

AGENDA/MEETING NOTES

Irvine International Academy PTO Board Meeting

August 2, 2021 @ 7PM | Meeting Called By Principal Chuang

Board members

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Steven Chuang, Principal | <input type="checkbox"/> Mini Moosad, Chief Marketing Officer | <input checked="" type="checkbox"/> Michelle Rushe, Teacher Appreciation Committee Chair |
| <input checked="" type="checkbox"/> Shixiong Chen, President | <input type="checkbox"/> Nazeeha Bawaney, Assistant Marketing Officer | <input checked="" type="checkbox"/> Jean Chung, Volunteer Committee Chair/ General Counsel |
| <input checked="" type="checkbox"/> Victor Chu, 1 st Vice President/CFO/Treasurer | <input checked="" type="checkbox"/> Linda Chang, Secretary | <input checked="" type="checkbox"/> Donna Lea, Family Fun Night Committee Chair |
| <input checked="" type="checkbox"/> Summer Hu, 2 nd VP (Events Organizer) | <input checked="" type="checkbox"/> Ruth Chi, Membership Organizer | <input checked="" type="checkbox"/> Annie Leung, School Library Committee Chair/Grants and Donations Coordinator |
| <input type="checkbox"/> Shi Lei, 2 nd VP (Events Organizer) | <input checked="" type="checkbox"/> Riona Gilbert, Room Parent Coordinator | <input type="checkbox"/> YanPing Jiang, Tech Support Committee Chair |
| <input checked="" type="checkbox"/> Kristy Zhang, 3 rd VP (Volunteer Organizer) | <input checked="" type="checkbox"/> Cara Gallardo, Grants and Donations Coordinator/ School Library Committee Chair | <input type="checkbox"/> Guest Name, Title |

Time	Item	Owner	Meeting Notes/Action Item
2 min	Welcome	Shixiong	Meeting called to order @ 7:03
1 min	Old business and approval of last meeting's minutes – <i>July 19, 2021</i>	Linda	<ul style="list-style-type: none"> Meeting minutes approved
	Principal's Update	Principal Chuang	<ul style="list-style-type: none"> CA Free Hot Lunch <ul style="list-style-type: none"> Year 2021 – 2022 continued for qualifying low-income families only Year 2022 – 2023 free lunch to start next year ACTION ITEM: Principal Chuang to communicate to parents Class readiness <ul style="list-style-type: none"> In Person Orientation - Meet teachers, drop off/pick up logistics, Q&A, bring school supplies, kids welcome

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			<ul style="list-style-type: none"> ○ Aug 10, 11, 12, two sessions a day, assigned by school (Group A: 10 am – 11 am, Group B: 11am - 12 pm) <ul style="list-style-type: none"> ▪ Tuesday - TK/K <ul style="list-style-type: none"> • Students will be changing rooms ▪ Wednesday – 1st & 2nd ▪ Thursday – 3rd – 5th ▪ Orientation Event Doc https://drive.google.com/file/d/16mqclsYmgubqFxOu-76WrgKKf3a5Slz6/view ▪ ACTION ITEM: Recorded Virtual Tour – Summer/Principal Chuang • Parents have requested for hybrid learning • Teachers have been asked if they’re willing to freely volunteer to start a day earlier – PTO to show appreciation <ul style="list-style-type: none"> ○ ACTION ITEM: boxed lunch – Sunny & Michelle
	President’s Update	Shixiong	<ul style="list-style-type: none"> ○ Tk/K Cots <ul style="list-style-type: none"> ▪ After School Program – 80 TK/K students total ▪ One class for nap and use another classroom for quiet time ▪ ACTION ITEM: survey for cots - Cara ○ Supplies Question (from parents) <ul style="list-style-type: none"> ▪ Supplies can be dropped off at orientation or earlier (exact date to be announced) ▪ Label the big bag, no need to label each item ▪ TK – stick to the same list and teachers will contact us if changes are needed • Revised PTO Events Calendar <ul style="list-style-type: none"> ○ ACTION ITEM: Done and Principal Chuang will share with PTO first then send to parents
	Vice President’s Update	Victor	<ul style="list-style-type: none"> • COVID-19 Safety Committee <ul style="list-style-type: none"> ○ Met last week with parent volunteers and some with various healthcare background ○ IUSD will have a new guideline released this week and IIA can adapt but cannot link directly to it ○ Two custodians: day and night ○ ACTION ITEM: Victor to review cleaning supplies and costs with Principal Chuang ○ General Guidelines <ul style="list-style-type: none"> ▪ Masks – staff to mask when children are present ▪ ACTION ITEM: Masks purchase – Michelle to work on purchasing with Cara

