



## Board Meeting Minutes, September 1st, 2020

### Board Members Present:

Shali Corbin, President	Cathy Post, Secretary
Teresa Hansen, Vice President	Maren McCutchan, Treasurer
Kim Searcy, Lunch	Sangita Bhavsar, Teacher Appreciation
Kelly Bast, Events	

1. Welcome and meeting protocol – 2pm
  - a. Parents say hello – Shannon Lee, library lead; Stacy Rendell; 3 other parents present
  - b. Protocol at bottom of the agenda reviewed
    - i. Board meetings held on zoom for at least the first quarter. Announcement will be made for 2<sup>nd</sup> quarter
2. Board Member Reports
  - a. Treasurer
    - i. \$16,906.94 currently in our bank account
    - ii. We are still waiting for income from the used uniform sale to hit our bank account (see used uniform below)
    - iii. Budget may need to be changed based on the challenges of the year, look for those changes in the next 2 months
  - b. President
    - i. General PSO updates
      1. Budgets- restraint and flexibility during unknown times
        - a. Some revenue raising events are not happening first quarter
      2. Newsletter/Headmaster Update
        - a. Dropbox-get content submitted the Thursday before
        - b. Sometimes content may have to be pushed back
    - ii. Yearbook
      1. Theme this year is perseverance
      1. We lowered the minimums that we are contractually obligated to meet to 400. Hardcover will cost us \$17.10 and softcover will cost us \$14.10
      2. Last year we committed to 500 yearbooks. We paid \$14.93 for soft cover and \$17.93 for hard. We sold them for \$20 and \$25. We fell short on sales.
    - iii. Class Liaisons
      1. 9 out of 24 lead teachers have liaisons
    - iv. Passive Revenue Generation
      1. Our first Passive Revenue Generating event of the school year was Family Fun Night at Papa John's. We made \$140.20
      2. Our next Family Fun Night is Chipotle on September 29<sup>th</sup> 4pm -8pm
    - v. Library
      1. DEAR-Drop Everything and Read program – ½ hour on Wednesdays



2. Library Lead put together a basket of books for all the classes of 30-40 books for the class to use during DEAR.
- vi. New Volunteer changes
  1. Raptor – all on campus volunteers and field trip chaperones need to sign up.
    - a. Even if you were fingerprinted and it is not expired, you still need to do raptor
  2. On-campus volunteers by appointment only and only when necessary at least through 1<sup>st</sup> quarter
- c. Lunch Lead
  - i. Lunch
    1. Starts on September 8<sup>th</sup>
    2. New in-classroom lunch delivery procedures
  - ii. Snack bar
    1. Might start on September 21<sup>st</sup> if lunch goes well
  - iii. Treat Friday  
We plan to start on September 25<sup>th</sup>
- d. Teacher Appreciation Lead
  - i. PSO was able to provide gifts to the teachers for back to school: shirts for new teachers, masks, ear savers, snacks
  - ii. Teacher Lunches - for now, we can't do our normal parent donated buffet – no buffets allowed
    1. Panera boxed lunches for teachers on September 29<sup>th</sup>
    2. Asking parents for gift cards to restaurants since parents can't bring food
    3. Have received a few so far, but still need more
- e. Events
  - i. Social Events
    1. None for 1<sup>st</sup> Quarter
    2. Hoping to have our first events be Mother/Son Game Date and Daddy Daughter Dance
- f. Used Uniform/Lost and Found
  1. Our first used uniform sale of the year was on August 22<sup>nd</sup> and we made \$1,923
  2. We will probably try to have our next used uniform sale the week of October 19<sup>th</sup>, after school resumes from fall break.
  3. We are trying not to sell to people at just random times and sticking to our sale dates. If you just join the school and need uniforms, reach out
3. New Business – Public Comments
  - a. Comment about GH Gala – doing the telethon instead, Great Hearts still looking for volunteers. Stacy Rendell volunteering to be one of the callers
  - b. Question on lunch volunteers – yes we will take a couple of volunteers. Reach out to PSO if you are interested. Also watch the headmaster update



- c. 5<sup>th</sup> grade is in charge of snacks for teacher appreciation this month – how is that going? – it’s going well so far but could use more. You can just drop them off at the front office, no appointment needed
4. Adjournment – 2:49pm
  - a. Next Board Meeting – September 29th

Contact emails:

- **President**, Shali Corbin – [pso@archwaylincoln.org](mailto:pso@archwaylincoln.org)
- **Vice President**, Teresa Hansen – [archwaylincolnpsovp@gmail.com](mailto:archwaylincolnpsovp@gmail.com)
- **Treasurer**, Maren McCutchan – [PSOtreasurer@archwaylincoln.org](mailto:PSOtreasurer@archwaylincoln.org)
- **Lunches**, Kim Searcy – [lunches@archwaylincoln.org](mailto:lunches@archwaylincoln.org)
- **Teacher Appreciation**, Sangita Bhavsar - [alteacherappreciation@gmail.com](mailto:alteacherappreciation@gmail.com)
- **Events**, Kelly Bast - [archwaylincolnevents@gmail.com](mailto:archwaylincolnevents@gmail.com)
- **PSO website** – [www.archwaylincolnpsocom](http://www.archwaylincolnpsocom)

Meeting Protocol:

1. Meetings will start at 2:00pm and end at 3:10pm at the latest.
2. Any parent or guardian of currently enrolled students of the school, are invited to attend PSO monthly meetings. Parents of future students may attend meetings, but may not participate or volunteer until their students are attending the school.
3. Voting will take place only on the following matters: PSO expenditures over \$500, changes to bylaws and handbook, changes to the budget, and new PSO members in May. All other matters will be decided in committee.
4. Agenda items and discussion topics will be limited to PSO business and PSO matters. School policy or other topics will not be discussed.
5. We will adhere to the timeline of the agenda, further discussion or new topics will occur at the end of the meeting, time permitted.
6. Parents with a topic of discussion they would like to address may do so by filling out a notecard and submitting them to the President at the beginning of the meeting. Topics will be read out loud at the end of the agenda for discussion if time permits
7. Committee specific topics of discussion should be brought up to the committee lead or at the committee meeting, not at the board meeting. Committee meetings are announced in the weekly newsletter and committee lead contact info is on the PSO website.
8. Younger children are welcome to attend, but please exit the meeting if they become disruptive. No child care will be provided.
9. Minutes from the most recent board meeting will be posted on the PSO website a week after the meeting date