



PSO Meeting Minutes: October 1, 2024

Called to Order: 6:35 PM

- **Present:** Andrea Burgess (President), Kari Willms (VP), Reanne Maney (Treasurer), Stephanie Rossi (Secretary), Katey Tritt, Michelle Stemler, Jackie Gerou, Leanne Wiechert, Crystal Gilbert, Jessica Gamarro, Amy Gholston, Jennifer Morgan, Amanda Kurt, Katie Niebuhr, Jared Kwiatkowski
- **Secretary's Report:** May 2024 and September 2024's minutes were printed and reviewed by attendees. No changes are needed. Motion for May's meeting minutes was approved by Morgan and Gerou. A motion for September's meeting minutes was approved by Morgan and Tritt.
- **Treasurer's Report:** Reanne provided a printout of the PSO checking and savings to date. There was a check written for Timber Ridge was made out last night. The amounts that were approved for the Homecoming float/ candy have not been distributed just yet either. There were also two expenses that needed to be approved by the executive board due to the urgency of the approval. An approval for food warmers for the Prowl in the amount of \$700.00 was given. Per Jackie, the amount used for this expense was closer to \$400.00. There was also an approval of an additional \$200.00 for candy for the homecoming float. Lastly, the October audits need to be completed by two volunteers. Crystal and Jessica both took a report to review and report back at November's meetings. A motion for the treasurer's report was approved by Gilbert and Tritt.
- **By-Laws and Policies:** An option was given to review the bylaws at a later date, but those in attendance today agreed to go over any suggested changes tonight. The following changes were suggested and will be made for approval of the bylaws next month.
 - **Article 10-** the last bullet point: Update the wording to Committee Chairperson is ***appointed*** for a two-year term. (Currently stated elected) We also want to add that this appointment will coincide with the years that we have a presidential election to keep things consistent.
 - **Article 7 Section 1:** Regular meetings- just indicate that we will hold regular monthly meetings September – May. No need to pigeonhole the dates to a certain day of the month, just indicate that we will have monthly meetings.

- **Article 7 Section 3:** We will want to reword this section so it is clear that we will follow the PSO Bylaws and if something is not addressed specifically in the bylaws we will follow Roberts Rule.
 - **Article 9:** In the second sentence it states that “All fundraiser events shall be approved by the PSO” Update this to state all PSO sponsored events, remove fundraiser.
 - **Article 5 Section 2:** Update E. to **Past Officers**, currently reads past President. We will also want to update the wording in Article 6 Section 2 so that it indicates that ad past president is preferred but if one is not available it will be open to past board members. This gives us more opportunities in case a past president is not available.
 - **Article 6 Section 1:** Update the term verbiage for Secretary and Treasurer. Indicate that they will serve one-year terms with no limit on the term amount. Update wording to indicate we will discuss nominations in February. Leave the voting in the May meeting.
- **Sharing Baskets:** Flyers for the Sharing Basket donations will be sent out mid-October with the main focus starting towards the end of October. Volunteers will be needed for counting donations, shopping for the food and the packaging of the boxes. Last year \$700 was approved for the sharing baskets, with the cost of everything increasing it has been suggested that we approve \$875 (\$125 for 7 families). A motion for this amount was approved by Gerou and Gilbert. Kari will reach out to those who signed up for helping hands for volunteer help.
 - **Paw/ Bucks Store – Christmas:** Crystal reached out to the company that was used last year for the Christmas Paw store and the only week that they had available was the first week of December, so she was able to reserve it that week. We will have the same package as last year. We will leave this item on the November agenda. Paw Stores are set for October 15th and November 13th.
 - **Teacher Wish List:** Last year we approved the amount of \$150 for full-time teachers and \$75 for part-time. With the increasing prices of all supplies, it has been suggested that we increase that amount to \$175 for full-time teachers and \$100 for part-time. We currently have 18 full-time teachers and 3 part-time teachers. A total of \$3,450 was approved by Wiechert and Kurt.
 - **Field Trip Support:** Last year we budgeted for \$12 per student. We will leave the amount the same for this year. We currently have 252 students. A motion for \$3,024.00 was approved by Tritt and Morgan.
 - **Conference Meals – December:** We usually have meals catered for the teachers by Luisa’s and Subway. We will review this again in November, just wanted to get the request out there if anyone has new food provider suggestions.
 - **Parry Costume:** We are looking to update the costume for the Parry Mascot. Margie is asking for assistance in researching good options. We will discuss it at the November meeting.

- **Panther Prowl and Assembly:** Per Jared, things are moving along with the Prowl. Donations are coming in as expected with some follow-up calls needed still. The prize flyer went home with the kids today. Jackie did ask for some assistance the day before the Prowl for someone to go to Kwik Trip to pick up some donations. Jessica or Stephanie will assist with this pick up. The bake sale fliers have gone out and the sign-up genius has been created. The Post Prowl Assembly will be on Monday, October 28 at 2:00 PM and the Action Territory night has been set for 11/8/24.
- **Golf Outing:** No additional updates currently. Will be left on the agenda for the November PSO meeting.
- **Sign Up Genius Renewal:** The yearly amount of \$108.00 is due for the Sign-Up Genius subscription. A motion was approved for this amount by Geru and Morgan.
- **Social Media Plan- October:**
 - Prowl
 - Updates that coincide with the school calendar
 - Field Trips
 - Trunk or Treat
 - Paw Store
- **School Updates:**
 - Suggestion to brainstorm ideas for the Winter Dance. This will be put on the future agenda, but we want to get ideas rolling as soon as possible.
 - School pictures will be on October 18th. Rachel will be sending out packets for ordering soon.
 - Per Jared, the budget mailer is set to be sent out in the mail soon.

Meeting Adjourned at 8:12 PM

Next Meeting: Tuesday, November 5, 2024, at 6:30 PM