

PSO Board Meeting

08 July 2025 / 7:00 PM / Ashley Ginzburg Home

ATTENDEES

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

CALLED TO ORDER

7:15 PM, Ashley Ginzburg

AGENDA

Last Meeting Follow-up

Update from Holloway meeting

1. Add "virtues" statement on Mission
2. Teacher Inservice Wednesday, **Aug 6th** at **11:45-1:00** (upper school cafeteria)
 - a. School will provide lunch
 - b. PSO Board invited to join and mingle with staff
 - c. Teacher survey for hospitality and favorites (QR Code)
 - d. Ashley, Kate, Virginia stay to meet with Holloway re: fundraising
 - e. Natalie - put up balloon arch for MtT
3. Meet the Teacher (Aug 8)
 - a. PSO Lunch - grab and go style
 - b. Contact Information form and QR code
 - c. Carline pass
 - i. Neid doesn't want pass for first two weeks of school
 - ii. Needs clarifying conversation
 - d. Sell shirts
 - i. Got the OK to use different vendor
 - ii. Use 10-year design all year (build up to end of year celebration)

- iii. Jamie suggested new teachers get our “new t-shirt” design
 - iv. Needs approval for spirit wear
- 4. Room Parent coordinator approved
 - a. Ashley reached out to Nisha Patel and Angie Ortiz
- 5. Teacher reps defined
 - a. The voice of teachers, give teacher perspective
 - b. Ms. Kula – rep for lower school
 - c. Need Upper School rep
- 6. Quarterly meetings
 - a. With Mr. Holloway
- 7. Move to Google
 - a. New emails
 - b. Taking recommendations for @.....
- 8. Shed Key Copy approved
- 9. Bingo approved – in upper cafeteria
 - a. Consider time of event re: working parents/staff attendance
- 10. Want us to fund field day
 - a. Need to consider PSO or school fund into which the money will go
- 11. Gratitude Grams unclear
 - a. School still has \$700 unspent from last year
 - b. Funds supposed to be for teacher supplies
 - c. How do we collect money and what fund do we send it to?
 - d. Is this going to be a long-term fundraiser?
- 12. Spring event – Owl Fest
 - a. Clarifying conversation with Mr. Holloway to work out details and what the event would look like.
- 13. PSO Logo
 - a. No maroon, add gold accents, use the owl

New Business

- Back to School Bash (Natalie)
 - Need approval to purchase tablecloths – [Found here](#) (need two)
 - Need approval to purchase owl tattoos – [Found Here](#) (need two)
 - Need approval to purchase balloons – (can use throughout the year for other events)

- [Found here](#)
- [Found here](#)

- Meet the teacher finalize plan
 - Dues set at \$20 (early), \$30 after first general meeting
 Motion to approve amount of dues: Jamie Lamb
 Second: Melody Zaragoza
VOTE: motion passes
- Tracy request \$500 to pay for teacher lunch
 Motion to approve: Jamie Lamb
 Second: Ashley Ginzburg
VOTE: motion passed
- Need a schedule
- Raffle, Shirts, Decor
- Bring our own tables
- Presence at Upper (same decor)

Cost Summary

Item	Usage	Unit Price	Quantity	Total Price
Table Cloths	Reusable	\$15	3	\$45
Owl Tattoos	One Time	\$8	1	\$8
Balloons	One Time	\$13	1	\$13
Backdrop	Reusable	\$30	1	\$30
Balloon Arch Frame	Reusable	\$20	1	\$20
Balloon Arch Supplies	One Time	\$14	1	\$14
Pencils for backdrop	Reusable	?		
Miscellaneous Supplies, frame				
			est:	\$200

Motion to approve: Ashley Ginzburg
 Second: Virginia Fisher

VOTE: motion passes

- PSO Banner – Virginia received est price at \$108

Motion to approve up to \$150: Ashley Ginzburg

Second: Jamie Lamb

VOTE: motion passes

- Teacher Inservice finalize plan and move forward
 - Natalie designing website/links
 - Remind Teachers to update their Amazon Wishlist
 - Lower School: Missing wishlists for:
 - Morgan
 - J. Pearson
 - Cole
 - Velasco
 - Steadman
 - And any teacher that is still TBD, of course!
 - Upper School: Missing wishlists for 75% of the Teachers (6 of 26)
 - Consider using Room Parent Coordinator (RPC) to gather info
 - Ask Teachers to complete the following:
 - Teacher Favorites Form
 - Hospitality Feedback Form

- Approve Virginia Fisher as Fundraising chair

Motion: Kate Wallis

Second: Natalie O'Donnell

VOTE: motion passes

- Approve Tracy Eckard as Hospitality chair

Motion: Jamie Lamb

Second: Ashley Ginzburg

VOTE: motion passes

- New Family Coordinator
 - Admin can funnel names to us
 - Create “New Family FAQ”, 1-Pager
 - Upper and Lower Liaison (potentially with google acct)
- Website Changes

- Natalie - suggesting changes to language and layout
- Needs photo (candid headshot)
- “Coffee Sponsorship” → change to teacher hospitality fund
- Create Volunteer Tab with links: Why, How, Where, What to do

NOTES

- Someone should create a new Kinder FB page - RPC?
- Holloway suggested considering volunteer requirement for parents
- PSO Meeting schedule - 1st Thursday of the month

MEETING ADJOURNED 9:20 PM

Motioned: Jamie Lamb

Second: Kate Wallis

VOTE: motion passes

ACTION ITEMS

Ashley

- ☐ Email Virginia how gratitude grams were spent last year
- ☒ Call t-shirt vendors
- ☐ Create google email accounts, including Nisha and Angie
- ☒ Creating Google Form to sign up for PSO (include additional info to capture)
- ☐ Obtain shed key

Virginia

- ☒ Request t-shirt design

- ☐ Amazon purchase, Kate's debit card
- ☒ Let Kate know how many new teachers
- ☒ Update website to link to PSO Google Form (Ashley) by July 20

Tracy

- ☒ Reach out to volunteers for MTT lunch, Order/Purchase food and supplies

All

- ☐ Send photo, years at FCA, kid(s) grade level to Natalie

ADDENDUM

July 26, 2025 – Motion passes

Natalie O'Donnell via Polly 4:44 PM

Open | Non-Anonymous

Do you approve to spend up to \$2150.00 on PSO Spirit Wear T-Shirts?

☐ Yes

☐ No

Submit vote

Polly 4:44 PM Edited

Yes 100% (7)
Ashley Ginzburg, Melody Zaragoza, Virginia Fisher + 4 more

No 0% (0)

Total Votes: 7

View all results

August 4, 2025 – Motion passes

General | Posts | Files | Notes

Open | Non-Anonymous

Do you approve to spend up to \$250.00 on playground equipment for lower school?

☐ Yes

☐ No

Submit vote

Polly Yesterday 4:00 PM Edited

Yes 100% (7)
Jamie Lamb, Ashley Ginzburg, Tracy Eckard + 4 more

No 0% (0)