



PSO BOARD MEETING MINUTES

June 16, 2026 2:00 PM

Monthly Review of PSO Events

Recap of what went well/ what can be improved:

- Volunteer & Donor Appreciation Reception
 - What Went Well
 - Event was well-attended and appreciated by donors
 - What Could Be Changed
 - The event skewed toward donors — those who volunteer their time did not feel as appreciated as in previous years
 - Sports volunteers were inadvertently left off the invite list
 - Room parents didn't receive invitations because the marketing said "donor appreciation" rather than "volunteer appreciation" — no public recognition for volunteers
 - Timing was too crowded (mid/late May) — too many competing events
 - Late planning hurt execution; marketing needs to be better targeted next year
 - Action Items for Next Year
 - Decision made: Keep Volunteer Appreciation and Donor Appreciation as separate events going forward
 - ^{May}17 Next Volunteer Appreciation: April 21, 2027 at 10:30 AM — partner with Rich to include sports volunteers
 - Ensure room parents are explicitly included on the invite
 - Plan earlier and build marketing around volunteers, including public recognition
- Teacher Appreciation Week
 - What Went Well
 - Teachers loved it
 - Headmaster Breakfast had great help from volunteers and ran smoothly
 - Having 3 massage therapists was a hit
 - What Could Be Changed
 - Don't schedule key events on Mondays or Fridays (higher call-out days) — Tues/Thurs preferred
 - Prep teachers need to plan further in advance (for coverage in their classrooms)
 - Extra banners and signage should be taken down after one week
 - Action Items for Next Year
 - Flip the schedule: Headmaster Breakfast → Monday, Massages → Tuesday
 - Note: Extra door banners have already been ordered
- PSO Retreat
 - What Went Well
 - Short and efficient format was appreciated
 - What Could Be Changed
 - Loud/Hard to Hear/Not as intimate as previous years — investigate a new location
 - Options to explore: Community Center, JQA
- Promotions
 - Kinder
 - One of the TA's created a balloon arch — consider reusing for 5th grade next year
 - 5th Grade
 - Offer gluten-free/dairy-free options
 - More backdrops helped; branded backdrop was the most popular
 - 8th Grade
 - Two events this year:
 - 8th Grade Celebration Day — pizza, ice cream, dodgeball, Harkins Backlot; PSO covered pizza, parents paid for backlot; great time for students to be together during the day

- Freshman Welcome Ceremony — planned for first assembly of the first full week of school next year
 - PSO will fund the purchase Huck Finn books for incoming freshmen
 - ⚠ ACTION: Follow up with Robbin on who will order the Huck Finn books and confirm funds (Amber/Withers)
- General Promotions Note
 - Parent donation asks were exhausted by May — plan timing of asks more strategically
 - Room parents: provide a list of donation needs and classroom requests upfront at the start of the year
- Last Day of School [Kona Ice]
 - What Went Well
 - Teachers were well-organized with students (all students had their money organized and ready to go while in line)
 - What Could Be Changed
 - A 3rd truck is really needed for the 10:30 AM–12:30 PM window (Prep); the current 3rd truck leaves too early at 10:30 AM
 - Action Items for Next Year
 - Secure a 3rd Kona Ice truck that stays through the Prep window (after 10:30am)
 - Possibly provide popsicles/Otter Pops for students who are not approved for Kona Ice
 - Maybe more information about their syrup options (allergy/sugar info)

Upcoming School Events & Discussion Topics

Provide updates on plans, help wanted and decisions needed.

SY25-26 invoices must be submitted by Thursday June 18th - Kim/Alyssa

- Deadline: Thursday, June 18th (Kim/Alyssa)
- ⚠ FOLLOW UP: Confirm whether all invoices have been submitted or if any are pending
- ⚠ ACTION: Amber/Withers — resolve Freshman book purchase and payment

Master Calendar - Admin

- Final calendar confirmed ✓
- ⚠ ACTION: Withers to share the master calendar with the board (after they gain access on July 1)

SY26-27 Volunteer Agreement - Admin

- All volunteers need to sign the agreement once per year
- Question: Should this be sent to board members again? Should it be added to Raptor?
- ⚠ ACTION:
 - Amber to ask Jackie about rules for the volunteer agreement and proper handling
 - Headmaster Clark to confirm whether the general volunteer agreement is already in Raptor

Update on Warming Kitchen Renovations & Impact to Lunch program

- Renovation date: TBD
- All lunch volunteers will be required to have a Basic Food Handling Certificate
 - Current certified holders: Jessica, Linda, Jana & Christina
- Jackie is checking with the home office to possibly fund 25 certificates (update expected in July)
- ⚠ ACTION:
 - Update volunteer protocols and send proactive communication to all volunteers requesting completion and confirmation by August 1
- ⚠ FOLLOW UP: PSO storage situation — more details to come

July 25: Uniform Sale - Caitlin / Alyssa

- Caitlin to pick up the key earlier in the week
- Setup: Friday, July 24

- Lisa to set up spirit wear on Friday as well
- Payment to be set up on MTK
- Items for sale: used uniforms and spirit wear
- Blue oxford OK to sell even though no longer offered in stores
- Options for Prep: White oxford, red polo (9th–12th grade)
- Staffing needed: 3 people to set up, 2 people outside

