

APPROVED



Arco Iris Spanish Immersion School

Minutes

PTO Parent Meeting

December Parent Meeting

Date and Time

Wednesday March 2, 2022 at 6:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/2292129847?pwd=b1hMZVo5NDF0Mm9lcG9oNmJPL3kyUT09>

Meeting ID: 229 212 9847

Passcode: 1TxK4W

Committee Members Present

A. Thomas (remote), M. Norman (remote), Y. Jones (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Y. Jones called a meeting of the PTO Committee of Arco Iris Spanish Immersion School to order on Wednesday Mar 2, 2022 at 6:04 PM.

C.

Meeting Minutes

A. Thomas made a motion to approve the minutes from PTO Parent Meeting on 01-05-22.

M. Norman seconded the motion.

Seconded by Caitlin Low

The committee **VOTED** to approve the motion.

D. Financial/ Fundraising update

Looking at Chipotle for April Restaurant Night fundraiser. Chipotle is a great fundraiser, but we're only eligible to do this one every six months.

E. Community Enrichment

Teacher Appreciation week will be in May. If you would like to participate or help with this, please email Katie, Community Enrichment Coordinator, or Yessenia, PTO President.

F. Volunteer Update

We are now eligible to volunteer in person in the classroom. Must show proof of vaccination. If you know of a teacher request for volunteers, please let the volunteer coordinators know and they will get the request added to Parent Booker.

Volunteer of the Month: Ellie (Lettie's sister). She volunteered to help pack up all of the Spirit Wear last month for distribution.

All volunteer positions for lunch and recess helpers are full. Great job everyone! We could still use helper for pickup and drop off.

G. Elections

Officer Elections will be coming up soon. There are a number of roles that will be open for the upcoming school year.

President- attend Board Meetings, present upcoming events and get approval for events (PTO is sub-committee of the Board). Run the PTO meetings, administrator on social media pages, monitor PTO email. Email could include grants or fundraising opportunities that need to be addressed. Busiest time is end of summer and start of school year.

'Face of PTO'. Advocate for school office and teachers. Listen to new ideas.

Fundraising Chair- nor responsible for Move-a-thon (that's a separate person).

Responsible for other fundraising opportunities. Schedules all restaurant nights. May meet restaurants in person (requires travel and communication with restaurants).

Organizes sock fundraiser. Could run other fundraisers (if approved by Board).

Treasurer- any spending must be approved by Board when over a set amount. Goes to Board to get approval for spending money. Needs to learn to use Greater Giving to utilize it for donations and fundraising.

Community Enrichment Coordinator- does events throughout school year. Teacher appreciation, stocking the breakroom, oversees committee for additional activities (school dance, field day)

Secretary- take minutes during meetings and make sure the agenda is posted on time.

Volunteer Coordinator- reset volunteer hours at the beginning of each school year, make sure that Parent Booker is set up correctly. Tracking that each volunteer has the requirements needed to volunteer (background check, volunteer form, Parent Booker account, proof of vaccination). Troubleshooting Parent Booker. Enter volunteer requests in Parent Booker monitor it. Coordinate with office as needed. There are 3-4 coordinators that meet to check in with each other.

H. New Fundraiser

AD Chris has offered to cut his hair as a fundraiser for the school. If you would like to help coordinate this fundraiser, please reach out to Yessenia, PTO President.

I. Spirit Wear

Spirit Wear orders received between March 1 and March 15 will be delivered on the 18th so that students will have it before Spring Break. If you would like to volunteer to help with future Spirit Wear distribution please contact Lindsay Brems. Distribution will likely require a couple of hours on the last Friday of the month.

J. Board Meetings

II. Other Business

A. Save the Date! April 8th, 2022

Auction is moved to April 8. Christa Billings is coordinating the event. She's looking for Sponsorship Coordinators and Donation Coordinators. The event is still virtual. If you have a donation item for the auction, please reach out to Christa Billings: christa.billings@arcoirisschool.org

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:42 PM.

Respectfully Submitted,
M. Norman