

3/8/2023 PSO Board Meeting Minutes

Attendees	
Bri Holloway	President
Georgina Westphal	Vice President
Suzanne DeStefano	Archway Glendale Headmaster
Joy Hanks	Dean of Students/Spring Festival Administrative Liaison
Sarah Williamson	Secretary
Synthia Jans	Foundational Events
Maria Armijo	Foundational Events
Victoria Winn	Volunteer & Restaurant Coordinator
Sherri Belanger	Social Committee
Michelle O'Connor	Social Committee
Stephanie White	Social Committee
Shae Rothermel	Social Committee
Roxy Shearer	Social Committee
Kristina Frosch	Lunch Program
Rosario Som	Uniform Exchange
Shannon Richards	Social Committee
Shawna Zetah	School Support

Meeting called to order by Bri Holloway, President at 7:08 PM

Meeting Agenda

PSO Changes

- There will be a number of big changes coming to the PSO next year.
 - The biggest change will be that we are no longer asking parents/families to donate money, except when encouraging donations to Community Investment (not to the PSO directly). Any events where students/families have traditionally solicited donations (i.e. past Fun Runs, Read-a-Thon,

- etc.) will become community-building events, and we will not be continuing the donation aspect.
- Passive fundraisers (Restaurant Night, etc.) are still fine. Mrs. DeStefano leads some discussion about why this may be a good change - we can just focus on building community instead of fundraising.
 - Bri, Brad, and Mrs. DeStefano have had a meeting to assess the PSO budget and it was determined that passive fundraising can still cover cultural events, etc. Budget has been trimmed and the priorities (like grade level celebrations, teacher appreciation, etc.) will still be funded.
 - The only things Bri foresees changing are that Read-a-Thon and Fun Run will be community-building events now, and students won't be soliciting donations. For next year, the plan is to really stress that the Community Investment fund (which families will be encouraged to donate to) doesn't leave our school - it only goes to Archway Glendale.
 - Much discussion about how a lot of parents/families don't know that Community Investment money only goes to our school and isn't shared with other Great Hearts schools. There appears to be some confusion about this point, and there is some brainstorming about how it might be addressed re: communication from the school and the PSO.
 - The list of things that will *not* change includes: passive revenue, yearbook, lunch, spirit wear. Section parent budgets are also not changing because that is a priority - we don't want the student experience to change.
 - Teacher Appreciation's budget will need to be trimmed, but we do not want the experience to change substantially. Lots of discussion about how economical changes can be made to this without sacrificing any sense of appreciation for the teachers. Food is a high priority, so that will not be changing, though we may take approaches like more breakfasts instead of lunches, etc. Food for the teachers is also a high priority, and so that is not changing either.
 - Rosario chimes in on behalf of the teaching staff to say that the food is definitely appreciated by the teachers, and she really likes that some of the the new plans for Teacher Appreciation will be more inclusive of the Specials/ESS teachers.

Carpool Program

- A new person will be needed to run the Carpool Program, effective next year; Shannon was managing the carpool program, but she is stepping down.
- Shannon gives an overview of how the carpool program currently functions:
 - There is a form on the website that parents can fill out which asks for your school (Prep/Glendale), where you live, and if you're interested in morning/afternoon. All of that gets populated into a password-protected

map that is viewable by parents when they're signed up. Shannon is currently paying \$60 a month out of her own pocket for the program that populates this map, and it's up to us if we want to pick up that cost and continue doing it that way, or find another option.

- This is a shared program between GP and Archway. There will need to be someone with admin privileges on the school's website who can assist in pulling data off the website and sharing whoever is running the program.
- Synthia asks that if this is a program that is mostly utilized by GP students (per Shannon), should we maybe offer it to the GP PSO to run? There is some discussion of marketing the carpool program more this next year and seeing if there is any uptick in usage on the Archway side. If there is, we can keep it - otherwise, maybe we should offer it to GP.
- Some discussion of whether there is much usage by the Archway parents, given lack of knowledge, uneasiness using it with young kids, car seats, etc.
- Stephanie has volunteered to take on running this program for next year.

Mother-Son Event Date

- Date for this event is April 15. Event time is 2-4 PM, partly so that food is not necessary (other than water and ice cream cups, which will be provided).
- Chosen activity for this event a kickball tournament.
 - Much discussion of the organization of the kickball tournament. 4-5 games can probably fit on the field. Per Mrs. DeStefano, Coach Lester can paint on the field for the event so that play areas are ready.
 - We will need to know how many people will attend in order to properly plan the tournament/assign teams, so a sign-up will be needed (in Configio, so that tickets can be sold to cover costs). Some discussion of who to contact in order to do this - Erinn Mobley would be the person to contact, but Sylvia Hayakawa can help as well. Georgina will email her to have this set up and will CC Erinn so that she is in the loop.
 - Tickets are planned to be \$10 for each mother-son pair, with \$5 for each additional son.
- Some discussion of trophies/prizes - do we get prizes for everyone or only for the winners? Many differing opinions, and there are some options for different trophies/prizes discussed. No final decision made yet.
- Discussion of volunteer needs for this event:
 - Dads' Club can possibly help, especially with refereeing. Dustin will need to have a Signup Genius link set up, so that he can gauge interest.
 - Georgina is hoping for GP volunteers as well, if possible. The name of the president of the GP volunteer organization is given so that she can be contacted.

