

IMAGINE. INVESTIGATE. INNOVATE.



ACADEMY

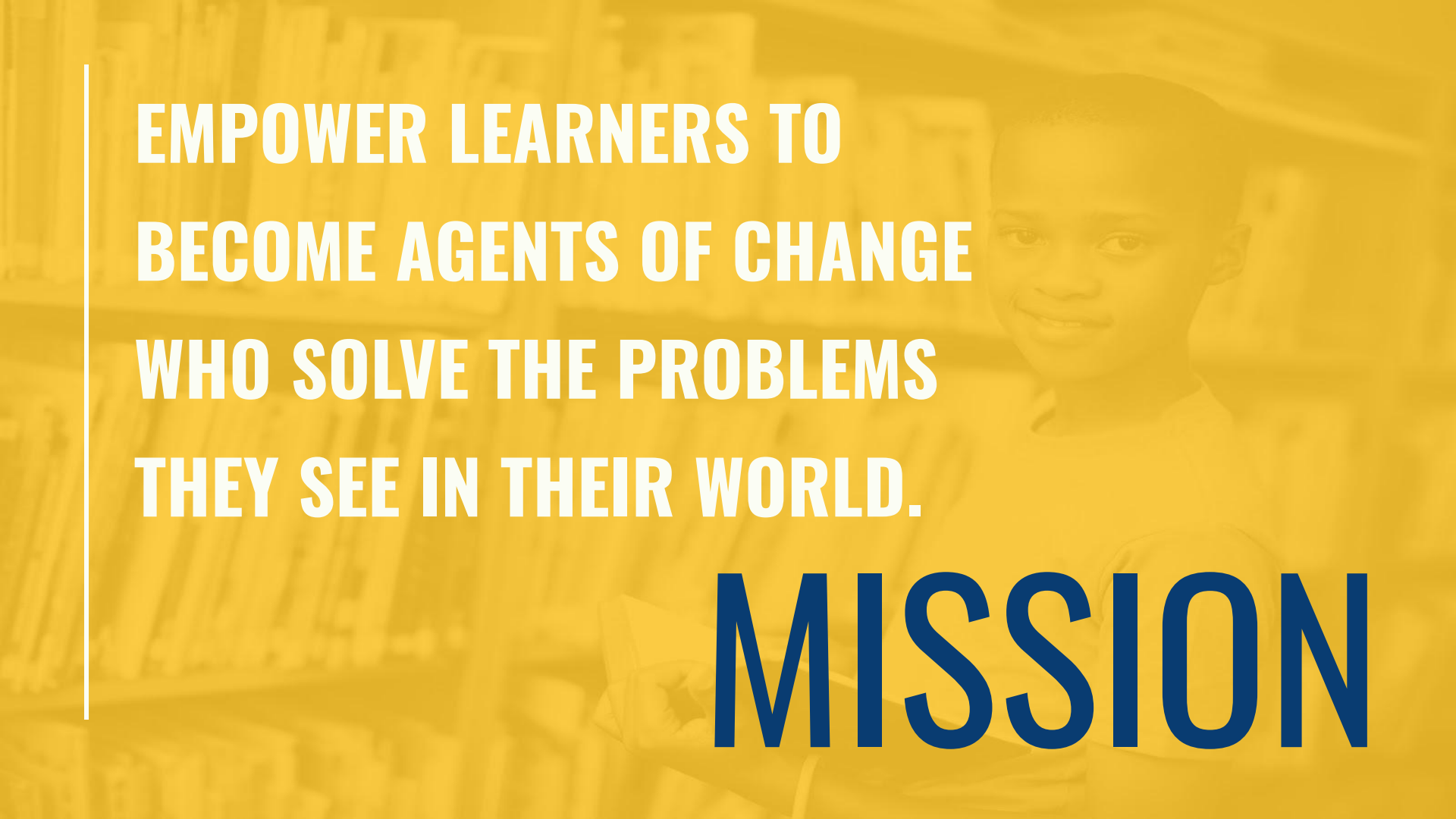
I3 PTO - Rocket Boosters

Summer 2022

THANK YOU



ACADEMY
IMAGINE. INVESTIGATE. INNOVATE.

A young boy with a slight smile is visible in the background, looking towards the camera. He is in a library or bookstore, with tall shelves of books visible behind him. The entire image has a warm, yellow-orange overlay.

**EMPOWER LEARNERS TO
BECOME AGENTS OF CHANGE
WHO SOLVE THE PROBLEMS
THEY SEE IN THEIR WORLD.**

MISSION



**WE ENVISION A WORLD IN WHICH
ALL LEARNERS ARE EQUIPPED TO
EXCEL IN A GLOBAL SOCIETY.**

VISION



.To organize and sustain excellent programs of faculty, family and community involvement that will increase student success in school while incorporating innovative approaches to make student's and staff's yearly experiences the best it can be. Engaging parents in their child's education and building family connections to the community.

