

PSO Meeting Minutes

Tuesday, September 2nd, 2025

Meeting Called to Order at 8:07am by Amy Mackenroth, Lower School PSO President.

- I. Attendees
 - A. PSO Board Members
 - 1. Amy Mackenroth, Lower School PSO President
 - 2. Kathryn Griffith, Lower School PSO Vice-President
 - 3. Paulina Moreno, Upper School PSO President
 - 4. Shamain Webster, Upper School PSO Vice-President
 - 5. Gina Raab, PSO Secretary
 - B. Great Hearts Irving Leadership
 - 1. Charles Brogan, Lower School Headmaster
 - 2. James McCormick, Head of Middle School
 - 3. Amber Dyer, Upper School Headmaster
- II. Quorum (51% of Current Board Members) Achieved: 8 attendees
- III. Discussion of Items from Agenda
 - A. Welcome and Introductions
 - 1. Transition to new building and ribbon cutting noted as successful!
 - B. Budget and Financial Update
 - 1. The fiscal year began July 1st.
 - 2. Total income YTD: \$2002; total expenses: \$6,688.
 - 3. Major expenses this year: shirts, Autumn Fest prepayments, teacher lunches.
 - 4. Proposed budget based on typical spending. Includes funds for typical annual activities - faculty lounge supplies, lunches, sponsoring activities, and capital improvements.
 - 5. Need to increase fundraising for teacher lunches.
 - a) Suggestion made to ask restaurants to donate food items for monthly teacher lunches; not previously attempted.
 - 6. Possible passive income streams:
 - a) Mabel's Labels, [minted.com](https://www.minted.com), Kroger program, Box Tops.
 - 7. Annual spending typically totals \$30,000.
 - 8. Annual income last year was \$36,000
 - 9. Expenses last year totaled \$28,000.
 - 10. The surplus last year was approximately \$8,000.
 - C. Vote to Adopt Budget
 - 1. The budget is approved.
 - D. Konstella
 - 1. Konstella adoption highest in lower school - 50% adopted, Middle School has about 30% adopted, High School has very low adoption rate.
 - 2. Difficult because enrollment documents do not currently have a place to allow information to be shared.

3. Admin will attempt to get this included next year but cannot promise anything as this is a district issue.
 - a) A physical form might be a good solution.
4. Examples of groups parents can join are: Carpooling, weekend activities, parenting, cricket,
5. Social groups created for all Upper School houses.
6. Autumn Fest tickets and sponsorships sold via Konstella before official announcement.

E. Faculty Birthdays

1. Individual faculty members to receive \$25 gift cards
2. New initiative: monthly birthday cakes for campuses, ~\$40 each.
 - a) Birthday cakes to be separate from faculty luncheons for increased engagement.
 - b) Plan to start this week, covering August and September birthdays, then regular schedule.

F. Fall Used Uniform Sale

1. Tentative event date: November 8th; conflict with Cricket Classic noted.
2. The Fall/Winter Used Uniform Sale last year raised \$3,000 in October.
3. Discussed monthly or weekly access to uniform inventory via volunteers, but this is difficult.
 - a) Current inventory is low due to recent sales and donations of unusable items.
 - b) Community is large; managing inventory is a significant volunteer commitment.
4. Alternative model: parent managed inventory from home, communicated via email/Facebook, trust-based system.
 - a) Would need a dedicated and trusted volunteer.

G. Spirit Shirts / Spirit Store:

1. Spirit shirts:
 - a) Rush shipment arriving, additional shirts coming next week; Will be sold at curriculum night and games.
 - b) Sales revenue: Roughly \$1000 collected from recent shirt sales.
 - c) Shirt design can be purchased if desired. Bulk order cost about \$5 per shirt for 500+ units.
2. Online spirit store
 - a) Underutilized due to lack of promotion; management and updates needed.
 - (1) Offers branded items, typically with only the shield logo.
 - (2) Items are expensive due to single-item ordering; no bulk inventory kept.
 - b) Commission from Spirit Store is 5–15% per item, less than \$100 received so far.
 - c) Plan to resend community email with updated Spirit Store and Konstella links, and PSO participation invite.

H. Spirit Nights and Community Events

1. Spirit Nights update: plan to coordinate check delivery from Spring Creek during Autumn Fest.
2. Spring Creek Spirit Night provides the highest revenue.
3. Suggestion to create community seating at future events, if possible.
4. Lamberti's Spirit Night raised \$1,100 last year; more parking available; future events pending due to possible venue downsizing.
5. Panda Express and Our Place considered for February and April events.
6. Plan to train new Spirit Night volunteers and explore additional fundraising options (e.g., boba shops after early dismissal Fridays).

I. Lower School Volunteers and Events

1. The Lower School Volunteer meeting had 20–30 attendees; confidentiality training now available online; sign-up via survey coordinated by Ms. Mizell.
2. Autumnfest
 - a) PSO resumed coordinating Autumnfest
 - b) Confirmed Upper School Athletics will run concessions and retain proceeds.
 - c) Secured bounce houses, dunk tank, tot lot, petting zoo, and obstacle course for children.
 - d) Event scheduled for September 27, 4–7 PM as an evening event for improved comfort and shade.
 - e) Facilities include playground, turf, gym, and MPR space.
 - f) Parking challenges expected. Working on solutions.
3. Movie Nights
 - a) Lower school to host movie nights; first event on September 19th.
 - b) Consideration to invite Kona Ice Truck or Rita's, pending turnout. Popcorn to be provided.
 - c) Movie night is planned for 6:00 PM; outdoors or in the gym depending on light; attendees bring lawn chairs or blankets.

J. Upper School Volunteers and Events

1. The Upper School Volunteer Breakfast was very successful
2. Most volunteer committees filled.
3. Efforts ongoing to recruit more volunteers for athletic events.
4. Homecoming support
 - a) Nothing needed for Homecoming at this time.
 - b) Rita's Ice, Kona Ice approved to be sold during Homecoming Week
 - c) Rosal Pena suggested as a possible donor for balloons/photo backdrops for HOCO, Senior Banquet, 5th Grade Promotion
 - d) Point of Contact for HOCO: Mr. Eschrich
5. Arts Program support
 - a) Suggestion to use the gym for future productions because current facilities limit capacity.

(1) Not a preferred option because musical events require significant setup and sound quality is not good.

b) Last year's musical was very successful. Was able to cover all expenses, including music and next year's venue.

c) Emphasis on early planning for support and fundraising to avoid last-minute rush.

(1) PSO will consider matching drama club fundraising if necessary

d) Point of Contact for Arts: Mr. Beadle

K. Board Meeting Scheduling

1. Proposed board meeting dates:

a) November 4 (Upper School)

b) January 21 (Lower School)

c) March 10 (Upper School)

d) May 13 (transition meeting, Lower School)

2. Google calendar invites sent for all proposed dates

Meeting Adjourned at 9:15 am by Amy Mackenroth.