

PSO All Parent Meeting – Minutes

August 22,2023 at 8:15a.m.

1. Welcome PSO Board Members

- Board Members on both Archway and Prep introduced themselves.
- Archway Board Members
 - President-Valerie Manzella, VP-Ashley Kroll and Satinder Dougher, Secretary- Josey Eckel, Treasurer- Delilah Smith
- Prep Board Members
 - President-Melissa Luft, VP- Maureen Connolly, Samantha Theaumont and Danielle Roscoe, Secretary- Stacy Caughey, Treasurer- Delilah Smith

2. What is the PSO?

- Valerie reviewed what the PSO is. A community of parent volunteers to sponsor events and promote activities.
- Josey spoke on the importance of parent's involvement and if parents have a concern regarding their children or an issue at school, the PSO meeting is not the time or place to address those concerns. Please reach out to the student's teacher or admin and they are always more than happy to have a meeting one on one with you.

3. Review of Committees and Parent Involvement

- Parent Athletic Advisory Committee (PAAC)- Mr. Withers shared that this started as a branch of the PSO and was formally known as the spirit committee. Great Hearts has now implemented the PAAC network wide. The importance is to promote team spirit, team, and parent involvement and to have sports and functions be unified for each sport and players. The board consists of 5 members and 1 parent will be the representative. If parents are interested in volunteering, please get in touch with Shelia.
- Teacher Lounge Committee- Josey spoke and shared about the Lounge Committee. This is a weekly duty where parents take inventory of coffee, creamer, sugar, honey(etc.) places Costco order, picks up and delivers to school. Organizes lounges and restocks items for all 3 lounges. This can be done on a rotating schedule amongst those on this committee. This committee can also organize a lounge drop off for parents to donate snack items throughout the year order supplies for lounges and stock the archway, prep and commons lounge.
- Lunch Committee- Cecil spoke and shared. Parent volunteers will be Reaching out and consistently working with local food vendors to set up menus and hot lunch deliveries; setting up an online ordering site (Boonli) to process and verify orders placed on a weekly basis. Creating sign-ups to encourage parent volunteers to assist in distributing hot lunches during Archway & Prep breaks. They also will take inventory of supplies needed to restock at Costco such as, plates, napkins, utensils, granola bars, mac and cheese cups, cup of ramen etc. for students that forget a lunch or need to

be supplemented. This use to be a paid position and it now strictly a volunteer position. Ronda and Cecil take care primarily of the ordering and have 4 lead lunch volunteers. The focus will be ordering and stocking supplies.

- Lost and Found Committee- Josey spoke about this committee that was started up last school year (22-23) by a parent. The focus is to organize and go through lost and found items. Bins are placed in the front breeze way seating area for parents to pick up and go through to find missing items. This committee can come up with a schedule and any times not picked up by a certain date each month will get donated back to PSO for the used uniform sale. Also, shirts with the old crest can be looked at donating to a charity as well as uniforms that are unsaleable.
- Dads Club- Valerie brought this new idea to our school as Glendale Archway has this club. This club promotes volunteering in our community for Dads and father figures. They come together to lead the Daddy Daughter dance as well as any other functions or activities that are in need of support.
- Uniform Exchange Committee- This committee will hold uniform sales throughout the school year. Valerie has worked on a new ticketing system to head this up. This process will keep track of purchases as well as give parents the opportunity to hold on to their credit to use towards other uniform sales through out the year when they bring in gently used items. Volunteers will collect donated uniforms, sorts through gently used items and puts together the uniform sale. Sends out communication through flyers and emails. PSO uniform sales go back into the PSO fund.
 - The next uniform sale will be held on September 9th from 8am-12pm in the commons.

4. Book Drive-

- Mrs. Garretson spoke on this topic. Prep students over the summer have been working hard on getting books to fill our library. So far, they have gathered over 1,200 books! Looking to do a house competition, book drive, and would like to collect books in the community (grocery store, coffee shop etc.) We are hoping to not only fill up our libraries but also garner up some school spirit by having a friendly competition between Archway and Prep to see who can collect the most books during our book drive. We will need assistance in collecting books and setting up a functional library that students can utilize to check out books. The idea is to have a bulletin board in the school and when a family donates a book, their name will go on a book on the bulletin board to promote and bring excitement for the book drive.
- Help will be needed with flyers, social media, creating wish lists of books on amazon.
- The goal is to open a library. Still figuring out a way to check out books the most efficient way possible.
- Would love to have a stamp so each family can sign saying who the book was given from.

- Students can also donate a book in honor of their birthday.
5. List of PSO led events and activities-
- Handouts were given of dates on the calendar thus far. Some dates of events are TBD. PSO would also like to set up give back nights. Restaurants offer a percentage back to the PSO. Maureen spoke about firehouse subs being a great vendor. Others used in the past have been clean juice, jersey mikes and frozen sam's.
 - Teacher Luncheons are the 1st 1/2 day of the Month. PSO still working on the grade levels to host these lunches.
6. Room Parents-
- Josey explained what a room parent for Archway consists of. They are of help to the teacher by sending out communication regarding reading groups, class events and functions. Room parents help put together signup genius and well as reach out to parents regarding their Teacher and TA's birthdays.
 - Diane spoke on the importance on giving item specific needs. Cash or gift cards can no longer be collected by a room parent for any purpose. Any event room parents oversee will now have to create a signup genius or amazon wish list for that specific item.
 - Birthdays for staff and teachers- A gift from parent to teacher can have money or a gift card. A gift made from room parents from the class to teacher cannot collect money or gift card and then present to the teacher. A gift collected by the room parent and presented to the teacher will have to be item specific gifts such as, shirts, flowers, slippers, candles, cookware etc. Be creative with your teachers and staff birthdays!
 - Archway has already sent out a favorites list to teachers and staff. These will be given to room parents who will then distribute to parents.