



PSO Board Meeting [Minutes](#)  
Agenda for September 11, 2020  
8:30am - 9:30am in the CPA Library

- Attendance: [A. Rodriguez](#), [M. Deeds](#), [H. Richardson](#), [N. Gardner](#), [T. Sankey](#), [M. Boutet](#), [D. Melendez](#), [K. Celentano](#), [Z. Huang](#)
- Committee updates
  - Lunch Calendar Coordinator/Lunch Sales and Concessions
    - [Volunteer Calendar is looking good](#)
    - [6 new volunteers trained and 6 more possible volunteers \(will have enough volunteers for October so that everyone only serves one day for the month\)](#)
    - [Q2 Vendor contracts will go out](#)
    - [Still some communication issues but moving in the right direction](#)
  - Faculty Appreciation
    - Headmaster Chats
      - [6<sup>th</sup> grade HM Chat](#) Sep 5
      - [7<sup>th</sup> grade HM Chat](#) Sep 12 ([G. Cheung will set up A. Rodriguez will clean up](#))
      - [8<sup>th</sup> grade HM Chat](#) Sep 19
      - [9<sup>th</sup> grade HM Chat](#) Sep 26
      - [10<sup>th</sup> grade HM Chat](#) Oct 24
      - [11<sup>th</sup> grade HM Chat](#) Oct 31 ([H. Richardson](#))
      - [12<sup>th</sup> grade HM Chat](#) Nov 7
      - [All the rest of the HM dates are covered](#)
    - [coffee run \(Sept 27\)](#)
      - [Ordering coffee from Sozo](#)
      - [G. Cheung has a couple of volunteers who will help](#)
      - [Invite and sign up going out in next week or so to the teachers](#)
    - [parent/teacher conferences](#)
      - [Oct. 16-18 \(need to set up Sign Up Genius and have volunteers help\)](#)
  - Parent Mentors
    - [Emails have been going out on a regular basis](#)
  - Used Uniforms / Spirit Wear / House Shirts, buttons, pom poms, eye stickers
    - [K. Pals not available until end of Oct](#)

- Used Uniforms
      - A. Rodriguez has been meeting with new parents who need uniforms
      - Discussion about having UU sale at the end of October
      - Have new volunteers who are doing washing and labeling
    - Spirit Wear/House Wear
      - New house shirts should arrive next week
      - House shirts are smaller sizes (for MS)
      - New shirts are for mentors/teachers and larger sizes for HS
  - Study Skills Workshop (Sept 23)
    - A. Rodriguez will follow up with teachers to see about snacks for mentors
  - Compassionate Service
    - Advertising on fb pages, newsletter, instagram, PSO Website
- Financials -
  - Earned more than we have spent so far
  - Overall lunch deposits have been higher
- Open positions -
  - Secretary (still need) (H. Richardson following up with a parent)
  - Used Uniforms help, Spirit wear (still need)
- Community Dinners
  - Jeremiah's Ice (wrong location)
  - Pork On a Fork (sent email asking for update - waiting to hear back)
  - Cafe Rio (October) (Z. Huang will note that orders must be online or in store)
    - Oct. 25 (corresponds with last home game for Varsity Volleyball)
  - Discussion about having another community dinner earlier in October
  - October 5th – potentially Florindino's (Z. Huang will check)
- Social
  - Events
  - FB posting help
    - Have grade level parents posting on all the fb pages except 6th & 11th grade
    - Z. Huang will post request again for those 2 pages
  - Instagram changes
    - Update that CPA Instagram page is now public and that we are posting more about what is going on in the school
- Snowstorm dates **October 30th – November 17th**
  - **NO SNOWSTORM THIS YEAR**

- Will have to work on messaging for parents to give directly to teachers (individually)
  - HOLIDAY GIVING MADE EASY - with link to teacher's favorites
- A. Rodriguez explains white elephant idea for the teacher lunch. Discussion regarding how to draft a sign up to have parents give items for the white elephant
- ~~House Lead Update~~
- Cafeteria Bulletin Board
  - Discussion regarding having a bulletin board in the cafeteria that displays pictures of enrichment courses, sports, etc for all the students to see.
  - A. Rodriguez researching prices on cork board
    - Roll 36x30 (\$244)
    - Sq - 4x12 (\$443) not sure how many squares in a packet
  - Suggestion - should consider long term how we want to set up the board, easier to replace one piece v. entire board
- Volunteer of the Month
  - G. Cheung (FA lead)
- Next Board Meetings set all 8:30am in the CPA Library
- October 23, 2023
- November 13, 2023 (library)
- December 11, 2023