

ICSAtlanta PTO

ICSAtlanta PTO Membership Meeting
Monday, September 30 · 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, 39 members had joined the call.

MEETING MINUTES

- I. **Meeting called to order**
 - a. Motion to start Meeting - Andrew Roth motioned
 - b. Motion seconded - Rosario Katis seconded
 - c. No opposition
 - d. Meeting starts officially: 7:01 PM

- II. **Request to approve April 2024 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 minutes - Andrew Roth motioned
 - iii. Asked for second - Rosario Katis seconded
 - iv. No opposition to approving the minutes
 - v. Minutes have been approved at 7:02 PM

- III. **President's Welcome and Report**
 - a. Welcome words (Bernice Booker):
 - i. Thank you to Silvana for their time of service to our school and our community
 - ii. Meet Your 2024-2025 PTO
 1. VP Introductions
 - a. Co-VP of Special Programs - Rosario Katis and Poonam

- b. VP of Community Relations - Dana Bryant
 - c. VP of Fundraising - Perla Brito
 - d. Treasurer - Andrew Roth
 - e. Co-VPs of Student Enrichment - Nathalie Schaffer and Carla Gonzalez
 - f. Secretary/Parliamentarian - Lia Balanag
- b. PTO Purpose and Vision
- i. What does PTO do? Shared infographic Raise funds to support various initiatives and activities at the school with special emphasis on supporting teachers and staff
 - ii. Shared our vision of Joy and Margin for teachers and staff
 - iii. What does PTO not do or require? - reviewed PTO Myth Infographic

IV. **VP Updates**

- a. VP of Fundraising - Perla Brito
- i. 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](#)
 - ii. Can also link BoxTops for Education to fundraising for ICSAtlanta PTO
 - iii. Highlighted key role in raising funds via Spirit Nights
 - 1. Please leave positive reviews for these places if you enjoy them
 - a. Craft Burger - \$310
 - b. Cozy Coop - \$300
 - 2. Next Spirit Night: Kimchi Red
 - 3. Additional spirit nights will be planned to enable some community involvement
 - iv. Uniform Donations is a key fundraiser - call for outerwear - one of the most requested items - offered as a reminder to donate any uniforms that your children have outgrown. Bins are in lobbies of both campuses
- b. VP of Community Relations - Dana Bryant
- i. Unable to connect at the time - Bernice offered overview of role to support the community as a whole
 - ii. Shared about the importance of the PTO Business directory aimed at highlighting small businesses of our PTO members-we can all support each other
- c. Co-VPs of Special Programs - Rosario Katis and Poonam Flores
- i. August breakfast and Qdoba lunches were huge successes and very well received by our teachers and staff.
 - ii. Upcoming luncheon in October - Will share the Sign-up Geniuses
- d. Co-VP of Student Enrichment - Nathalie Schaffer and Carla Gonzalez
- i. Encouraged parents to mention grant program to teachers

- ii. Approved Grants last year for shelving, Cricket machine, Valentines Party supplies, Orton Gilligham teaching supplies
- iii. Working on Grants for this year - PE Equipment, 3D Printer for Science class, Teaching supplies
- iv. Miscellaneous - Decorated tables for lunches with parents and decorated/stocked up teachers' bathrooms.

V. Treasurer's Report

- a. Andrew Roth provided overview of role
- b. Presented proposed 2024 - 2025 budget (See appendix below notes)
- c. PTO Budget Approval
 - i. Bernice Booker call for motion to approve - Rachel Romo motion to approve
 - 1. Call for second -Rosario Flores
 - 2. Motion to approve budget - Approved
 - ii.

VI. Membership Update & Sweepstakes Drawing

- a. Andrew Roth shared that we have about 250 members signed up for the 2024/2025 school year. Our goal is to get to 300 families, which would represent 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, 2024 (minus board members)
 - i. **Winner: Aneisha Gipson**

VII. Other Business -

- a. Bernice Booker asked for any questions / other business
 - i. Question re: Lunch vendor availability - direct this to info@icsatlanta.org
 - ii. Question re: PTO support for Festivals - PTO is 100% of the festivals and holiday market, but we are not responsible for these events. They are run by the school. We participate as fully-invested parents and do all that we can to help make the events successful.
 - iii. Questions re: Parent Involvement opportunities
 - 1. Stay connected with your class through WhatsApp groups
 - 2. Connect to school via Festivals and Holiday Market
 - 3. Volunteer to help PTO serve lunches and breakfasts to teachers
 - 4. Be a language track champion to help Community Building Initiatives - PTO is looking for representatives from each Language Track that want to work with PTO Board to engage their language track and help plan track-focused community building opportunities

VIII. Meeting adjourned

- a. Motion to end Meeting - Andrew Roth

- b. Motion seconded - Rosario Katis
- c. Meeting ends officially: 7:47 PM

PTO website: www.icsatlantapto.org | Facebook: <https://www.facebook.com/groups/ICSAntlantaParents/> |
Email: pto@icstalanta.org

