



Archway PSO Meeting

Thursday, May 17, 2018

8:15 am Headmaster Office

Attendance: Ms. Hanks (Headmaster), Clay Perkins (President), Sheila Conner (Secretary), Valerie Bast (Vice President Elect), Dalia Dehelean (Treasurer Elect)

Teacher Lounge Remodel

Amanda Perkins to submit budget and sketch of space remodel

Considerations include:

- snack cubby
- thin conference table
- extra bar table with chairs

Homeroom Parent "Helpful Hints" / Guide

Homeroom parents serve a double function - PSO member & Admin/faculty helper

- Assignments are based on teacher needs
- Homeroom parents can suggest what support might look like

Info sheet to include suggestions about:

- Family directory info
- Reach out to families early to establish contact
- "How to" for teacher birthdays
- Teacher's Fav Things survey(to be supplied by Admin)
- Sign-up genius "how to" and/or copies of past sign-ups
- Facebook groups for each grade level

PSO Website

Post PSO Handbook (from Mrs. English)

Post meeting agendas, minutes, etc on a dedicated sidebar link

Add PDF resources list of families who are local business owners/offer professional skills

New Parent Orientation

Saturday, May 19

8:15 am Setup

9 am-12 pm @ Archway MPR

3-minute talk from PSO (Clay)

- PSO goals
- Any fundraising efforts support community building campus events and faculty development/appreciation

Spirit wear and used uniform sales

2 tables for PSO information/volunteer sign-ups

Handout to include (Sheila)

- Lunch program
- Parent Mixer
- Movie Night

- Used uniforms contact info
 - Volunteer/committee sign-ups link
- Sign-up sheets (Valerie)
- Volunteer sign-up with business info
 - Parent Ambassador Interest list

2018-2019 Family Directory (Admin)

- Confirm family directory info at Meet the Teacher (Friday before school starts)

2018-2019 PSO Meetings

Quarterly open meetings plus elections

- Quarterly: September, November, February, April
- Elections/wrap-up: May
- Wednesday's/Thursdays @ evening
- Archway MPR or Library (ask Gabby)

Admin/Board meetings once/month

- 3rd Thursdays after drop-off (begin August 16)

Chair/Board meetings once/month

- 2nd Thursdays after drop-off
- Possible retreat in July before school begins

Prepared by: Sheila Conner, Secretary