

MINUTES

Date | time March 6, 2024 8:30 AM *Meeting called to order by* Ginni Arzadum

In Attendance

Toby Marvin, Assistant Head of School
Ginni Arzadum, President
Amanda Bartoszek, Vice President
Christina Hanna, Secretary
Jane Thom, Communications and Community Relations Director
Jill Colangelo, Spirit Night Coordinator
Mark Gedris, Volunteer Coordinator
Chris Sweeney, Staff Appreciation Coordinator (phoned in)
Araceli Saldana

Opening Prayer/Introductions

- Ginni Arzadum read the opening prayer.

Items discussed

New Items to Discuss:

- Instead of a Gala donation, the PSG will cover the entire cost of the Reptile Assembly, which the PSG committed to during Giving Tuesday, but the price was higher at booking than originally estimated.
- Teacher Appreciation Week- schedule (outlined at end) and pending full approval from Adrienne.

Current Financials:

- Balance as of 3/5- \$591
 - This includes TAW plans and the events planned for the end of the year.
- See's Candy Fundraiser is ongoing until 3/15 and currently has raised \$450.

Recent PSG Events:

- BJ's Brewhouse Spirit Night - amount TBD, Jill will follow up.
- Donations from PSG remaining concessions to upper school dance, lunch program, and extra class snacks.
- Leap Day frog bookmarks were distributed to K-8 and Little Sprouts on 2/29.
- March Staff Birthday Celebrations took place on 3/1 and gift cards were dropped off.

Upcoming PSG Events:

- March Dress Down Day will be on 3/7.
- St. Patrick's Day PSG lounge donation of Irish tea and soda bread for 3/15 has been approved.
- March school wide Stock the Lounge originally planned for the end of the month will take place on 4/9 instead due to spring break.

Upcoming School Events to Support:

- LHS Gala on 3/9- Thank you to everyone who has served on the planning committees and supported this event in various ways.
- Spring Play on 5/7- The PSG offered to provide refreshments for the upper school students and families in attendance after the play with approval from Ms. O and Adrienne.

Upcoming Spirit Nights:

- Foster's (Bristow location) on 4/9, hours of operation.

Ideas for Fundraising Opportunities by Month:

- April- Mother's Day wooden roses fundraiser using the same vendor as the Holiday Shop (Fun Services).

Fundraising items the PSG would like to cover expenses for:

- May- "Caregiver grab and go breakfast" in the gym/ball wall during morning drop off, tentatively scheduled for 5/10.
- Moving up ceremony- date TBD.
- May/June- Mini Golf (Fun Services estimated \$950) and Kona Ice (estimated \$500) end of year celebration.
- Extra treat for the class with the most box tops.
- End of June/mid-summer Spirit Night Buddy Program introduction

Teacher Appreciation Week Plans (week of 4/22):

Monday-

- PSG sponsored staff car wash will begin and run throughout the week.
- PSG to provide an Earth Day gift.
- Desserts/treats brought in by students to be distributed throughout the week.

Tuesday-

- PSG breakfast cart stationed in the teachers' lounge.
- Family lunch donation, restaurant selection TBD- PSG will create a signup with the option to purchase lunch tickets at \$12 each.

Wednesday-

- Glory Days lunch donation is confirmed, Araceli has offered to pick up lunch if we need volunteers.
- Students will be encouraged to bring in a flower for their homeroom teacher and a specials teacher. PSG will organize teacher assignments and provide vases.

- This is also Administrative Assistant Day, and the PSG will give Stephanie a bouquet of flowers.

Thursday-

- Family breakfast donation, restaurant selection TBD- PSG will create a signup with the option to purchase breakfast tickets at \$12 each.
- Students will be encouraged to bring in a card for their teachers.

Friday-

- Dress down day for staff (approved by Mr. Marvin).
- PSG will provide pizza lunch.

Additional Notes for TAW:

- Mark will create a signup genius for volunteers needed for the week. We will need a POC for each day and a backup POC.
- Ginni and Amanda will work with Kathleen and Becki to set up payment for the meal ticket donations, hopefully similar to how we did the Thanksgiving pie fundraiser. Ticket purchase cut-off date tentatively 4/18.
- Plan to have any lunches set up by 11 AM.

Next Meeting

- April 15th- Executive Committee at Tous Les Jours Café at 8:30 AM.
- April 17th- LHS Library at 8:20 AM open to all guild members.