



Board Meeting Minutes, Emergency phone meeting on September 18th and
regular meeting September 29th, 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 – 5 minutes
2. Board Member Reports
 - a. Treasurer – 5 minutes
 - i. \$21,244.93 currently in our bank account
 - ii. We are in the process of changing our accounting system to Quickbooks
 - b. President – 10 minutes
 - i. Yearbook
 1. Nothing new. Theme this year is perseverance. We are in the process of seeing if we can get photographers back on campus 2nd quarter.
 - ii. Class Liaisons
 1. 21 out of 24 lead teachers have liaisons
 2. We will be doing an ask for Box Tops in October
 3. We are in the process of seeing if we can do math and reading groups
 4. We are in the process of seeing what we can do in terms of celebrations
 - iii. Passive Fundraising
 1. Our next passive fundraiser is tonight at Chipotle from 4pm -8pm
 - iv. Spirit Wear
 1. On sale from now through October 7th
 2. 149 sold so far
 3. Shirts will be shipped to the school and delivered to the classroom. Distance students will be able to pick up their shirts on October 24th.
 4. Our first Spirit Day will be on October 29th.
 - v. Read-A-Thon
 1. **Emergency vote held on September 18th over phone**
 - a. **Vote to spend \$1,080 on the new read-a-thon website to be used this year**
 - b. **Vote results: 4 yes, 0 no, 1 absent**
 2. Happening from September 25th through October 31st
 3. Scholastic.com bookfair through October 2nd
 - a. Proceeds go to the school
 4. New platform reading-rewards.com
 - a. Not a fundraising platform as the library is completed



5. Individual Prizes: Bookmark, Waterbottle sticker, Crazy Hat Day (Nov 3rd), book from Scholastic
 - a. See PSO website for all prize info
6. Grade Wide Prizes: Game Party on Nov 24th
7. School Wide Prizes: Jeans and T-shirts Day, Teacher Dance Off
8. Wrap up Dress As Your Favorite Literary Character Day on October 30th, Friday
- vi. Used Uniform/Lost and Found
 1. We will do our next one Saturday October 24th, after school resumes from fall break.
- vii. Scheduling Board Meeting
 1. Do we want to switch to 1:30pm instead of 2pm until we are meeting in person at the school?
 2. Vote results – 4 in favor of 1:30 meetings on zoom, 0 for keeping it at 2pm; Sangita was late and missed the vote
- c. Lunch Lead – 2 minutes
 - i. Lunch
 1. Still delivered to the classroom
 2. May need more help after break if number of orders increases
 - ii. Snack bar
 1. Decision not to do snack bar until we are back in the MPR
 - iii. Treat Friday
 1. Our 1st Treat Friday was on September 25th
 2. We made \$246.72
- d. Teacher Appreciation Lead – 5 minutes
 - i. Teacher Lunches
 1. We did Panera boxed lunches for teachers today
 - i. We needed \$905 and we received \$1,030 from parents
 - ii. The extra will be used as gifts for Teacher Appreciation Week
 - iii. Teachers were very happy and it was successful
 2. Our next lunches are during Parent/Teacher Conferences
 - a. Barro's individual pizzas for 1st day
 - b. In N Out for 2nd day
- e. Events – 10 minutes
 - i. Social Events
 1. None for 1st Quarter
 2. We are still waiting to hear if we can do anything 2nd quarter
3. New Business – Public Comments – 15 minutes
 - a. Do the snacks for teachers need to be nut free? – not they do not
 - b. Has PSO heard anything about when walk up pick up will be allowed – no news yet
4. Adjournment
 - a. Next Board Meeting – November 3rd



Contact emails:

- **President**, Shali Corbin – ps@archwaylincoln.org
- **Vice President**, Teresa Hansen – archwaylincolnpsovp@gmail.com
- **Treasurer**, Maren McCutchan – PSOtreasurer@archwaylincoln.org
- **Lunches**, Kim Searcy – lunches@archwaylincoln.org
- **Teacher Appreciation**, Sangita Bhavsar - alteacherappreciation@gmail.com
- **Events**, Kelly Bast - archwaylincolnevents@gmail.com
- **PSO website** – www.archwaylincolnps.com

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