

GLENDALE PREPARATORY

Parent Service Organization Meeting

August 10th, 2017

Opening:

The meeting was called to order at 7:10 pm on August 10th in the Library by Debbie Ayer.

Attendees:

See Attached Roster

Announcements

- Debbie A. welcomed the group and had each parent introduce themselves and tell the group the grade of their children. Since this was the first meeting of the year, there would be a lot to cover.
- The Officers for this year's board are as follows:
President - Debbie Ayer
Treasurer - Debbie King
Secretary - Tauny Woo
- The format for meetings this year will be modified such that board members will be monthly and about every quarter there will be a meeting open to all. The purpose is to keep the meetings meaningful to all and work through multiple items and report accomplishments at the quarterly meetings. Parents are still always welcome to attend any of the board meetings and have an opportunity to provide input. The schedule for the meetings will be published shortly.
- A GP President email account has been established to provide a way for people to ask questions, make comments, and suggestions for future PSO agenda items.
- An Organization Chart with school events was passed out to show lead volunteers – there are still many areas needing volunteers.

Approval of Minutes

Minutes from the previous meeting were presented and approved.

Financial Report (Debbie King)

- Last year was a successful year with many fundraising events and community activities. The Family Fun Night and Griffin Games were large money makers, raising \$5000. The Lunches raised \$8,000 and Lunch Snacks Raised \$7,000.
- Snowstorm raised over \$12,000 and Teacher Appreciation Week raised \$4,000. All proceeds were given to teachers and faculty.
- The PSO donated roughly \$6,200 to pay for Jr. and Sr. Blazers, and help seniors with the Senior Trip.
- At the end of the school year, the PSO gifted \$14,000 to the school
- This year we will focus on better cash accountability and have deposits made separately in order to see what is raised in each program. Training will be provided to volunteers on how to count money, put into the safe, log in, and turned into the front office. There will be a verification process with backup and supporting documentation for audit purposes.

Old Business

- COSTCO - Two families have volunteered to help with picking up supplies, saving Archway and GP roughly \$550 combined. (Closed)
- Cold Classrooms - Mr. Crowe announced that the entire school's thermostat system was replaced over the summer and should help keeping rooms a little warmer. (Closed)
- Winter Wear – Mr. Crowe checked with vendors for sweaters and other options. He noted that fleece does not go with our formal wear, but he is still working to have something determined before winter. (Open)
- Golf Tournament – Last year, the golf tournament chair requested PSO donate to the annual golf tournament in May for prizes and to offset costs. The PSO does not have the budget for it at this time and cannot commit to any donations, but since the tournament is one of the last events of the year, the PSO will reconsider if funds are available as the date gets closer. (Open)
- Lunchroom Training – Debbie Ayer offered to provide the training to anyone who needs it and directions are also posted on the wall. (Closed)
- Marquee Sign – Nickie Kennedy suggested at the last PSO meeting that a sign be installed to help communicate upcoming events was well received. Parents agreed that it would serve as a reminder and increase participation. Overall, this would be beneficial as a whole to both Archway and GP. Estimate for sign and installation is \$30K. It was agreed to be a good idea and the PSO will look further into raising funds for this. (Open)
- Parent's Night Out – This suggestion is a community building event meant only to get parents together in a social setting to meet other GP parents and get to know everyone. Everyone looked at this as being a good idea so we will look to schedule a date in the Fall. (Open)
- Ice Cream – Last year's request to sell ice cream in the lunch room was approved. (Closed)

New Business

- Combining Griffin Games and Family Fun Night, March 24th, 2018
DISCUSSION: The event were only weeks apart last year and took a lot of effort so the suggestion was to combine them. During the discussion, the following comments were made:
 - There was concern that less money would be raised due to the fact that people would be more willing to spend money on separate occasions than a large amount in a single event
 - There was concern that there would be less participation from older kids if there were younger kids at the event
 - Parking may be an issue
 - Some commented that March has been too warm for Griffin Games
 Debbie A. explained that shifting the dates interfered or would take away from other events at both Archway and GP, such as Homecoming, Snowstorm, Fun Run, Spring Break, etc. and the March 24th date is where it best fit. Although the events do raise a lot of money, the primary purpose is to build the GP community. The PSO will look again at both calendars as a whole and consult with the Headmasters to possibly reconsider combining the events.
- Homecoming – This year Homecoming is Friday, October 20th at Cortez High School. The PSO is still looking for volunteers and a lead to work this event and planning has already started.
- Booster Sales – C.B. will be heading the Boosters this year. During the Bookstore this year, much of the inventory was sold and \$4000 was raised. The Boosters will be looking for additional ideas on what to sell. Someone suggested pom poms be sold at Homecoming and other sports.
- Yearbook – M.A. and B.Z. will work on the yearbook and layout this year with the teachers and students. In addition, LifeTouch will come out to events and take photos. Yearbook orders are being taken now, but someone mentioned that the option to add students' names to the yearbook cover is not available on the website. Someone will check into this.

- Passive Fundraising – Box Tops, Scrips Program, Fry’s, and Amazon Smiles did not raise much money last year. These programs will be looked at to see how to advertise them better and make sure they are set up correctly. Debbie King is checking to see why Fry’s did not have GP in the database.
- Lunch Program – Debbie A. explained the increase in cost for the lunches. There was a request to provide more vegetarian and vegan options. Debbie A. will check into this.
- Uniform Exchange – The combined Archway and GP uniform sale was very successful. Future sales will continue to be combined. Next sale will be in late fall but the date is not determined yet.
- Communication – PSO Board email addresses is available for anyone to send comments, concerns, and questions.
- Concessions – Coach Drake has asked to take on concessions for home games. Profits would go towards the Athletic fund and the Senior Trip. Although proceeds will no longer go towards the PSO, all agreed it was not a problem.
- Teacher Appreciation Lunches and Birthdays – N.P. has volunteered to lead these.
- Restaurant Nights – A.W. will continue to run it this year.
- Mini Grant – The PSO reviewed a grant application from the Science Department for \$500 to purchase equipment for Physics I and Physics II. There a was a motion and second to approve, and the grant was formally approved.

Open Discussion

- A question was asked about the expectation in the number of hours required from parents to volunteer. Debbie A. replied that it was highly encouraged that parents try to volunteer time but there is no active enforcement. Although some are not able to commit as much as others, we want to avoid burn out and grow the community involvement from parents. Volunteers are always needed and we appreciate any time that parents can offer.
- Lorenzo asked if the PSO needed to be using the Great Hearts Template. Mr. Crowe responded that we should and Shannon would get with him on it.

Adjournment:

Meeting was adjourned at 8:20 pm by Debbie Ayer. The next general meeting will be at 7:00 pm on November 2nd, 2017, in the Library.

Minutes submitted by: Tauny Woo