

PSO Board Meeting

03 September 2025 / 7:00 PM / Jamie Lamb Home

ATTENDEES

Ashley Ginzberg, Kate Wallis, Melody Zaragoza, Jamie Lamb, Virginia Fisher, Tracy Eckard

CALLED TO ORDER

Ashley Ginzburg, 7:05

AGENDA

Approval of August Meeting Minutes

Motion to approve: Melody Zaragoza + Second

VOTE: motion passes

Last Meeting Follow-up

1. Ashley/Kate meeting with Mrs. Thomas
 - a. No Chick-fil-A due to contractual conflicts
 - b. Approval for sponsor signs in carline - strategic times
 - c. Confirmed PSO general meeting dates
 - d. Requested PSO move last general meeting to May 8 (not May 1) for elections
 - i. Consider offering dinner after CREO
 - e. Recommended incentives for PSO membership
 - f. Gave Ashley list of "asks," including mechanical bull for MS Western Dance

Motion to approve \$500 for mechanical bull: Ashley Ginzberg + Second

VOTE: motion passes

g. Fall Festival - Oct 24, 5:00-7:00

- h. Consider March 28 for PSO Spring Event (she offered to move the spring dance for PSO)
 - i. Sent links for PSO to research and consider Field Day packages (inflatables)
- 2. Hospitality Schedule
 - a. Hospitality calendar approved by admin
 - b. Smoothie King - confirmed, 12oz on 9/9
 - c. Tacos - got quote and placed order for 9/9
 - d. Jodi Wieser has offered to sponsor coffee for Upper/Lower (Parks Coffee)
- 3. Audit - Ashley / Jamie meeting with Mr. Holloway
 - a. Holloway concerned about missing minutes from 2024-2025
 - i. Recommended multiple people have access at all times
 - b. Concerns re: missing ring from silent auction
 - i. recommended we create new systems to prevent from happening again, offered school offices
 - c. Quote for mulch for playground
 - d. Interested in parent survey to know how parents want to spend
 - e. Review previously earmarked funding (promised by previous board)

New Business

- 1. Sponsorship Discussion
 - a. Recognition - fB grade level pages (NO!); utilize parents of FM fB page, school socials, carline signs need to be appropriate/tasteful
 - b. Approval from School - Holloway approved
- 2. Reward Programs - Kroger, BoxTops, Minted, Shutterfly, Office Depot, Tom Thumb
- 3. Suggested Budget for the year (see addendum)

Motion to approve budget: Jamie Lamb + Second

VOTE: motion passes

Motion to approve \$795 for clickbid: Jamie Lamb + Second

VOTE: motion passes

Motion to approve \$413 for insurance: Ashley Ginzberg + Second

VOTE: motion passes

4. Google Transition

- a. Free Account Created!

5. Review agenda and logistics for September General Meeting

- a. Promotion

- b. Carline signs

- i. Virginia found good price, needs help on design

- c. PSO Banner – ready for 1st general meeting!

- i. Table cloths in shed

- d. Popsicles are purchased

- i. NJHS volunteers are confirmed

- e. Parent Survey

- i. Ready to promote at general meeting (9/5/25)

- ii. Sending out after meeting

NOTES

Open Topics

6. New Member Signup Reconciliation

- a. Need to create a plan for reconciling membership form submissions vs. dues paid vs. who receives the newsletter

MEETING ADJOURNED

Motioned: Ashley Ginzburg, 8:07pm

VOTE: motion passes

ACTION ITEMS

Ashley

- ☒ Insurance

Kate

- ☒ Logistics for mechanical bull
- ☒ Research Field Day packages
- ☐ Flyer for new teachers

Jamie

- ☐ Reconcile membership

Natalie

Melody

Virginia

- ☒ Revise sponsorship graphic and prepare to share with parents

Tracy

- ☒ Contact Jodi re: Coffee Sponsorship

All

- ☐ Schedule working meeting to plan Spring Event
- ☐ Budget Meeting

ADDENDUM

Proposed Budget

Budget Breakdown		Budget
PTO Operations	Website support	300
	Book Nook	1500
	Insurance	500.00
	Memberships	65.00
Subtotal		2,365
Events	Donuts with a grownup	500
	Fall & Spring Fest	4,000.00
	General Meeting engagement	1,000.00
Subtotal		5,500
Hospitality		4,000
Teacher Support	New Teacher's Fund	1,800.00
	Teacher Appreciation (week)	3,000.00
	Upper School Teacher Fund	1,000.00
Subtotal		4,800
Facility Support		2,000
Student Support		1,300
Field Day		?
Promised Funds	Playground	5,000

Sound Panels	4,000
Total	28,965