Engagement Vision

Timeline

Timeline

- **Today's Meeting-- Introduce Executive Board and committee chair descriptions and outline of next steps**
- **July 8th - Nominations are due for each Executive Board position**
- **July 15th - Voting should be completed; candidates notified; begin recruiting committee chairs**
- **July 26th - Begin recruiting general members at Meet the Teacher (Grade level and committee sign up forms)**
- **August 11th - Executive Board Meeting (write bylaws/brainstorm ideas for the year; identify leadership for each grade level)**
- **Early August 2022 - First General Meeting (Begin forming committees; present bylaws to be voted on); plan for Committee Chair Orientation**

Notes for Executive Board

Outline

- **Must be present for monthly Executive Board Meetings and bi-monthly general meetings.**
- **Must be welcoming, communicate well, believe in the mission of i3 Academy, work well with others, be open to feedback, and be willing to resolve conflicts.**
- **Must familiarize themselves with Robert's Rules of Order for creating organized meeting set ups and voting on topics.**
- **Must be willing to meet with incoming board members at the end of the year to share important information and create smooth transitions between boards.**
- **In the future, board members should not serve as committee chairs, but it might be necessary for the first year.**
- **Must be willing to recruit general members and encourage them regularly.**
- **Must be willing to keep a binder of notes and important information for the person who takes the role next**
- **Must be willing to work towards becoming independent 501c3.**

President

Job Description

- Liaison between school officials and PTO. Create a schedule for meeting with principals.
- Responsible for getting all events and programs approved by principals.
- Responsible for scheduling and presiding over Executive Board and general PTO meetings.
- Responsible for ensuring bylaws are adhered to.
- Sets up Committee Chair Orientation.
- Apply for EIN and set up bank account with treasurer.
- Responsible for sharing updates from the Advocacy Committee.
- Recruits committee chairs.
- Keeps lists of all committees and committee chairs. Anticipate openings for the following year.
- Assists committee chairs in following through and planning when needed.
- Creates nominating committee who will oversee voting each spring.

Vice Presidents - MS and Elem.

Job Description

- Perform the duties of the president if he/she is absent.
- Assist the president.
- Help to lead Committee Chair Orientation.
- Participate in Executive Board Meetings and provides input.
- Coordinate scheduling events and keeps up with the school calendar.
- Each VP is responsible for representing their campus at the EB meeting.
- Responsible for sharing from the following committees at their respective schools:
Back-to-School, Black History Month, Hispanic History Month, Teacher Appreciation, STEAM, and End of the Year

Treasurer

Job Description

- Works with president to set up EIN and initial bank account.
- Understands financial controls and money-handling procedures.
- Develops an annual budget, including timeline.
- Lists budget categories and a detailed description of each.
- Understands the importance and use of standard financial transaction form
- Completes the annual financial review (“audit”).
- Understands the PTO’s status with the state and the IRS, including guidelines on how to complete annual IRS filings, if applicable.
- Maintains financial records.
- Intakes and receipts annual dues.

Membership Engagement Chair

Job Description

- Recruits members to join on both campuses.
- Manages and recruits volunteers.
- Liaison between grade level leads and Executive Board.
- Support families experiencing hardship or a death in the family.
- Responsible for sharing updates from New Family/Student Recruitment Chair, Community Service Chair, Hospitality Chair, Community Building Chair, Wellness Chair, and lead grade level chairs.
- Stays in contact with i3 Community Liaison

Recording Secretary

Job Description

- Writes proper minutes for each meeting and distribute them to general members.
- Prepares an agenda for each Executive Board and General meeting.
- Creates and maintains documents and forms for the group.
- Knows the rules on record-keeping and (minutes must be recorded and submitted to the IRS eventually).
- Responsible for planning the PTO Volunteer Appreciation Event at the end of the year.
- Responsible for writing thank you notes to any guests or especially helpful volunteers.

Communications Secretary

Job Description

- Creates a policy on how email will be used to communicate PTO business.
- Writes guidelines for PTO website content and communicates with web administrator about information that needs to be posted.
- Adheres to policy about confidentiality of student information in PTO communications.
- Creates and distributes flyers and newsletters.
- Keeps past flyers, newsletters, and communication tools for future board members.
- Posts important information and events in FB group.
- Stays in contact with i3 communications manager.
- Responsible for sharing updates from the Historian/Yearbook committee.

Fundraising Chair

Job Description

- Creates Criteria for evaluating fundraising companies.
- Maintains records of vendor contact names and phone numbers.
- Understands money-handling rules from the treasurer.
- Understands contract-signing rules from the president.
- Maintains plans, schedules, etc. for previous major fundraising projects.
- Creates policies about fundraising such as:
 - Rules for doing business with a school parent's company
 - The frequency of fundraising projects
 - Guidelines for considering nearby schools when selecting your fundraiser
- Responsible for sharing reports from Fall Festival, End of the School year chairs.
- Responsible for writing thank you notes to donors. .

