

Meeting Minutes

Glendale Preparatory Academy PSO

Date: September 8, 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: Kyle Kennedy, Nickie Kennedy, Monty Crawford, Kim Greathouse, Catherine Janssen, JoAnne Brown, Polsia Faris, Lorenzo Gonzalez, Judi Todd, Tori Roundy, Becky Ziegler, David McNeil, Leslie Wright, Lisa Darrah.

Guests: Isabel Dubert

Welcome – meeting called to order at 7:00 p.m. by Honey DeArmond. Introduction of 2016/2017 Board and welcome to the attendees. All attendees introduced themselves.

Financial Report –

Debbie King discussed her recent training to take over finances from prior treasurer, Judi Todd. Anticipates full report next meeting. Reported annual Griffin Greet made \$120. Discussed new controls procedure for lunches and other cash boxes; each cash box or each days lunches must be counted and separated by day/event and proceeds submitted daily. This process will allow better controls on the incoming cash and provide increased tracking ability. Currently the PSO has three (3) squares used to accept credit card payments. One (1) is held by Stacy Chittester for booster sales and the other two (2) are held by Katherine Sarbacker. Typically squares are used for booster sales, movie night, bookstore, and Griffin Games.

Approval of prior Meeting Minutes –no meeting minutes were presented from prior meeting.

Old Business

1. **Website** – Lorenzo Gonzales has taken over updating the website for this school year and will work with board to update all information. Suggested to add PSO Board member contact information to webpage.
2. **Bookstore** – went smoothly.
3. **Blazers** – ordering process went well this year. Sold blazers as in prior years with PSO paying \$50 for each blazer and family contributing \$24.95 per blazer. Honey DeArmond proposed not having the PSO pay for this in future years as the class sizes continue to grow but to look at some sort of buy-back program for graduating seniors. Suggested that next meeting a vote be conducted on whether to have the PSO continue to contribute and if so, how much and to discuss the possible buy-back program further.

New Business

1. **Communication Flow** – All PSO communication needing administration's attention to be communicated through Honey DeArmond or Debbie Ayers (in Honey's absence) who will be the liaison to the administration.

2. **Calendar** – School is working on a single electronic calendar that provides information on all school activities. Office personnel are working to compile into a single format and PSO will include a link on PSO page to that calendar in the future.
 3. **Homecoming** – Ms. Dubert is heading up the GP Spirit Squad who will be at the Homecoming Game at 5:00 p.m. to encourage community building by providing lawn games, etc. for family fun prior to the game. Mrs. Sherrod discussed volunteer needs. Seniors will be holding a 50/50 raffle during the game. Discussed needing to make a faculty meal order form. Ms. Dubert agreed to coordinate with the faculty to get orders in by the deadline of September 12, 2016. PSO agreed to pay for the faculty meals and family members would be paid by the faculty member.
 4. **Teacher Appreciation:** September 16, 2016 luncheon cancelled due to the reschedule Homecoming Game on the same day. The next lunch will be October 28, 2016. It was suggested that the PSO coordinate a separate celebration for birthdays each month when there is not a teacher appreciation luncheon (November and February). It was agreed that so long as items were donated, and there was no cost to the PSO, someone could be designated to coordinate a birthday celebration.
 5. **Senior Fundraising** – Additional fundraising is needed for seniors to assist with the larger senior class size and additional administration needed for the trip each year. Currently seniors are benefitting from various activities at Griffin Games, Family Night, coordinating the concessions for the basketball season with student volunteers. The PSO gives its 40% share to the students who work concessions to provide fundraising for the senior trip. The remaining 60% is given to the Athletic department. Concessions will be provided during boys and girls varsity games. Seniors are also benefitting from the Move ticket sales for movie in December. It was agreed that all restaurant night proceeds will benefit the seniors throughout the year. September 28th at Chipotle; October 19th at Mi Familia; and November 16th at Chick Fil A.
6. **Other Fundraising** –
- Concessions for volleyball are currently coordinated by Ms. Dubert and Mrs. Haley is the parent coordinator. Will need to find a coordinator for basketball season.
 - Lunches/Snacks – Emergency lunches need to be addressed as there are too many given away with no cost to student/family. Honey DeArmond will discuss with administration and PSO to discuss at next meeting.
 - Donut sales are going well.
 - E-Scrips – Jenny Haley is handling and will provide additional information in future.
 - Box tops – Palsia Faris is coordinating. PSO agreed to a starting goal of \$3,000. Will produce a promotion to announce and encourage participation.
 - Booster sales – tabled until next meeting.

Open Discussion

1. **Fundraising option** – Mrs. Roundy mentioned working on an “Adult Prom” fundraiser where students could provide babysitting and cost to attend would be \$100/\$150 per couple for a nice night out. Tabled for future meeting.
2. **Sports Booster club discussed.** Further discussion with administration needed before discussion to continue.

Next Meeting(s):

October 6 th	10:00 a.m.	GP Library
November 3 rd	7:00 p.m.	GP Library

Meeting Adjourned At: 8:15 pm
 Minutes Compiled By: Leslie Sherrod