

Peirce Service Organization Meeting Minutes

Friday September 16, 2016

8:15 am

Attendees

Nora Hughes, President

M. Cecilia Bocanegra, Secretary

Molly Roudebush, Treasurer

Lorianne Zaimi, Principal

Kimberly Lebovitz, Primary Years IB Coordinator

Talyia Riemer, Middle Years IB Coordinator

Members of Peirce Service Organization (PSO)

Location

Fieldhouse - Helen C. Peirce School of International Studies

1423 W. Bryn Mawr Ave. Chicago, IL 60660

Agenda

- **New Business**
 - Apparel Sales
 - Volunteer Recruitment
 - Book Room
 - PSO Closet
 - Clothing Pantry
 - Litter Campaign
 - Spanish/English Classes

- School Brochure
- Open House
- Box Tops
- Room Parents
- Jr. PSO
- **Old Business**
 - Previous year recap
 - Financial recap/projection

New Business

- **Apparel Sales** The IB team has come up with the idea of designing t-shirts for the different IB attributes, one color for each attribute. The idea of a hoodie option is also on the table. The PSO brainstormed ways in which they can help with this idea. PSO member Tabitha Romero volunteered to be a point person for this project.
- **Volunteer Recruitment** PSO would like to host some sort of volunteer recruitment event one evening at an establishment in the neighborhood. Los Arcos was thrown out as an idea. PSO president Nora Hughes asked for volunteers to help organize this event. PSO member Alisa Tilson and PSO Secretary Cecilia Bocanegra offered to help.
- **Book Room** The Leveled Book Room on the 2nd floor needs to be reorganized again. The group was asked for ideas on how to best maintain organization in that room throughout the year. A group will meet on Tuesday Sept. 20 and throughout the rest of the week to get the room organized.
- **PSO Closet** The PSO has gained access to a new closet to use. Someone from the group will need to view the new closet and determine what kind of shelving will be needed and how best to organize the items when they are moved over. PSO member Manini Rao offered to help.
- **Clothing Pantry** PSO member Betsey Boemmel suggested the idea of housing a clothing pantry in the main office somewhere to have some extra clothing items on hand for when needed by a student. The group discussed where the clothing might be kept and ways to request donations of clothing from the Peirce community. PSO member Tabitha Romero volunteered to create a SignUp Genius for this and manage the pantry.
- **Litter Campaign** PSO member Peggy McGhan suggested the group talk about ways to handle the litter that accumulates around the school, particularly in the playground area. Ideas were discussed for ways to get kids and parents to properly dispose of trash. The student council will be consulted to hear their ideas as well.
- **Spanish/English Classes** These classes were successful last year and PSO is planning on offering them again this year on Friday mornings. Evening options are being discussed as well. PAC will be consulted as well to ask about funding.
- **School Brochure** The IB team has created a new brochure explaining the general concept of IB. They passed around the brochures to the group and solicited feedback.
- **Open House** Fall Open House will take place on Nov. 10, 2016. Ideas for streamlining

the presentations and event were discussed and will be talked about further in smaller Open House Committee meetings. The small monthly tours will continue and be held on the first Fridays of the month. PSO members Ella French and Kate Polgar offered to be part of the Chair Committee.

- **Box Tops** Nora Hughes explained the kind of assistance needed for counting box tops and informed the group that the first counting of the year would be on Friday October 14th after drop-off.
- **Room Parents** PSO member Rebecca Hendrickson is managing the Room Reps again. Nora Hughes explained what being a room rep entails and let the group know that Rebecca would be posting a SignUp Genius to recruit reps for classes that still have no volunteers.
- **Jr. PSO** The idea of a Jr. PSO was discussed again and it was determined that there should be an adult PSO parent member as well as a teacher rep on hand to assist the students once the group is formed. Ella French volunteered to be the parent rep.

Old Business

- **Previous year recap** A recap of last year's activities and the types of events that PSO handles was given for new members.
- **Financial recap** PSO Treasurer Molly Roudebush informed the group about how we did with last year's budget. The group was then asked for ideas on what kinds of events they'd like to see more of this year so that they could be included in the budget for this year to discuss with the Friends of Peirce group. The group agreed that another dance would be a good addition to the events.

Next Meeting

The next meeting will be held on October 21 at 8:15 am. The location will be the fieldhouse at the school.