

Arete Prep PSO Quarterly Board Meeting Agenda

Date: 9/12/2025 **Time:** 8:30 - 9:30am **Location:** Conference Room

Attendees:

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|--------------------------|--------------------|
| • Headmaster Dr Jeffries | • Emilee Hisey |
| • Joy Whitehead | • Renee Kjelvik |
| • Ashley Ramirez | • Stephanie Reed |
| • Jodi Heacock | • Jackie Washam |
| • Tiffany Wright | • Lauren Mason |
| • Tiffany Bottolfson | • Rachel Burner |
| • Andrea Turano | • Michael Tarascio |
| • Jodi Heacock | |

A. Welcome from Headmaster, Dr Jeffries

- a. Introduction of special guests Jackie Washam
- b. Introduction of new Family Giving Officer and Community Engagement Officer, Stephanie Reed. She will be attending PSO meetings and will be in classrooms.
- c. Tiffany Bottolfson announced 8th Annual Great Heart Gala, Presented by Smead Capital Management. Proceeds benefit the Teacher Excellence Fund. Tickets for sale.

B. Call to order: Vice President (5 min)

- a. Check for quorum (51% of board members present)
- b. Read Mission Statement: WHY WE EXIST (from PSO handbook)

We are a community of parent volunteers that provides a support system to enrich students' academic experience. We volunteer our time, sponsor and promote social activities, and provide programs that support the faculty and administration in their efforts to fulfill the Great Hearts mission of cultivating the hearts and minds of students in the pursuit of Truth, Goodness, and Beauty.

C. Secretary to read the meetings from the last meeting (5 min)

- a. Secretary presents previous general meeting minutes
- b. Announce new PSO board of directors
- c. Motion to approve minutes.

5/23/2025 90-minute meeting approved.

D. President's Report: Setting proper precedent for this year (5 - 10 min)

- a. President and VP review of PSO Handbook and consulting with Jackie Washam, the PSO volunteer manager
- b. Structure of the PSO Leadership Team:
 - i. Officers and Headmaster
 - ii. Committee Leads
- c. Structure of Meetings:
 - i. Reading of the Mission Statement
 - ii. Secretary reviews previous minutes and vote taken for approval
 - iii. President Report (President or VP if President not available) 5-10 min
 - iv. v. vi. vii. Financial Report (Treasurer) 5-10 minutes

Reports from each Committee Lead, 5 minutes each committee

Duration - not to exceed scheduled/posted time

Questions written on notecards, addressed if there is timeviii. d. BAND app

Secretary's approved meeting minutes will be posted online by following Monday

E. Financial Report: Treasurer, Jodi Heacock (5-10 min)

- i. Present financial overview and report
- ii. Presents approved budget
- iii. Presented helpful dos and don'ts for PSO

F. Committee Lead Reports: (total of 30 min)

Teacher Appreciation Report: Kayla Amoaka (5 min)

- i. Introduce new team member, Mariella

Events Report: Joy Whitehead and Marjon Tarascio (5 min)

- i. Looking for volunteers for refreshments for concerts/art night
- ii. Prep Band app is the best way to sign up to Volunteer.
- iii. Homecoming Game 9/19 at 7:00PM.
- iv. Homecoming Dance 9/20 at 7:00pm. *Tickets available for purchase in front office. Tickets purchased in advance are \$20. Tickets at the door are \$30.*
- v. Senior Fundraiser 10/25

Lunch Committee Report: Renee Kjelvik (5 min)

- i. Looking for pantry manager volunteer
- ii. Parents can sign up to volunteer prep lunch on the band app.

Used Uniforms Committee Report: Emilee Hisey (5 min)

- i. Uniform sale in early February 2026
- ii. Drop used uniform with form at front office for credit.

Passive Revenue Generator Report: Tiffany Wright (5 min)

- 9/17 Charger event 6am-midnight at Farmer Boys
- 10/1 Charger event at Chick-fil-a

New Parent Ambassador Report: Emilee Hisey & Michael Tarascio (5 min)

- i. All new parents looking to volunteer must have raptor clearance completed before volunteering.
- ii. Band app is the best way to stay informed and have opportunity to volunteer.

G. Parent questions:

- i. Addressed only if written on note cards and if time allows.

H. Closing remarks and adjournment:

- a. Next Board Meeting date: 11/14/25 at 8:30am in library