

Meeting Minutes

Glendale Preparatory Academy PSO

Date: November 3, 2016

Location: Glendale Preparatory Academy - Library

Meeting Called to Order By: Honey DeArmond

Time: 7:00 pm

Attendance:

Officers: Honey DeArmond, Debbie Ayer, Debbie King, Leslie Sherrod

Parents: Nickie Kennedy, Monty Crawford, Kim Greathouse, Lorenzo Gonzalez, Tori Roundy, Jenny Haley, Leslie Wright, Dharti Bhakta, Isabel Dubert

Guest: Headmaster, Brandon Crowe

Welcome – meeting called to order at 7:00 p.m. by Honey DeArmond. Welcomed Mr. Crowe for an open discussion. Attendees discussed communication between administration and PO as well as the appropriate approval processes and timing of approvals as many parents felt their ideas were not being addressed in a timely manner. Mr. Crowe committed to work to improve the clarity of communication and speed up the cycle for review of ideas.

Financial Report –

Debbie King reported that there is \$12,000 in the bank and that the PSO has not yet paid Barro's for outstanding lunches. Discussion was held to determine the best way to handle concession money as it is brought in. It was agreed that Debbie King and Honey DeArmond would work with Lisa Darrah to coordinate all concession activities including setting up cash drawer guidelines. Ms. Dubert will assist with money counting after each game. It was recommended that the cash drawer for concession be kept in the PSO closet and Ms. Dubert would be provided a key to the closet. Ms. Berkholder is coordinating concession schedule with students; Mrs. DeArmond will need to confirm the schedule.

Approval of prior Meeting Minutes –October 6, 2016 minutes were presented from prior meeting.

Old Business

1. **Teacher appreciation birthdays** – Regular teacher birthday celebrations will be recognized each month during the teacher appreciation luncheons. A separate celebration will occur on months where there are not teacher lunches scheduled (November 17, 2016 and February 14, 2017).
2. **Restaurant Nights** – Ann Webdale will be coordinating and will work with Jenny Haley to determine what is needed for those nights already scheduled. Currently scheduled are: November 16th at Chick-Fil-A at 83rd and Bell and December 14th at Mi Familia at 67th Ave and Happy Valley Rd.
3. **Concessions** – Lisa Darrah has agreed to be the coordinator of concessions and will work to streamline the ordering process for all items needed for concession sales.
4. **Lunch Volunteers** – PSO has implemented a new process for handling money for lunches which seems to be going well.
5. **E-Scripts** – Monty Crawford has been working to get this program started up. Judi Todd and Jenny Haley had previously worked on the program. Honey DeArmond will get with Judi Todd to determine the status of the program and exactly how it all works. Additionally, Debbie Ayers and Monty Crawford will work together to get

the Script program set up (this is the program where PSO can sell gift cards to parents, etc.). Monty is also working with Fry's to get their rewards program reactivated. Someone on the PSO in prior years had set up and Monty will have to call Fry's corporate office to see if the account information can be transferred to the new PSO. It was suggested that Lorenzo Gonzales set up a generic PSO email address to use for these types of registrations.

6. **Box Tops** – everything was submitted for the November deadline earning approximately \$200.
7. **Snow Storm** – Begins November 14th – November 29th. Lorenzo will set up the pay portal on the PSO website ASAP with increments of \$25/\$50/\$75/\$100 and “other”. It was agreed that advertising of Snow Storm should begin as soon as possible and should be in the PSO Blast starting November 9th. Debbie Ayers agreed to post information to Facebook pages regularly as a reminder to encourage higher participation.
8. **Sports Awards** – November 15th - Jenny Haley has obtained some food donations which will be delivered to school by 3:00 p.m. on the 15th. Jaylyn Baird has coordinated in the past.
9. **Athletic Field Day** – November 18th – Leslie Sherrod discussed the responsibilities of the day and Dharti Bhakta, Jenny Haley and Tory Roundy agreed to coordinate the day's activities on behalf of the PSO. Mrs. Sherrod agreed to provide details of the set up requirements and duties prior to the event.
10. **Used Uniform Sale** – Tory Roundy is coordinating used uniforms and is working to arrange a combined sale with Archway on December 3rd. It was agreed to allow an exchange program where families could turn in 2 items in exchange for 1 replacement item.

New Business

1. **Microwaves** – the discussion of adding microwaves in the lunchroom continues to be raised by parents. The topic is tabled as it is not a practical solution at this time. The physical space is not designed to accommodate enough microwaves to make the process work and it would cause a significant delay during the lunch period for students to eat.
2. **Business Advertising on PSO Blast** – Nickie Kennedy suggested that we allow business advertising on the PSO blast each week to encourage community involvement. Mrs. Kennedy was asked to submit a sample for consideration.
3. **Future Events:**
 - Teachers Lunch – December 2, 2016 – volunteers and donations are still needed. Mrs. Sherrod will continue to ask for participation in the weekly PSO blasts.
 - Winter Concert – December 6, 2016 – Mrs. Sherrod will seek donations of cookies from the hospitality committee.
 - Upper School Symposium – January 9, 2017 – three (3) volunteers are needed to serve food, etc. to the upper school students from 7:30 a.m. until 3:00 p.m. Tory Roundy agreed to help and Nickie Kennedy will assist with finding additional volunteers.

Open Discussion

1. **Extra-Curricular Grade Expectations** – Mr. Navarrete requested 10 minutes in the next PSO meeting in January to discuss expectations.
2. **Monthly Raffle for fundraising.** Monty Crawford suggested a \$25 monthly raffle with monthly cash prizes. It was suggested that details would need to be ironed out before it could be presented to the administration.

Next Meeting(s):	January 5, 2017	7:00 p.m.	GP Library
	February 9, 2017	7:00 p.m.	GP Library
	March 2, 2017	7:00 p.m.	GP Library
	April 6, 2017	7:00 p.m.	GP Library
	April 27, 2017	7:00 p.m.	GP Library

Meeting Adjourned At: 8:30 pm
Minutes Compiled By: Leslie Sherrod