prizes will be the same this year.
- Mrs. DeStefano initiated discussion about changing the "Read a Thon Assembly" and "Fun Run Assembly" to the "Fall Assembly" and the "Winter Assembly" where more students (like athletes, Bards, etc.) are recognized. Should the raffle stay the same? There is some discussion of splitting the prizes between raffles and virtue awards, which we will do. The counters and/or volunteers can be on the lookout for candidates for these virtue awards.

### ***Used Uniform Sale/Exchange***

- Rosario is not here to ask about this, so Bri will talk to her privately.

### ***GP/AG Basketball Game***

- Per Mrs. DeStefano, some teachers were kicking around the idea of having a GP vs. Archway teachers' basketball game and selling tickets, snacks, etc. She was thinking that the GP kids could do it, but they are stretched thin. Not this year, but next year, and maybe the PSO can take ownership of this event.
- Bri asks if Mrs. DeStefano can take a survey of the teachers and see what sport they'd be most interested in doing (basketball, kickball, volleyball).

### ***Restaurant Night***

- Victoria gives an update on Restaurant Nights.
  - Nothing is currently scheduled for the next one, but there are some lined up - Kawaii, Mochilero, some other local restaurants. However, there are some challenges (small stores, price point being higher). Red Robin has a program like Peter Piper Pizza's, and Culver's might be a possibility.
  - Brothers Pizza is a possibility too - they just donated gift cards for the Daddy-Daughter Dance, so they are probably amenable. Lakeside and Tailgaters are also raised as possibilities. Chipotle or something like that would be a good choice for takeout. Chipotle gives back the most that we have found so far (33%).
  - Bri asks Victoria to let her know if she lines up a new restaurant, and she will make sure it goes in the blast.

### **Survey**

- Mrs. DeStefano shares about a survey she needs assistance with:
  - A few years ago, Archway started applying for Title 1/2/4 grants. Part of the grant process for the grants is filling out a comprehensive needs assessment.
  - The funds have been used the last three years for a math interventionist, and will probably be used for that again. We are asked to take the survey before we leave to help with this process.

***Meeting adjourned at 8:20 PM.***