

**Notre École Parent-Teacher Organisation (PTO)**  
**Minutes**  
**Meeting on Tuesday April 5<sup>th</sup>, 2022, 8:30 pm**  
**via Zoom**

**Present:** Valérie Grand Marschner, Lilia Spitzack, Claire Corvaisier, Jean Christophe and Nelly Ricaud, Lida Noll, Jerome Chalmeau, Paula Bernal

**1/ Vote on the Minutes from 2/28/22**

- We will vote on the minutes at the next meeting.

**2/ Open House debrief**

- Next open house: Involve more the current families
- Have a schedule for the open house with a clear timeline of what's happening, and where. For example, a guided tour of the school/ activities in the classroom/ shows in music class etc.
- PTO will make a donation at the next open house to feed the teachers and volunteers towards the end of the open house
- Feedback from parents:
  - o Great experience after 2 years of not being to hold an open house
  - o Having the show before the open house was a great idea to get the event started
  - o 14 new families showed up
  - o Next fall festival or Winter gala would be a great time to have another open house
  - o If/When we do another and bigger open house, we need to be aware of the safety of the children. They tend to run around during an open house and we want to make sure they are safe during an event like that with new families visiting the school
  - o A perspective family said they liked that the school was small and that it seemed like a great family friendly environment
  - o Could Notre Ecole hire a videographer to make a marketing video of Notre Ecole to showcase the students and teachers
  - o Some new families might be worried about the French speaking aspect: how can we reach out to non-French speaking families and reassure them that they don't need to speak French to attend Notre Ecole
  - o PTO needs to communicate more with Notre Ecole prior to the open house to get organized and plan activities and volunteers

**3/ Donation to the school**

- PTO would like to make a donation to the school to help finance the playground
- Discussion on how to spend PTO money to help the school/ teachers and students
- Priority is to support the school and what it needs right away
- Motion to make a donation of \$500 to the school this week, towards the financing of the new playground: passed unanimously

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**4/ Para appreciation day and Teacher appreciation week**

- Para appreciation day is tomorrow: Wednesday April 6<sup>th</sup>
- Mme Zilka reached out to PTO to ask us to do something for para-appreciation day
- PTO will instead “celebrate” the para during teacher appreciation week in May
- What to do for teacher’s appreciation week: Lunch isn’t a good idea as teachers don’t usually have much time to enjoy a lunch during the school day
- We could involve families and PTO to do something for the teachers the first week of May: homemade baked goods/art/cards etc.

**5/ Spring Ball**

- Spring Dance: Friday April 22<sup>nd</sup>
- Kids will bring the check to the co-coordinators during the spring dance as a symbol of our financial help and encourage parents to keep donating and supporting the school
- During the day, kids are invited to dress up. The theme for the day is the Cannes Movie Festival. They will be watching some short films at school
- School will transition into the spring ball/ dance party after school
- Event will start at 3:30pm and end around 6:30pm.
- Sound system and red carpet from the school
- Disco ball, spot lights and photobooth from Valerie and Alex
- Balloons from Lida
- Music: Claire is creating a playlist. How can we involve kids and families with the choice of music? Valeri and Lilia will bring that up to the coordinators tomorrow during a meeting with the school
- Volunteers will be needed: How many? For what? Valerie will create a sign up genius
- To include in the signup: parents volunteering, families’ favorite song, center pieces to decorate the tables
- Food: Pizza and popcorn. Drinks: water and juice
- Valerie volunteers to write and design the menu for food and drinks
- Claire will go grocery shopping
- Lilia will look into using square to have an electronic payment option
- Volunteers to set up as early as 1 pm: at least 3 parents: Valerie, Claire and Paula, ore if possible. Lilia can come around 2:30pm

**6/ Parents voice**

- Volunteers needed for Saturday April 9<sup>th</sup>. Big fundraiser and Jerome still needs some people to help, especially between 2pm and 4pm
- Save the date: Science Fair: May 6<sup>th</sup>
- Kermess end of the year celebration: June 3<sup>rd</sup>
- Fundraiser: June 4<sup>th</sup> or June 10<sup>th</sup>. Volunteers will be needed

Motion to finish the meeting 9:30

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**Next meeting:** 5/3/22 at 8.30pm