PTO Meeting Minutes

**Location**: ICAG Conference Room
**Date**: November 12, 2018
**Time**: 8:30 am

January 23, 2019

1. Call to order

 Members Present: Stacy Willett, Mako Williams, Carole Moss, Abinet Eyassu, Tia Scott, Kioka Panichvatana, Sayako Tsachiya, Kazuko White, Rika Iwasa, Yurie Takata, Emilca Asano, Reiko Segel, Mayumi Kubo, Yvetter Butera, Regina Moore, Yuka Soga, Latoya McGowan, Naomi Akita, Simone Cactogan, Moka Carmouche, Chiharu Chu, Junko Zhoa, Akiko Nakagaki.

1. Approval of last minutes - available on website
2. President’s Report

 Parent newsletter - need volunteers for lunch and recess; need background check to be able to volunteer. Background forms on PTO website under forms and links. Fingerprints can be done at multiple locations. Can search for location close to you.

 California Pizza Kitchen fundraiser on January 30th all day; 20% of proceeds to ICAG PTO; Need to show flier or tell them to add to fundraiser.

 Pictures from Teacher/Staff appreciation on the PTO website under the Gallery tab (new tab).

 Would like to eventually have a PTO newsletter vs. multiple emails going out weekly.

1. Treasurer’s Report - No changes in revenue.
2. Old Business
	1. Ninjathon - Norcross off Jimmy Carter; Kickoff early Feb with student assembly to explain the event; event scheduled for Feb 23, 2019 from 12-4p; each homeroom gets website and each student gets log in and keeps track of how much they earn. Need help with checks because company does not take fee out of donations via check. If through website, the company takes 4-5% fee out of donation. Day of event we get 30% of all expenses, food, entry etc. Need to have a goal of what the money will be utilized for to put in the letters. Currently fundraising for operational needs. Finances are now in the black per ICAG Board. Need buses for field trips and funding field trips. Goal set at $100 per student; School goal of $14,000. Prizes for achieving student goals come out of donations.

 Do NOT have to do the fundraiser. Can attend the event and 30% of proceeds will still be donated to the school.

Suggested prize for the winning class - the teacher has a better parking spot. Can have it only be the class that raises the most vs. individual students. Awarded by percentage so class numbers don’t matter.

 Will ask principal for kickoff event during morning message time on 2/1/2019.

 Get Moving Crew is the 3rd party conducting the fundraiser.

* 1. School Reviews and Positive Brand Awareness
		1. School recruitment has targeted organizations and areas to focus on and asking for volunteers. Information session with Principal tonight on Zoom at 6pm. Link in email newsletter that was emailed yesterday.
		2. Complete reviews on Facebook, School Digger, etc. What has the board already done? Question to be directed to Principal Ranzy. Suggested getting an article in Parent Magazine, etc.
	2. Car Magnets
		1. Need a vendor
		2. Will build brand awareness
	3. Fundraising cards – Tabled
1. Reminders & Announcements
	1. Amazon Smile <https://smile.amazon.com>
	2. School T-Shirt <http://www.icagshop.com/>
		1. Bulk order placed and will arrive January 31st
		2. Can still order on website
		3. Design on the website under “merchandise”
		4. Can wear t-shirt on 1st Friday of the month with jeans or approved uniform bottoms/pants/skirts.
2. New Business
	1. Paint Party - painting event with kids and we will split proceeds 50/50 with parent owner. Price $25 per child. Considering weekend or Friday afternoon. Location at the art studio. Looking at March 9th date.
	2. Spring Festival - goal to host it April 28th; carnival style festival. Will create a Sign Up Genius for Spring Festival committee.
	3. Book Fair through Scholastics – date to be later announced. Will either be held for one week or three days. Volunteers will be needed.
	4. Donations through Reward Programs – Kroger, Publix, etc. Sign up will be done and information given at a later date.
	5. New Ideas and Open Discussion
		1. Box tops — need a box to collect the box top and a person to send the box tops into company.
		2. Tyson also has a points program; will research.
3. Adjournment

***Next meeting: Wednesday, February 20, 2019 @ 8:30AM in the Cafeteria***