

# 5/4/2023 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>Brad Raymo</b>	Treasurer
<b>Sarah Williamson</b>	Secretary
<b>Shawna Zetah</b>	School Support
<b>Synthia Jans</b>	Foundational Events
<b>Victoria Winn</b>	Volunteer & Restaurant Coordinator
<b>Sherri Belanger</b>	Social Committee
<b>Roxy Shearer</b>	Social Committee
<b>Stephanie White</b>	Social Committee

***Meeting called to order by Bri Holloway, President at 6:06 PM***

## **Meeting Agenda**

### ***PSO Vision for Coming Year***

- Some discussion of Spring Fling and what we might do differently for next year; this will be continued when we address the Spring Fling as an agenda item.
- There are several PSO positions which will be open next year, including Treasurer, Yearbook, and Social Media/Passive Revenue. Some discussion of what that will entail and who might be interested.
  - Mrs. Howe, who currently does the school's social media, will not be a teacher next year and has volunteered to possibly do the yearbook next year.
  - Chris Lucius, who currently does Social Media/Passive Revenue, is stepping down. We will need to be a new person filling that position.
  - Treasurer position is still open, and there are some possible interested parties.
- Vision of the PSO for next year:

- Lots of community building events, and breaking down bigger events into more manageable events for our team size & goals.
- The culture of volunteering has changed, and there are more working families than ever at the school. We can't just keep trying to do the same thing over and over again when the pool of volunteers has changed (and now that the fundraising model has changed mid-year).
- Meetings next year:
  - In-person meetings have not always been as well-attended as Bri would like. She solicits feedback on how we might encourage attendance.
  - Stephanie brings up not knowing people as well and bringing a social aspect into the meetings, as well as the possibility of having a PSO party before the school year with everyone's families, so that we can all get to know one another more.
  - Consistency in meeting dates (second Wednesday of the month) is agreed to be a good thing.
- Mrs. DeStefano has some words of praise for the PSO being an extension of the school's message. She feels that PSO is very important, especially as we're a commuter school. The PSO can help families meet each other.
- Commitment as an area where the PSO can focus/improve:
  - There has been a drop-off in volunteers this year, and it's put a strain on remaining volunteers. Much discussion of the commitment that will be needed from PSO members re: volunteering at events. There may be a goal set of 3 events that all members will need to commit to volunteering at. There could be other ways to volunteer as well, if events are something that you can't make it to (like Meet the Teacher, etc.). Bri will let new PSO members know that there is a commitment to volunteer at events.
  - Some discussion of how to logistically organize volunteer sign-ups and how things have happened in the past. Much discussion of how this might be organized and what the expectation should be of all PSO members - should we aim to be at all events? Possibly.
- Discussion of how Social Committee vs. Foundational Events has worked in previous years, and how we might restructure it. Several people are stepping away from Social Committee this next year (Sherri,

Michelle, etc.) We will need new Social Committee members from existing as well as incoming Kinder families. Per Mrs. DeStefano, there are emails that go out to the incoming Kinder families - so if there is something we want to send out to them, we can do that.

- Updates from Victoria about volunteer coordination efforts, and further discussion of volunteer needs:
  - We will need to be able to get info from people interested in PSO / volunteering at Meet the Teacher. The possibility of setting up a table during Meet the Teacher (and every other event during the first month or two of school, i.e. Coffee & Curriculum) is discussed and agreed on.
  - Roxy brings up the idea of having shirts so that PSO members are easily identifiable.
- Updates from Brad:
  - Spring Festival, just through Configio, made \$3897 plus cash (Synthia has a slightly higher but comparable number). We spent \$1400, which was under budget, so the event made a good profit. Brad will email when we have the additional cash numbers.
  - Numbers are not available from the Harkins promotion just yet.
  - Mother-Son probably made a few hundred dollars, but profit is not the objective for that event.
- More discussion of how we can present mandatory events (Fun Run, Read-a-Thon, Spring Fling), encourage volunteering, and include ways for people who can't be present to contribute.

