



**ICSAtlanta PTO Membership Meeting**  
**Tuesday, September 5 · 7:00 – 8:00pm**  
Time zone: America/New\_York  
**VIRTUAL MEETING:** held via Google Meet

**ATTENDANCE:**

A list of attendees was not captured. At its highest point, 50 members had joined the call.

**MEETING MINUTES**

- I. Meeting called to order**
  - a. Motion to start Meeting - Rachel Romo motioned
  - b. Motion seconded - Lia Balanag seconded
  - c. No opposition
  - d. Meeting starts officially: 7:02 PM
- II. Request to approve May 2023 meeting minutes ([link](#))**
  - i. Bernice Booker asked for any changes or edits or additions to the minutes.  
None were raised
  - ii. Asked for motion to approve agenda - Andrew Roth motioned
  - iii. Asked for second - Lia Balanag seconded
  - iv. No opposition to approving the minutes
  - v. Minutes have been approved at 7:05 PM
- III. President's Welcome and Report**
  - a. Welcome words (Bernice Booker):
    - i. Thank you to previous board members for their time of service to our school and our community - They set a strong foundation.
    - ii. PTO Purpose and Vision

1. What does PTO do? Raise funds to support various initiatives and activities at the school with special emphasis on supporting teachers and staff
  2. What is our vision? Joy and Margin
  3. What does PTO not do or require? - reviewed PTO Myth Infographic
- b. Meet Your 2023-2024 PTO (Rachel Romo)
- i. VP Introductions
    1. Co-VP of Special Programs - Rosario Katis and Silvana Egea
    2. VP of Community Relations - Dana Bryant
    3. VP of Fundraising - Perla Brito
    4. Secretary/Parliamentarian - Lia Balanag
    5. Treasurer - Andrew Roth
  - ii. VP of Student Enrichment - Vacant (Bernice Booker) - Board is looking for a volunteer to take on this role. If interested, reach out [pto@icsatlanta.org](mailto:pto@icsatlanta.org)

#### IV. **Membership Update & Sweepstakes Drawing**

- a. Bernice Booker shared that we have 285 members signed up for the 2023/2024 school year. That represents about half of the 600 families at the school
- b. PTO board is excited to raffle a \$300 Amazon gift card
- c. LIVE drawing was held and recorded. Andrew shared screen and spun wheel with names of all members that signed up by September 1, 2023 (minus board members)
  - i. **Winner: Stacy McNulty-Lowe**

#### V. **VP Updates**

- a. VP of Fundraising - Perla Brito
  - i. Highlighted key role in raising funds via Spirit Nights and Uniform Donations
  - ii. Spirit Night details:
    1. Viva Chicken successful (+\$300 raised); they would like to invite us back
    2. Next Spirit Night: Panda Express - National Event - September 12th - must order online
    3. Additional spirit nights will be planned to enable some community involvement
  - iii. Uniform Donations is a key fundraiser - reminder to donate any uniforms that your children have outgrown. Bins are in lobbies of both campuses
  - iv. Reminder to link your shopping at Publix & Kroger to ICSAtlanta; instructions provided
    1. Instructions to link Publix Account: [PUBLIX LINK](#)
    2. Instructions to link Kroger Account: [KROGER LINK](#)
  - v. Can also link BoxTops for Education to fundraising for ICSAtlanta PTO
- b. VP of Community Relations - Dana Bryant

- i. Provided overview of role - to support the community as a whole
  - ii. PTO Business directory aimed at highlighting small businesses of our PTO members
- c. Co-VP of Special Programs - Rosario Gobeia and Silvana Guihur
  - i. Rachel Romo provided update on their behalf
  - ii. Overview of roles
  - iii. Thanks to Rosario and Silvana for stepping up to role given last minute vacancy
  - iv. Already delivered a welcome breakfast for teachers during pre-planning and a Chuy's catered lunch
  - v. Miscellaneous - Decorated tables for lunches with parents and decorated/stocked up teachers' bathrooms.

#### **VI. Secretary / Parliamentary Report**

- a. Lia Balanag provided overview of roles and responsibilities
- b. Highlighted core communication vehicles and what to focus on: Newsletters, Facebook, Email blasts (look for blurb from PTO)

#### **VII. Treasurer's Report**

- a. Andrew Roth provided overview of role
- b. Presented proposed 2023 - 2024 budget (See appendix below notes)
- c. PTO Budget Approval
  - i. Bernice Booker call for motion to approve - Rachel Romo
    - 1. Call for second - Lia Balanag
    - 2. Motion to approve budget - COMPLETE

#### **VIII. Other Business -**

- a. Bernice Booker mentioned upcoming 7th & 8th Grade school dance. Go to [ICSAtlantaPTO.org](https://www.icsatlantapto.org) to sign up / pay for registration by September 13th
- b. Bernice Booker asked for any questions / other business
  - i. Question re: Lunch vendor availability - direct this to [info@icsatlanta.org](mailto:info@icsatlanta.org)
  - ii. Question re: Amazon Smile program - confirmed that this is no longer available
  - iii. Questions re: open role - directed to please email [pto@icsatlanta.org](mailto:pto@icsatlanta.org)
  - iv. Question re: Valentine events for lower grade - No PTO planned event