- It's very important that we have PSO volunteers for the event day, since it's sort of up in the air whether or not dads or GP people will be available. Mrs. DeStefano volunteers for the ice cream table.
- When does the Configio sign-up/ticket sales link be made and sent out? The next email blast goes out tomorrow, so it's too late to get it on there. We can do a flyer with a QR code in kids' packets, and it can go out in the next blast in two weeks, too.
- Some discussion of rules/team organization and what will be the best way of splitting up participants based on age/grade. It would be ideal if we could build age/grade of kids participating into the Configio sign-up so that we know what spread of ages and grades we will have ahead of time. This way we can make sure teams are made up ahead of time, probably with an even distribution of ages on each team.
- The school only has two kickballs, so either a business needs to sponsor them or the PSO needs to buy them. Sherri thinks we may have some more in the recess bins, but Mrs. DeStefano says that there is also a little money in the playground budget if those things don't pan out.
- Some discussion of making the kickball tournament an annual event, which would keep costs down and build a tradition.

Spring Festival

- Miss Hanks gives an overview of the current plans for the Spring Festival. She has a spreadsheet with changes, events, etc. for the event. Some discussion of issues we are trying to tackle with this year's event:
 - Last year, cost was a big problem for some families. Charges for things piled up quickly, especially for families with multiple students. Bounce houses were very expensive, and much of the money we made was put back into next year's event.
 - Another issue was that each grade level was tasked with coming up with an event, and it is very tough on a teacher to have to come up with all of that when they have very full plates. This year, we will have several activities that we will set up, and teachers will just sign up for time slots to volunteer at them. This will also reduce the need for quite so many parent volunteers.
 - This year, admission will be free, and there will be a number of free activities - so that if families want to attend without spending any money, that will be an option.
- Planned activities and concessions include:
 - Pizza and water will be sold.
 - Cake walk and cookie walk.

- Multiple raffles, including a yearbook raffle, headmaster for a day, and extra recess/no homework raffles.
- Playground will be open for kids to play on, which will be free. Other free activities include four square, duck duck goose, cornhole, sack race, tug of war, etc.
- Face painting, pie in the face, bowling? Some discussion of how bowling might be a lot of work, and how something else might be substituted. The obstacle course from Field Day was very popular; we can check with Coach Lester to see if a version of that might be an option.
- Tickets for paid activities will be \$1 a ticket.
- Much discussion of the food aspect of the festival:
 - How can the preorder price for pizza can be adjusted? It's suggested that \$5 for the day-of price might be better than the planned \$6, as it would be easier with cash. However, in previous years price (which includes two slices of pizza and a water) was matched to the lunch program, which is currently at \$5.85 for cheese and \$6.85 for pepperoni.
 - Some discussion of different pizza places and prices. Possibility of prices being \$5 for cheese and \$6 pepperoni, and incentivize preordering with an extra \$1 discount (as that's really what we want, rather than day-of purchasing). Some discussion of looking into Costco as well as Brother's and Barro's (which is who we have used in the past). If prices are low enough there we may not need to differentiate in price between cheese and pepperoni.
 - Popcorn will be available as well, purchased from Costco.
- Per Synthia, Kona Ice is booked for the event, and they contribute 10-15% back to us. Some discussion of possibly reaching out to a school family who has a waffle truck, but we are not sure about availability and whether or not we want competing food trucks at this particular event.
- Re: the Configio sign-up for this going live - Bri wants to make sure we pitch the Mother-Son event first, but it is decided that we should definitely include a save-the-date (April 28) for the Spring Festival in the next email blast, and make sure to mention that admission is free.
- Mrs. DeStefano mentions that one other issue that came up is that the teachers used to get a bit of money back from the grade level events they put on. Since the teachers will not be crafting event this year, Mrs. DeStefano is putting some money in the operational school budget that will go to the teachers' PEX cards, making sure that some money is still coming back to the teachers even though they aren't creating booths this year.

- Some discussion of volunteer needs and possibilities for this event:
 - There is a max of 60 teacher volunteers; total number will vary, however.
 - We will be reaching out to the GP community service team to see if we can get student volunteers from there as well.
 - Synthia mentions that the PSO should be volunteering as well, so that we can get our faces out there.
 - Victoria also mentions that there are roughly 30 people on the interest list for Spring Festival, and we can have them come help as well.
- Bri mentions that it would be ideal if we could have a printable proof of purchase for those that pre-purchase their pizza and/or tickets online, so that we do not need to be handing out as many tickets and pizza coupons. We will do that.
- For the Pie in the Face game, someone will need to make the board with the face cut-out. The facilities tech may be able to put that together, per Mrs. DeStefano and Miss Hanks. Miss Morgan may be able to help decorate it! She is very artistic.

Restaurant Night

- Our next Restaurant Night will be Sonic, who does 40% back to us. It will probably take place on the 19th or the 26th of April. They cannot do a lunch, unfortunately.
- Some discussion of whether we can do a food truck night, maybe next year - there are lots of food trucks in the area, and there could be some possibilities there.

Open Floor

- Mrs. DeStefano - a note of gratitude to the PSO!
- Kristina gives an update on the Lunch Program. We need to make the decision on whether or not to stick with School Eatery for next year. Are there any opinions or thoughts? Her opinion is that it's not perfect, but it's much better than what we used to do. Families seem to enjoy it, per Mrs. DeStefano. No firm decision on this yet.
- Kristina also mentions that her fourth grader is going to be a fifth grader next year, so we need to start looking for a new school lunch coordinator for the year after next.

Meeting adjourned at 8:39 PM.