

PSO Meeting Minutes

Thursday, May 15th, 2025

Meeting Called to Order at 8:03am by Amy Mackenroth, Lower School PSO President

I. Attendees

A. PSO Board Members

1. Amy Mackenroth, Lower School PSO President
2. Paulina Moreno, Upper School PSO President
3. Gina Raab, Upper School PSO Vice President
4. Nelly Macias, PSO Secretary

B. Great Hearts Irving Leadership

1. Charles Brogan, Lower School Headmaster
2. Jim McCormick, Head of Middle School
3. Amber Dyer, Upper School Headmaster

C. Observers

1. Kathryn Griffith, 2025-2026 PSO Lower School Vice President
2. Ivette Molina, Used Uniform Sale Lead
3. Pam Haynes
4. Rick Macias
5. Diane Carpenter
6. Melissa Fritcher, Lower School Teacher Luncheon Coordinator
7. Mary Rhamati
8. Johanna Rudolph
9. Erin West, Upper School Teacher Luncheon Coordinator
10. Emily Breinig

II. Quorum (51% of Current Board Members) Achieved: 17 attendees

III. Discussion of Items from Agenda

A. Budget Update: (Amy Mackenroth spoke for Nate Mackenroth, PSO Treasurer):

1. Frost Bank Balance: approximately \$22,266.77, Petty Cash: \$700
2. The current PSO Budget for July 1, 2024 - May 14, 2025 is, -\$5,139.06 which is in line with previous school years for this time of year (May) and does not include the \$10,000 made at the Used Uniform Sale which was held in June 2024
3. All required financial information has been sent to GHTX

B. Directory:

1. We will renew our contract with *Konstella* our directory app vendor for the 2025-2026 school year.
2. Goal is to have round 1 of directory data uploaded by August 1st

3. The plan is to give parents *Konstella* directory info. and access on Friday, August 8th for Meet-the-Teacher at Lower School, etc..
4. We need to give parents more information and guidance on what *Konstella* is and how to use it.

C. Uniform Sales:

1. June 20 & 21: Ivette Molina will once again serve as the Lead for our Used Uniform Sale this Summer. Look out for details in upcoming newsletters/ emails on how and when to donate and how to sign-up to volunteer via Signup Genius.
2. New – Skirts from *Dennis: Dennis Uniforms* is liquidating their uniform supply. PSO is buying 1,224 uniform skirts, will probably sell for \$35/skirt.
3. Used – All donations: parents can drop off donations at any of the front desks between now and June 17th. Donated uniforms must be in good condition and freshly laundered. Parents can also donate concert attire.
4. The price list for the Used Uniform Sale will be adjusted. Ivette Molina and PSO will consider/ discuss discounts for large purchases: i.e. 5 skirts for \$150 instead of \$175 etc... Discounts need to be easy for cashiers to calculate quickly given the lines.
5. High School Scholars will move the used uniform inventory from Lower School to the MPR before the Used Uniform Sale.
6. Sarah Shunk, Upper School Communications Coordinator and Mandi Gerth, Lower School Dean of Academics will be working with PSO on preparing emails with details for parents regarding the Used Uniform Sale.

D. Handbook Adoption/ Edits – Update

1. PSO will work on edits/ updating over the Summer.

E. Nomination of PSO Officers, 2025-2026 approved by Dr. Dyer and Mr. Brogan.

1. Upper School President: Paulina Moreno
2. Upper School Vice President: Shamain Webster (not present)
3. Lower School President: Amy Mackenroth
4. Lower School Vice President: Kathryn Griffith
5. Treasurer: Nate Mackenroth (not present)
6. Secretary: Gina Raab

F. Thank you, PSO Officers 2024-2025 and Luncheon Coordinators: Flowers

G. Open Discussion:

1. Parents suggested Room Parent Liaisons for the Middle School sections like we have in Lower School and Grade Level

Representatives for each grade of High School. Diane Carpenter offered to be a Grade Level Representative for 9th Grade.

2. Emily Breinig spoke to Ms. Welch about the Lower School's upcoming move and possibly recruiting volunteers to help.
3. Mr. Brogan is lining up communications about the move to be sent after the school year ends. This will include a survey for where parents may want to volunteer next year so that he can try and email interested parents directly rather than continue to send mass emails about volunteering. This will include an option for people who will be available to support with separating curriculum to classrooms and helping set up classrooms for teachers in mid-July. He is grateful for the 30 Lower School parents who made it to the volunteer information meeting in April. A professional moving company will do the bulk of the move. Parents could perhaps help with putting the Spalding alphabet up on classroom walls, etc.. Teachers will still be working the week after school gets out and going through their packing/ moving checklists.
4. July 14th is the tentative move-in-date for the Lower School and the New Faculty Orientation.
5. Emily Breinig suggested carving out smaller volunteer jobs for parents to lead in efforts to help PSO i.e. Athletic Awards Ceremony.
6. Kathryn Griffith suggested that any parent volunteer leader should be seen as a member of the PSO and come to the PSO meetings.
7. Gina Raab mentioned that PSO does not really vote on anything, the PSO is here to serve. Gina also suggested that we hold quarterly social breakfasts to help parents meet each other and find out what is going on on-campus and how they can help serve.
8. Erin West suggested that volunteer jobs be led by co-chairs to be less intimidating to parents and make for a lighter/ shared load.
9. Kathryn Griffith suggested community outreach to the under five-year-olds to help parents meet and form friendships which may help them to volunteer once their child has entered GHI.
10. Diane Carpenter mentioned the importance of building culture.
11. Amy Mackenroth suggested a Summer BBQ or some other Summer Social for families.

Meeting Adjourned at 9:09am by Amy Mackenroth.

