

PSO Meeting Minutes

5/3/2024

In attendance:

Michelle Platts, Cecilia Bocanegra, Bianca Jimenez, Helena Swyter, Lauren Swihart, Rebecca Nguyen, Lindsey Moon, Erin Snow, Rene Ryan, Kelly Follmar, Laterria Smith, Sonia Henriquez, Alma (Sonia's mother)
Virtually: Lauren Swihart

I. Welcome Introductions (Michelle)

- a. **FOP Update** (none, no FOP rep). But Panther Ball new date: Fri May 31. FOP has suggested grade level mixers during May at Larry's for those room reps who have the capacity to organize them

II. New Business Discussion

a. Vote for executive committee positions (Michelle):

- Any parent/guardian who has been involved with PSO can run, they need to have attended meetings or be a regular volunteer to ensure some working knowledge of the organization
- President: Michelle's 2-year term is ending at the end of this year, and is not running for re-election.
 - Helena Swyter ran unopposed, all present voted for her to succeed Michelle.
- Vice President: Ashley Heins is willing to be Vice President but is not able to attend the 8:15am times. Rotate between 8:15a and 3:15p to accommodate?
- Secretary: 2-year term is ending, unsure if Tracy is interested/able to continue, Erin Snow can step in as secretary if the position will be unfilled
- Treasurer is not an elected position, Lauren Swihart will continue in that role

b. Committees for next year:

- Room Rep Coordinator: Cecilia Bocanegra will continue to serve as room rep coordinator, would like to train someone to take over for her for the following year. Erin Snow can continue to help in the background on the family database.
- Teacher Gifting: Helena Swyter can continue to manage that role
- Volunteer Liaison: Erin would like to step back from the Volunteer Liaison position, Kelly offered to help cover the Back to School picnic. Recruiting a replacement for next year would be appreciated.
- Jr. PSO: Ms. Zaimi wanted it to be part of the after school programming, but it was challenging for parent volunteers to run meetings every week from 3-4pm without a member of the school staff for additional support. Was also difficult to run without the contact information of any of the families, and with a primarily 4th grade group. Would work better as 5th-8th, and with more flexibility of the

meetings days and times for event preparation and support rather than weekly on Tuesdays. Rene will detail a proposal of how it could work next year.

- Teacher Appreciation Luncheons: need a coordinator
- Also identify committee coordinators for various other events such as Back to School Picnic, Teacher Appreciation Week, Fiesta De Arte, school dances? TBD

c. **End of Year Gifting** - Helena

- Open the gifting on May 13th
- Close the gifting on the 30th/31st. Helena will send the money so reps can purchase over the weekend with intention to deliver to staff June 3-6.

d. **Teacher Appreciation Week** (Lauren Swihart):

- May 6-10th. Teachers will receive a flyer in their mailboxes with heads up
- Monday: Catered Breakfast and Chalk the Sidewalk (after school, led by Helena)
- Tuesday: Mailroom stocked with snacks
- Wednesday: Free delivered beverages from Understudy/ (add a time frame to the teacher handout, 8a-1p)
 1. Teachers text their coffee order, Understudy will give a discount, (Lost Hours for the Branch), volunteers will pick them up and deliver. (Cheaper than bringing in a coffee cart). Rebeca Nguyen can help until 12pm, Kelly Follmar can help until 9:30, Michelle can help starting mid-morning
- Thursday: Ice Cream Social, serving the teachers in the hall outside the mailroom 10:30-1:30
 1. Helena can help serve, Michelle can help serve
- Friday: Happy Hour @ Uvae; delivery of notes from the appreciation station & pins

e. **Fiesta De Arte** (art teachers/Lauren Swihart) **Wednesday 5/29/24, 4-6:30**

- This is a school-sponsored event that PSO helps to execute for the arts staff
- Funds raised are held by FOP for art teachers
- FOP funded the new wall hangings, should be delivered by May 8
- There will be two weeks of hanging efforts for the two weeks prior to Fiesta
- Art vendor booths are sold out (34 tables)
- We'll reuse the wooden chips (using Venmo or cash to purchase) or cash
- Esther Bello will do her tamales, Los Arcos is donating 4 trays of tacos, Kona Ice, pizza truck
- Need a coordinator for the bake sale component, food and food truck day-of coordinator, art market/crafts monitor, welcome table coordinator to assist door 4 table and day 1 table. The sign-up genius can get into the S'more and get published today.

f. **Sports Banquets** (Mr. Carbajal/Lindsey Moon)

- 5-6:30p on both Wed 5/22 (5th&6th grade) and Thurs 5/23 (7&8th grade)
- Each athlete has to register to attend to receive an award and for food count

- Parents will support Mr. Carbajal in repeating the plans from last year
- Might need some parent help for set-up

g. **Yard Sale** (Michelle Platts)

- Date TBD may be in Sept next year

III. Review of Past Events

- a. **Dia del Nino** - Friday April 26th

IV. Committee Reports-

Cecilia Bocanegra: Room Rep Coordinator

Rene Ryan: JR. PSO Coordinator

Erin Snow: Volunteer Coordinator

Helena Swyter: Gift Collections Manager

Next PSO Meeting:

Final meeting of the year TBD, stay tuned

(Join via Google Meet at <http://meet.google.com/wgd-rjy-ope>)

Next LSC Meeting Thursday May 16 3:30pm