#### **IX. Meeting adjourned**

- a. Motion to end Meeting - Rachel Romo
- b. Motion seconded - Dana Bryant
- c. Meeting ends officially: 7:39 PM

PTO website: [www.icsatlantapto.org](https://www.icsatlantapto.org) | Facebook: <https://www.facebook.com/groups/ICSAtlantaParents/> | Email: [pto@icstalanta.org](mailto:pto@icstalanta.org)

#### **APPENDIX:**

Copy of approved 2023 / 2024 ICSAtlanta PTO Budget

	<b>2023-2024 ICSAtlanta PTO Budget</b>					
		Budgeted	Actual	Budgeted	Actual	Budgeted
		Revenue	Revenue	Expense	Expense	Operating Income
Memberships						
	Open House	\$ 2,305.20	\$ 2,305.20	\$ 150.00	\$ 125.50	\$ 2,155.20
	Wills Park	\$ 1,921.00	\$ 1,921.00	\$ 150.00	\$ 92.70	\$ 1,771.00
	Website	\$ 1,248.65	\$ 1,248.65	\$ -	\$ -	\$ 1,248.65
	<b>Total Memberships</b>	<b>\$ 5,474.85</b>	<b>\$ 5,474.85</b>	<b>\$ 300.00</b>	<b>\$ 218.20</b>	<b>\$ 5,174.85</b>
School Spirit and Fundraising						
	Spirit Nights	\$ 2,000.00	\$ -	\$ 100.00	\$ -	\$ 1,900.00
	Summer Play Dates	\$ -	\$ -	\$ 700.00	\$ 17.81	\$ (700.00)
	Passive (Box Tops/Publix/Kroger)	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
	<b>Total School Spirit and Fundraising</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ 800.00</b>	<b>\$ 17.81</b>	<b>\$ 2,200.00</b>
Teacher Support						
	Teacher Breakfasts	\$ -	\$ -	\$ 600.00	\$ 373.35	\$ (600.00)
	Teacher Luncheons	\$ -	\$ -	\$ 4,000.00	\$ 499.79	\$ (4,000.00)
	Teacher Appreciation Week (May)	\$ -	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)
	Middle School Incentives	\$ -		\$ 1,080.00		\$ (1,080.00)
	Teacher Appreciation Donations	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
	Teacher Grants	\$ -	\$ -	\$ 10,000.00	\$ -	\$ (10,000.00)
	<b>Total Teacher Support</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 16,680.00</b>	<b>\$ 873.14</b>	<b>\$ (14,680.00)</b>
Run the World 5k (March)						
	Registration	\$ 18,000.00	\$ -	\$ 15,000.00	\$ -	\$ 3,000.00
	Sponsorships	\$ 7,000.00	\$ -	\$ -	\$ -	\$ 7,000.00

	Additional T-Shirts	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
	<b>Total Run the World 5k</b>	<b>\$ 25,300.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 10,300.00</b>
Auction						
	Auctioned Items	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
	Website (Auctria)	\$ -	\$ -	\$ 710.00	\$ -	\$ (710.00)
	<b>Total Auction</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 710.00</b>	<b>\$ -</b>	<b>\$ 4,290.00</b>
Uniform Sales						
	Beginning of Year Sale (July)	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
	Late Fall Sale (October)	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
	Race Sale (March)	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
	<b>Total Uniform Sales</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>
Middle School Dance						
	Tickets	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
	DJ	\$ -	\$ -	\$ 570.00	\$ 570.00	\$ (570.00)
	Pizza + tip for delivery	\$ -	\$ -	\$ 275.00	\$ -	\$ (275.00)
	Decor	\$ -	\$ -	\$ 300.00	\$ -	\$ (300.00)
	Desserts	\$ -	\$ -	\$ 300.00	\$ -	\$ (300.00)
	Water + Ice	\$ -	\$ -	\$ 100.00	\$ -	\$ (100.00)
	Plates/ Napkins/ Food Trays	\$ -	\$ -	\$ 150.00	\$ -	\$ (150.00)
	Custodian	\$ -	\$ -	\$ 75.00	\$ -	\$ (75.00)
	Misc	\$ -	\$ -	\$ 100.00	\$ -	\$ (100.00)
	<b>Total Middle School Dance</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ 1,870.00</b>	<b>\$ 570.00</b>	<b>\$ (1,370.00)</b>
Operational Expenses						
	Insurance	\$ -	\$ -	\$ 829.00	\$ -	\$ (829.00)
	Business License	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ (100.00)
	PTO Website (WordPress)	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ (150.00)

	Supplies/Board Expenses	\$ -	\$ -	\$ 250.00	\$ 51.14	\$ (250.00)
	<b>Total Operational Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,329.00</b>	<b>\$ 301.14</b>	<b>\$ (1,329.00)</b>
<b>Annual Totals</b>		<b>\$ 43,274.85</b>	<b>\$ 5,474.85</b>	<b>\$ 36,689.00</b>	<b>\$ 1,980.29</b>	<b>\$ 6,585.85</b>