

**ICSAtlanta PTO Membership Meeting**  
**Tuesday, September 6 at 7:00 pm - Virtual Meeting**

**MEETING MINUTES**

- I. Call meeting to order: Michelle – 7:03 p.m.
  
- II. President's Welcome and Report
  - A. Michelle Scherer introduced herself – co-President  
Michelle talked about PTO Membership and what it supports.
  - B. Katharina Pramor introduced herself – co-President
  - C. Corrie Collier introduced herself – Secretary  
Corrie will be sending out newsletters in the months we don't have a meeting.
  - D. Uli Ingram introduced herself – Parliamentarian  
Uli talked about what the Parliamentarian is and the voting process during meetings.  
When an issue comes to a vote, only PTO Members can vote.
  - E. Approval of April 12, 2022, meeting minutes – These can be found on our website under the “About Us” tab – Documents.
  - F. Teacher Grants – Katharina explained that the PTO offers a program for Teachers to apply for a grant to supply items not covered by the school. Only Teachers who are PTO members may apply for a PTO Teacher's Grant.
  - G. Justin Mackey introduced himself – Treasurer  
Justin talked about the Middle School Dance. It will be on October 14, 2022, at 6:30 p.m. in the Upper Campus gym. We are looking for a DJ and other resources.
  
- III. VP Updates
  - A. Karen Nelson – VP of Community Relations
    - 1. Mental Mondays – Karen posts uplifting messages on the PTO FB page every Monday. These messages seem to be well received.
    - 2. Business Directory - PTO Members who own a business may be included in the PTO Business Directory free of charge. It is a network building businesses within our community.
    - 3. Special Occasions – The PTO gives Teachers and Staff who have a special occasion (weddings and baby) a gift card from the Membership.
  - B. Andrea Allen – VP of Special Programs
    - 1. Watch Dogs (Dads of Great Students) still on hold this year.
    - 2. Teacher Appreciation Luncheons – Every other month, the PTO provides lunch for the Teachers and Staff. This year we will alternate between catered lunches and “potluck” thematic lunches provided by families.
    - 3. About Me Surveys – We have sent out a survey for teachers to fill out about their favorite things. The results will be posted on our website.

C. Vira Linkenback – VP of Student Enrichment

1. Restroom Beautification – Vira keeps the staff bathrooms stocked with upgrades and toiletries.
2. Tables at “Lunch with your Child” - Vira will decorate the tables and include centerpieces.
3. Middle School Incentive Program – The middle school counselor has asked the PTO to supply gift cards for her Behavior Incentive Program. Names are periodically drawn and kids choose a \$5 gift card.
4. Room Parent Coordinator – We are currently waiting for the school's approval of the Room Parents List.

D. Tiara Suhr – VP of Fundraising

1. Spirit Nights – Once or twice per month, the PTO will hold a Spirit Night. Most of them are at eating establishments, but Tiara is working on getting some “experiences” in the mix.
2. Run the World Race and PTO Silent Auction – These events will be happening in February and March. We will be looking for Sponsors for the Race and donated items for the Silent Auction.
3. Fall Mini Photoshoot – We are currently looking for a photographer from our school family to donate two weekends in October.

IV. Other Business

- A. Uniform Collection and Sales – Katharina pointed out that this was an amazing event for fundraising.
- B. Copy Crew – Michelle talked about how volunteer opportunities are starting to open back up at the school. Any volunteer that enters the school will need to complete a Volunteer Packet and Mandated Reporter Training (1 hour course). The packet and training completion certificate must be uploaded into the school's system several days before the volunteer activity.
- C. Run the World with ICSAtlanta – Uli shared that the target date is March 5, 2023. There will be many tasks to complete to prepare for the race, and a committee is needed!
- D. Virtual Silent Auction – Michelle shared that since it is virtual, it is separate from the Race, but happening at the same time. The Silent Auction also needs a committee, separate from the Race Committee.
- E. Sign up for committees on our website under the “Get Involved” tab → Volunteer Information.
- F. Bernice Booker requested that more biscuits be ordered for the Chick-fil-a Biscuit Sale at the Upper Campus. Michelle mentioned that the school is looking into putting a cap on how many biscuits each student may purchase.
- G. Someone asked how many PTO members we currently have. Katharina shared that we currently have 240 PTO members out of approximately 650 school families.
- H. Someone asked about Lunch Vendors. Michelle said that the school is still looking.
- I. Lunch Visits – Michelle asked that on the SignUp Genius for “lunch with your child,” please be sure you are using the correct tab that corresponds with your child's lunchtime. Also, each slot is for how many children, not how many adults will be attending. So unless you have twins, you should only be taking one slot on any given day. For each slot, up to two adults may come for the lunch visit.

- V. Approval of the 2022-2023 PTO Budget – Justin shared the budget on the screen and explained each item. He highlighted the catered lunches for the staff and a sponsorship for the 8<sup>th</sup> grade field trip to Savannah.
- VI. Adjourn: Michelle – 8:02 p.m.