

# PSO Board Meeting

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05 February 2026 / 12:00 PM / Onlinr

## ATTENDEES

Ashley Ginzberg, Kate Wallis, Jamie Lamb, Tracy Eckard, Virginia Fisher, Natalie O'Donnell, Melody Zaragoza

## CALLED TO ORDER

Ashley Ginzberg, 12:08 PM

## AGENDA

1. General Meeting slides: Content and agenda for meeting
  - a. Logistics of General Meeting:
    - i. Checking membership at door, ballots printed, counting of votes, election results announced?
    - ii. Valentines Supplies - Jamie
    - iii. Cookie Platters - Tracy
2. Spring Fest Publicity timeline to parents? Natalie suggestions?
  - a. Spring Fest meeting with Admin - Ashley
3. Teacher Appreciation Update:
  - a. Communication (will admin put our flyer in each newsletter?) - Natalie
  - b. Hospitality (any help needed?) - Tracy
  - c. Logistics -
    - i. Setting up boxes for supply donations Upper - Melody
    - ii. Bring your teacher a flower - extra vases for lower (to be donated by Kate)
    - iii. Amazon Wish Lists sent out by Nied - Kate to follow up with her
    - iv. Any other logistics?
4. Fundraising Update: Spirit Night - Virginia
5. Field Day requests:
  - a. Upper good with the \$1800 package
  - b. Lower working on picking their slide, requested a treat truck.
  - c. T-shirts: Nied asked if we wanted to take this on (design, coordinate, print). Mentioned Upper School also interested.

## New Business

1. General Meeting: Content and agenda
  - a. Pledges/Motto
  - b. Proposed Changes to Bylaws
  - c. NJHS/NHS
  - d. Mrs. Anver Upper School Update
  - e. Hospitality
  - f. Treasurer
  - g. Fundraising
2. Logistics of General Meeting
  - a. Checking membership at door
  - b. Printed copies of bylaws and proposed changes for members to view
  - c. Print Ballots
  - d. Counting of votes
    - i. To be counted after the meeting w/ admin present for verification
    - ii. Election results announced the following week
  - e. Valentines Supplies
  - f. Cookie Platters
3. Teacher Appreciation Update
  - a. Communication: Admin will put flyer in each newsletter
    - i. Melody followed-up with Mrs. Thomas and Mrs. Stapleton about Upper School - they posted on socials and sent Parent Square this week
  - b. Hospitality - No additional help needed at this time
  - c. Logistics
    - i. Setting up boxes for breakroom donations (Upper)
    - ii. Bring your teacher a flower - extra vases for lower
    - iii. Amazon Wish Lists sent out by Nied
4. Owl Fest Publicity timeline to parents
  - a. Get suggestions from Natalie
  - b. Owl Fest meeting with Admin -
    - i. Suggested Name for Event - "OwlFest: A Decade of Dedication"
  - a. Live auction to start on Monday, end at midnight after the event
5. Raising Cane's Spirit Night - raised \$337
6. Field Day requests
  - a. Upper is good with the \$1800 package; Lower is picking their slide
  - b. Lower requested a treat truck (appx. 600 kids)
    - i. Alternative idea: popsicles, bubbles, rolling cart/cooler
    - ii. Nied asked if we wanted to take on Field Day t-shirts (design, coordinate, print); Mentioned Upper School also interested.

1. Fundraiser @ \$12/shirt
2. Include upper school
3. Color selection: 3 colors + senior color
4. New Design with Virginia's mom
5. Acquire pricing and set up prepay

Motion to approve spending \$4000 (total) for upper and lower school field days: Ashley Ginzberg + Second

**VOTE:** motion passes

## MEETING ADJOURNED

Motioned: Ashley Ginzburg, 1:35

**VOTE:** motion passes

## ACTION ITEMS

### Ashley

- Print Ballots
- Schedule Owl Fest meeting with admin and inform board

### Kate

- Bring extra vases for grammar school teacher appreciation week 2
- F/U with Nied re: Amazon Wish Lists for grammar school teachers
- F/U with Coach Foster re: which inflatable slide for field day
- Work with Virginia on Field Day t-shirt design, colors, cost

### Jamie

- Reconcile Membership for General Meeting
- Collect and bring Valentine-making supplies

## Natalie

- Complete slide deck for General Meeting

## Melody

- Return Teacher Appreciation notebook station to PSO shed, put out collection boxes for week 2
- Send Mrs. Thomas sign-up sheet for week 3
- Ask Mrs. Thomas to clarify the need for reams of paper for week4

## Virginia

- Print copies of bylaws and summaries of proposed changes for General Meeting
- Work with Kate on Field Day t-shirt design, colors, cost

## Tracy

- Prepare and bring cookie platter to meeting

## All

- Final details for General meeting to Natalie ASAP

## ADDENDUM