### ***Spring Fling***

- Some discussion of the Spring Fling name, and whether it will stick. Nothing concrete decided just yet.
- Much discussion of possible changes to this event, including dates, seasons, and days of the week:
  - Fall Festival possibility? Or winter? There are some issues with any change to the season of this event, as we would be competing with sports.
  - Possible day of the week change - this event used to be held on Saturdays, but this was pre-teacher involvement. Having the event on a Friday allows for more teachers to participate.

- Discussion of booth organization, and how this might be improved upon next year:
  - Having someone commit to the entire night of a booth makes things more consistent, as opposed to the half-hour time slots we used this year.
  - For teacher-run booths, perhaps a grade level could be in charge of a booth for the night - they would not need to organize the activity, just run it.
  - Pie in the Face problems - this was an event that sounded good but had execution problems (not being able to throw the pies, whipped cream in eyes, etc.) Alternatives - water balloons?
  - More discussion of different approaches to existing booths and activities for next time. Beefing up the existing events with more people, if possible (8 face painters instead of 4, etc.)
- More volunteers is the single biggest issue that will need to be addressed for next year.
- Some discussion of moving it to an earlier date, before spring break. After spring break, there are too many events to compete with. Maybe two weeks before spring break? No concrete decision yet, but this will be explored well in advance of next year's event.

### ***Next Year Events to Plan***

- Meet the Teacher night:
  - It's agreed that we will need a PSO presence at this event.
  - If we have a PSO party, there may need to be a sign-up sheet for this event there. This will let us organize for this event and have a bit of social time for new members before the first meeting, to get to know them.
- Back to School party at Sunrise Pool:
  - Per Sherri, we should go ahead and book this now, so that we can try and get a date closest to the first or second Saturday after school starts. Stephanie volunteers to get this started.
  - The pool provides most everything for this event, other than music.
  - Synthia mentions that we should have a PSO table and a visible PSO presence. We can get out the banner that we have and use it. We can also advertise this event at the Meet the Teacher Night.

- Again per Sherri, we booked for 250 last year. The QR code we use for sign-up will go to Configio. Flyers will need to go through Mrs. Mobley before they are sent out.
- Reading Under the Stars:
  - Possibly combining with a Food Truck restaurant night, as discussed in previous meetings.
  - Victoria wants to do a survey about Restaurant Nights to see what exactly people want out of these (what nights, what kind of restaurants, etc.) Kawaii and Sonic made the most money, and Kawaii would give more of a percentage (currently 25%) if we commit to more nights with them over the school year.
  - Mrs. DeStefano says that it's possible that we could even look at combining the Scholastic Book Fair with this event. Maybe volunteers reading stories somewhere on the field. Making the event more dynamic and having more things to do would be great.
- Dads' Club questions:
  - Dustin has questions about classroom setup in July - Dads' Club will need a date for that. Per Mrs. DeStefano, they will probably be needed in the last two weeks of July, on Mondays and Tuesdays.
  - Dads helping at recess - maybe once a quarter, or once a semester? Some discussion of when will be the best time for this.
  - As a one-off event - dad and kid building kits from Home Depot? Sherri suggested this, and we may look into it as something to do next year.

### ***Recruitment***

- Bri asks if there are any other ideas to bring in new families? We have discussed this in other ways throughout the night, but there is some more discussion of possibilities.
- Having a physical presence at all events is probably the most important thing, as previously discussed.
- PSO party - we will create a new text thread and figure out dates/times for this event. Sherri volunteers her house, as does Bri.
- General volunteer form for Meet the Teacher night needs to be ready before any PSO party, so that we can make sure to solicit volunteers for that.

### ***Restaurant Night***

- We will make a Google survey with different things she wants to ask parents about Restaurant Nights in the next school year (best days of the week, mealtimes, types of restaurants, etc).
- Stephanie brings up getting info out to new families who are coming to the Kinder Readiness camps in the summer. We will talk to Erin about having paperwork and flyers available.
- General PSO flyer for handing out whenever we have a table at events - Sarah will work on this.

***Meeting adjourned at 7:40 PM.***