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			<ul style="list-style-type: none"> • PTO to move forward with purchasing 500 (50 for adults and 450 for kids) • PTO to “sell” for donation of \$5-6/mask (at cost) for students that would like to have one <ul style="list-style-type: none"> ▪ Our pricing is \$3.95/mask for 1k units or \$4.65/mask for 500 units. Both reduced from our \$7.00/mask 3-unit price. ▪ Plastic dividers – ACTION ITEM: Principal Chuang to f/u with IUSD ▪ Purifier – looking to setup one for each classroom ▪ Hand washing station <ul style="list-style-type: none"> ○ Distance learning in discussion • Non-Profit Organization Updates <ul style="list-style-type: none"> ○ Bank account created ○ EIN established ○ PTO Accounting Software – <ul style="list-style-type: none"> ▪ Suggestion: integrated if possible, ask for parent volunteer for book keeping (Shixiong), reimbursements will be issued by Victor/Shixiong via check ▪ https://www.myptez.com/ ▪ https://zipbooks.com/blog/free-quickbooks-for-nonprofits/ ▪ www.nptreasurer.com
Chair Reports			
	Fundraising		<ul style="list-style-type: none"> ▪ Kick off fundraising requests towards general fund <ul style="list-style-type: none"> ○ Checks only: make payable to IIA PTO ○ ACTION ITEM: Linda to draft PTO Donation Requests for group to review and Annie to send out from official IIA email. Principal Chuang to share IIA Parent Email list with Annie. ▪ ACTION ITEM: Principal Chuang to setup a mailbox for PTO ▪ Stables will be donating supplies – Donna will pick up and drop off ▪ Needs <ul style="list-style-type: none"> ○ Camera for hybrid learning ○ Purifier – looking to setup one for each classroom ○ Hand washing station
	Volunteer Committee/ Room Parent		<ul style="list-style-type: none"> • Parent Volunteer updates <ul style="list-style-type: none"> ○ Survey Results <ul style="list-style-type: none"> ▪ 10 submitted so far

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			<ul style="list-style-type: none"> ▪ Have parents check Spam box – Rionna sent a message via Official Line Group ○ Training Dates <ul style="list-style-type: none"> ▪ August 16th & 24th evenings via Zoom ○ Volunteers can be shared between English/Chinese class ○ Two per class
	Round Table		<ul style="list-style-type: none"> • ACTION ITEM: Need PTO logo in <u>PNG file</u> –Shixiong to ask Mac for it • Two PTO Google Folders – ACTION ITEM: Linda to pick one and merge. Will be going with the one that contains most items.
	Standing Item/Future Agenda		<ul style="list-style-type: none"> ▪ Mid-Autumn Festival Planning ▪ Future PTO Zoom Meeting Invite Link – eventually transition to Shixiong for PTO Board then use Principal Chuang for General PTO when we have bigger crowds ▪ Creation of PTO website updates <ul style="list-style-type: none"> ○ Site: https://sites.google.com/s/1bh5-BbJTUN6gEA8vxmX0u562eQcINH7U/edit?ts=60d15b53 ○ Consider adding school and PTO FAQ to PTO website
1 min	Meeting Adjourned		<p>Meeting Adjourned @ 8:37 PM</p> <p>Next Meeting: August 9, 2021 @ 7PM</p>

Future Meeting Dates and PTO Events

New Calendar Coming Soon