Suggested Committees/Chairs

Description

- **Back to School Co-Chairs** Description: This person will lead a group who will help with back-to-school events such as Meet the Teacher, Open House, School Supplies and any other events around the beginning of school. Reports to respective VP.
- **Black History Month Co-Chairs** (includes 120th Day of School) Description: These people will lead a group who will help with Black History Month. Typically, the 120th day of school falls during February. Last year it was Harlem Renaissance themed. This group could help with decorations. The middle school hosted Eric Essix and had a showcase for BHM. There was a door decorating contest at the elementary school. Reports to respective VP.
- **Hispanic History Month Co-Chairs (Sept. 15 - Oct. 15)** Description: These chairs will lead a group who will help with Hispanic History Month. They will work closely with our library media specialists and Spanish teachers. Last year they did a parade of countries at the elementary school. Reports to Engagement Community Chair

Suggested Committees/Chairs

Description

- **Wellness Chair** Description: This chair will lead a group who will support our nurses, coaches, and child nutrition specialists. Reports to Community Engagement Chair.
- **Fall Festival Chair** Description: This person will lead a group who will plan and coordinate a fall festival. This event could also be outreach for interested families. Reports to Fundraising Chair.
- **End of the Year Co-Chairs** Description: These people lead a group at each school who will organize and coordinate Feel Day (elem), Soaring Day (elem.), May Day (MS) and any other end of the year activities. Reports to Fundraising Chair.

Suggested Committees/Chairs

Description

- **Hospitality Chair** Description: This person will lead a group who will help set up food, drinks, and name tags and welcome any guests to our schools. Reports to Membership Engagement Chair.
- **Teacher Appreciation Co-Chairs** (MS and Elem) Description: These co-chairs will lead a group who will be responsible for celebrating our teachers throughout the year and during Teacher Appreciation Week (the first week of May). This will also include a celebration for the Teacher of the Year. Reports to respective VP.
- **Community Building Chair (AKA Social Chair)** Description: This person will be responsible for planning social and fun events that will increase community between the students and families at i3 Academy. He/she will also help with holiday events at the school. Reports to Membership Engagement Chair.
- **Grade Level Co-Chairs** Description: Each grade level will have a lead chair person who will also serve as the room parent for his/her child's class (this may be broken down by advisory class for MS). This person will be the liaison between the Membership Engagement Chair and the rest of the grade level parents.

Suggested Committees/Chairs

Description

- **Past President (Future Years)** Description: This person was the former PTO president and will serve as a mentor to the current PTO president. He/she is expected to continue involvement the year after serving as president in order to maintain continuity within the organization. He/she does not attend executive board meetings but should be at general PTO meetings.
- **Historian/Yearbook Chair** Description: This chair will lead a group who will document the events that happen throughout the year. They will need to keep a close eye on the students who have media releases. They will create a virtual or physical yearbook at the end of the year. Reports to Communications Secretary.
- **Advocacy Chair** Description: This chair will lead a group who will help with any charter school advocacy events. They understand the charter law and the laws that need to be changed. They may be called upon to speak to the press when laws are up for discussion. While this committee cannot be political in any way, they can host politicians and other charter school advocacy groups. This chair will work closely with the community liaison. Reports to President.

Suggested Committees/Chairs

Description

- **New Family/Student Recruitment Chair** Description: This chair will lead a group who will help recruit new families to i3 Academy. They will host events for interested families and help them through the recruitment and enrollment process. They will also host welcome events for new families and give tours. This chair will work closely with the community liaison. Reports to Membership Engagement Chair.
- **Birthday Chair** Description: This chair will lead a group of parents who will host a monthly birthday treat for all i3 Academy students. Reports to Recording Secretary.
- **Community Service Chair** Description: This person will lead a group who will be responsible for setting up community service activities for the whole school. They will also work with the i3 food and clothing pantry to coordinate volunteers. Reports to Membership Engagement Chair.
- **STEAM Chair** Description: This person will lead a group who will support our STEM and arts initiatives. They will bring STEM projects to the school and help recruit speakers for Career Day. Reports to Membership Engagement Chair.

Next Steps

Next Steps

- If you are interested in serving on the Executive Board, please complete the application we will email out.
- You will need to indicate the top two positions where you would like to serve. There will be a place for you to write a bio and indicate why you would be a good choice for this position.
- All applications are due by July 8th.
- We will pull all of the bios into one slideshow to present to our Parent Leader group. This will be linked to a voting form.
- Voting will be completed by July 15th and announced the following week.
- Once the Executive Board has been filled, committee chairs can be recruited.