



Archway PSO Board Meeting

March 22, 2018

8:15 am Headmaster Office

Attendance: Ms. Hanks (Headmaster), Clay Perkins (President), Amy Pohl (Treasurer), Sheila Conner (Secretary)

Financial Report

Quickbooks online access? (Stephanie checking on pricing for next year)

- Streamline invoicing, check writing
- Backup accessibility

Current Balance, Profit & Loss Updates

Need to complete Fall Festival accounting

Plan to use leftover Snowstorm funds for Teacher Appreciation Week

Reimburse/donate to Archway for Gidgett salary (lunch staff) at end of year

Yearbook

2017-2018 Updates

- Will the PSO pay for teacher yearbooks?
- Ms. Hanks & Erika plan to order qty 500-600 to hit lower price point

Planning for next year

- Can we offer yearbook signup/payment at Meet the Teacher?
- At signup station: showcase examples from the previous year & sell any leftovers
- Can we cut the price next year? 10-15% profit instead of current 20%

Allocation of Year-end PSO Funds

- % goes to Archway general fund
- How much do we need to startup next year?
- Can we donate remainder to a specific purpose like faculty development?
- Can we purchase a digital announcements sign (for community building)?

Ideas to Support Faculty

- Snack bins for faculty (each grade donate per month)
- Provide utensils, napkins, coffee in faculty lounge
- Improve/design faculty lounge space
- Approximately 80 faculty at Archway

Quarterly Open PSO Meeting

Tuesday, April 17 at 1 pm (Archway Library)

Elections for Board; appoint Chairs, if possible

- Gather interest on sign-up genius (Sheila will create)
- Push communication on meeting/election date

Possible Future Events/Passive Fundraisers

Spring Dine-out Opportunities

- 32 Shea Dine-out
- BBQ Dine-out

Movie days over summer? (community building efforts)

Spirit Wear

PSO can use any t-shirt vendor

Use PSO logo

Add saying or slogan using Great Hearts theme?

Lunch Program

- Decrease price if possible, based on end of year accounting
- Continue current program/vendors
- Possibility to offer grilled and fried; more options?
- Survey going out to family participants (from Stephanie)

FYI: New Family Orientation

Saturday, May 19 from 9 am - 12 pm

Parent Ambassadors to represent PSO?

Next Board Meeting

Thursday, April 19

8:15 am @ Headmaster Office

Prepared by: Sheila Conner, Secretary