Back to School Archway & Prep - Christina G

- Archway (July 30)
 - Flyers and stickers distributed to teachers earlier in the week
 - Blurb with all committees
 - Stickers to mark off squares at each booth
 - Mascot present (Parker/Pierce – swap)
- Prep (Aug 3, 1–4 PM)
 - Scaled-down setup; photo backdrop and mascot (1–4 PM)
 - Layout: PSO table right when people walk in the door; Athletics nearby
 - Patty to manage info table upstairs
 - Hallways are too cramped — feedback noted; continue to scale back and determine which tables are truly needed
 - Mascot and backdrop: Parker/Pierce
 - New Student Orientation (Monday, 8 AM–12 PM)
 - 8–9 AM: students drop off belongings upstairs
 - 9–9:45 AM: parents to commons
 - 9–10 AM window: PSO President gives quick intro
 - Rich runs games; Erica and Withers to speak
 - Booths staffed first 2 hours (8–10 AM); PSO rep to speak encouraged 9–10 AM
 - Approx half of teachers will be present at new student orientation; others will be at BTS
-  ACTION:
 - Determine which tables/booths will be present at Prep; confirm table leads
 - Arrange printing of flyers — confirm who else needs flyers printed
 - All committees - Please send to Christina by Monday 7/26 for printing
 - Check with Lisa if volunteer opt-in can be included on MTK

Aug 4: Boo Hoo / Welcome Breakfast - Rachelen & Angie

- Will be from 7:30–9:30 AM
- Food list confirmed; still need CC/Klear card
- Kinder T-shirts confirmed in budget; Lisa moving forward with order using current CC (tagged for next year)
- Program confirmed with Mrs. Clark & Mrs. Hoagland
- Raptor QR code will be printed
- Tissue packs and decor coming from Kim
- Dads Club asked for 2 reps — need to confirm
- PSO/mentor moms will be present to answer questions
-  ACTION:
 - Confirm Dads Club reps for Boo Hoo Breakfast
 - Secure CC/Klear card for this event

Aug 22: MS Luau - Jamie & Whitney [check the date]

- Budget: \$3,000 expense / \$1,800 projected revenue
- Withers would like more faculty attending
- Fire dancer to close the event
- Date needs to move to a Friday after school — either Aug 14 or Aug 28
-  ACTION:
 - Amber to send budget to Jamie

- **DECISION NEEDED:** Confirm new date — Aug 14 or Aug 28

Sept 17: Q1 Prep Birthday - Amber & Jamie

- Food ideas (within \$200 budget, per Costco delivery feedback): bagels, hard-boiled eggs, muffins, cream cheese, seasonings (everything bagel, salt, pepper)
- Cards for teachers — Jamie
- ⚠️ **FOLLOW UP:** Confirm time and number of teachers

Oct 25/26 (TBC): Fall Festival - Lisa J

- Location options reviewed:
 - Rock Springs — Not optimal
 - Pioneer — too many restrictions
 - Anthem Park — hard to control entry/exit
 - Back soccer fields — may be able to be blocked off
 - 500 Club — possible option
- October 31 falls on a Saturday this year — potential consideration
- ⚠️ **ACTION:**
 - **Location and date must be decided by July**

Other Reminders

-  Summer PSO Training: Network-wide PSO Handbook training — June 22 or July 15 at 10 AM via Teams
-  Next PSO Board Meeting: Wednesday, July 15 at 8:00 AM

Summary of All Action Items & Follow-Ups

#	<u>Action / Follow-Up</u>	<u>Owner</u>	<u>Deadline</u>
1	Volunteer Appreciation event planned separately; partner with Rich for sports volunteers	Amber	April 2027
2	Follow up on Huck Finn book purchase and funds	Amber/Withers	ASAP
3	Confirm all SY25-26 invoices submitted before deadline	Kim/Alyssa	June 18
4	Share master calendar with board	Withers	ASAP
5	Ask Jackie about volunteer agreement rules; explore Raptor integration	Amber	ASAP
6	Confirm if general volunteer agreement is in Raptor	Clark	ASAP
7	Update volunteer protocols + communicate food handler cert requirement by Aug 1	Amber/Linda	Aug 1
8	Follow up on PSO storage	TBD	July
9	Confirm table/booth leads for BTS Prep	Christina G	Before July 30

10	Arrange flyer printing for BTS; confirm who else needs them	Rachelen	Before July 30
11	Confirm 2 Dads Club reps for Boo Hoo Breakfast	Rachelen/Angie	Before Aug 4
12	Secure CC/Klear card for Boo Hoo Breakfast	Gbeye	Before Aug 4
13	Send MS Luau budget to Jamie	Amber	ASAP
14	Decide MS Luau date: Aug 14 or Aug 28	Jamie/Whitney	ASAP
15	Confirm Q1 Prep Birthday time and teacher count	Amber/Jamie	Before Sept 17
16	Decide Fall Festival location and date	Lisa J	July