ICSAtlanta PTO FY 2024

Treasurer's Report

07/01/2024 - 06/30/2025

Memberships	Income	Expenses	Year to Date	Net Budget	More/-Less
Meet & Greet	\$554.48	\$24.40	\$530.08	\$450.00	\$80.08
Open House	\$2,314.18	-	\$2,314.18	\$2,350.00	-\$35.82
Website	\$1,654.98	-	\$1,654.98	\$2,750.00	-\$1,095.02
Memberships Totals	\$4,523.64	-\$24.40	\$4,499.24	\$5,550.00	-\$1,050.76
School Spirit and Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Passive (Box Tops/Publix/Kroger)	\$307.82	-	\$307.82	\$2,000.00	-\$1,692.18
Spirit Nights	\$1,055.11	-	\$1,055.11	\$1,900.00	-\$844.89
Summer Play Dates	-	\$43.93	-\$43.93	-\$300.00	\$256.07
Edukits	-	-	-	\$150.00	-\$150.00
School Spirit and Fundraising Totals	\$1,362.93	-\$43.93	\$1,319.00	\$3,750.00	-\$2,431.00
Teacher Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Teacher Luncheons	-	\$1,853.18	-\$1,853.18	\$800.00	-\$2,653.18
Teacher Appreciation Week (May)	-	-	-	-\$1,350.00	\$1,350.00
Teacher Breakfasts	-	\$512.62	-\$512.62	-\$1,000.00	\$487.38
Teacher Bathrooms	-	-	-	-\$500.00	\$500.00
Teacher Grants	-	\$928.97	-\$928.97	-\$10,000.00	\$9,071.03
Teacher Encouragement	-	\$108.02	-\$108.02	-\$5,000.00	\$4,891.98
Teacher Support Totals	-	-\$3,402.79	-\$3,402.79	-\$17,050.00	\$13,647.21
Run the World 5k (March)	Income	Expenses	Year to Date	Net Budget	More/-Less
Registration	-	-	-	\$15,000.00	-\$15,000.00
Sponsorships	\$1,000.00	-	\$1,000.00	\$9,000.00	-\$8,000.00
Race Company	-	-	-	-\$9,750.00	\$9,750.00
Race Supplies	-	-	-	-\$3,000.00	\$3,000.00
Additional T-Shirts	-	-	-	\$200.00	-\$200.00
Run the World 5k (March) Totals	\$1,000.00	-	\$1,000.00	\$11,450.00	-\$10,450.00
Auction	Income	Expenses	Year to Date	Net Budget	More/-Less
Auctioned Items	-	-	-	\$5,250.00	-\$5,250.00
Website (Austria)	-	-	-	-\$350.00	\$350.00
Auction Totals	-	-	-	\$4,900.00	-\$4,900.00
Uniform Sales	Income	Expenses	Year to Date	Net Budget	More/-Less
Beginning of Year Sale (July)	\$2,123.98	-	\$2,123.98	\$1,500.00	\$623.98
Late Fall Sale (October)	-	-	-	\$2,000.00	-\$2,000.00
Race Sale (March)	-	-	-	\$1,000.00	-\$1,000.00
Late Summer (August)	\$1,134.02	-	\$1,134.02	-	\$1,134.02
Uniform Sales Totals	\$3,258.00	-	\$3,258.00	\$4,500.00	-\$1,242.00
Middle School Dance	Income	Expenses	Year to Date	Net Budget	More/-Less

Middle School Dance	Income	Expenses	Year to Date	Net Budget	More/-Less
Tickets	\$682.53	-	\$682.53	\$500.00	\$182.53
DJ	-	\$495.00	-\$495.00	-\$500.00	\$5.00
Pizza + tip for delivery	-	\$289.00	-\$289.00	-\$275.00	-\$14.00
Decor	-	\$244.31	-\$244.31	-\$200.00	-\$44.31
Desserts	-	\$512.89	-\$512.89	-\$300.00	-\$212.89
Water + Ice	-	\$38.52	-\$38.52	-\$100.00	\$61.48
Plates/Napkins/Food Trays	-	-	-	-\$400.00	\$400.00
Custodian	-	\$100.00	-\$100.00	-\$75.00	-\$25.00
Misc	-	\$287.08	-\$287.08	-\$100.00	-\$187.08
Middle School Dance Totals	\$682.53	-\$1,966.80	-\$1,284.27	-\$1,450.00	\$165.73
Photoshoot	Income	Expenses	Year to Date	Net Budget	More/-Less
Photographer	-	-	-	\$1,700.00	-\$1,700.00
Signup Genius	-	-	-	-\$108.00	\$108.00
Photoshoot Totals	-	-	-	\$1,592.00	-\$1,592.00
Operational Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Insurance	-	-	-	-\$1,200.00	\$1,200.00
Accountant (Sherry Flagg)	-	-	-	-\$375.00	\$375.00
Money Minder annual sub	-	-	-	-\$260.00	\$260.00
PTO Website (WordPress)	-	-	-	-\$150.00	\$150.00
Business License	-	-	-	-\$60.00	\$60.00
Supplies/Board Expenses	-	-	-	-\$300.00	\$300.00
Interest	\$86.02	-	\$86.02	\$150.00	-\$63.98
Misc Rev/Exp	-	\$114.13	-\$114.13	-\$300.00	\$185.87
Bank Transfer	-	-	-	-	-
Operational Expenses Totals	\$86.02	-\$114.13	-\$28.11	-\$2,495.00	\$2,466.89
Student Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Middle School Incentives	-	\$350.00	-\$350.00	-\$1,080.00	\$730.00
Student Sponsorship	-	-	-	-\$600.00	\$600.00
8th Grade Cupcakes	-	-	-	-\$250.00	\$250.00
Student Support Totals	-	-\$350.00	-\$350.00	-\$1,930.00	\$1,580.00
Grand Totals					
	\$10,913.12	-\$5,902.05	\$5,011.07	\$8,817.00	-\$3,805.93

Bank Account Balances	07/01/2024	06/30/2025	Last reconciled	Summary for the Period	
Bluevine	-	\$5,011.07	Never	Starting Total	\$0.00
Square Clearing Account	-	-	Never	Income	\$10,913.12
Totals	-	\$5,011.07		Expenses	-\$5,902.05
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$5,011.07

Submitted by:

Name: _____ Signature: _____ Date: _____