

PTO Meeting Agenda/Minutes
September 2015

Approved: 20-October 2015

Summary:

We reviewed and approved the minutes from April 2015. We discussed that the school year was off to a good start. The PTO will be working on a budget to present at our October meeting. For the last school year we had \$84,000 income from last year, from fundraisers, beginning of year donations, etc. and were \$128 under our budget. We had committee chairs report on activities. These included summaries from Academic Games (first meeting on 15-Sept), Bagel Friday (18-Sept), Harvest Moon (29-Oct), Learning Garden (20-Sept tour), Math Club (15-Sept), Math Club (29-Sept), and Rake and Run (04-Oct). We also had major updates from the Learning Garden re: the pergola/greenhouse project, from the PTO Thrift shop regarding funds, from the Book Fair team, as well as updates on the PTO Directory and Space Camp. We also revisited the issues with the Math Olympiad and the Garden Greenhouse from the past school year.

In Attendance: Larissa Sano, Erika Levin, Angela Cullen, Kim Gervant, Sarah Wentzloff, Sara Robins, Liz Batteh, Laura Weintraub, Gayle Green, Brian Wiseman, Mya Spector, Pam McGuinty, Adam Sorkin, Sara Schneidewind, Xiao Chen, Kapil Gupta, Sara Zocher, Becky Locke, Suzanne Muenz, Linda Hagan, Mary Cooper, Tim Pinto, Carly Ly, Bocio Adame-Martin, Amy Janowicz, Laura Schram, Ann Lin, Jennifer McNamara, Seema Gudirada, Yan Lei, Annie Seo, Menaga Kaliavar, Kiana Barfield, Sarah Topliss, Varsha Chetlur, Karin Sletten-Farjo, Ksenia Kozak, Carrie Bora, Sherry Grant, Pradeepa Rayasam, Sue Lin, Stacey Hamill, Pine He, Suman Tewari, Mahendra Muli.

1. Called to order @ 6:35 pm
2. Minutes - Reviewed previous meeting's minutes
 - a. Motion to approve minutes: Ksenia Kovak
 - b. Seconded: Karin Sletten-Farjo
 - c. Vote: approved with all in favor
3. Principal Report - Mrs. Cooper
 - a. this Monday is curriculum night (Sept 21st); important event for parents to learn what is going on in their classroom
 - b. do have King Care for children, but must sign-up in advance if you need to bring children
 - c. this year, have asked parents to help with whole school auditorium meetings
 - d. many thanks for keeping King elementary great!
4. Teacher Report - Mrs. Hagan
 - a. representing the teachers this year
 - b. teachers send their thanks, especially for all of the extra work on landscaping, painting, home improvement

- c. request from ELL teacher - was wondering if PTO can recruit/compile current King multilingual families to help with new non-English speaking families to help them through the process.
 - d. part of PTO efforts include classroom grants to teachers to allow them to buy items for their classrooms; funds to PTO supports essential supplies and many other classroom items. Usually it is \$30/student per classroom.
5. Treasurer Report - Brian Weisman
- a. already processing incoming funds from parents to PTO
 - b. \$84,000 income from last year, from fundraisers, beginning of year donations, etc.
 - c. last year; \$128 under budget from last year. Although our goal was to overspend our budget.
 - d. key effort in first few months is to finalize budget for the year, and to set spending goals;
 - e. goal is to make this a better environment for teachers, students, and King families - expenditures are developed to reflect this goal: e.g., field trips, classroom support, teacher support, extracurricular learning opportunities
6. Committee Reports
- a. AAPAC (Parent Advisory Council)-Laura Weintraub, Carrie Bora
 - i. First AAPAC meeting is Mon Oct 5, 7-9 PM at Tappan Middle School Media Center. All parents of kids with disabilities / special needs / IEPs / 504 plans welcome to attend.
 - ii. District-run organization, thus AAPS schools are involved
 - iii. can contact Laura or Carrie if you are interested in resources or participating
 - iv. Jennifer McNamara volunteered to represent King as our AAPAC representative.
 - b. Academic Games-Vivian Lin
 - i. First meeting Sept 15th, King MPR, 7-8:30 PM; first 2 Regional tournaments will be Sept 26th at Clague and Oct 24th at Huron; State Tournament in Grand Rapids will be Mar 2-4, 2016; National Tournament in Atlanta will be Apr 21-26, 2016.
 - ii. For fourth and fifth graders; learn math, logic, and grammar games, practice throughout year, with tournaments in the springs
 - iii. Past three years, fifth graders have participated in national tournament
 - c. Bagel Friday-Sara Schneidewind, Sara Zocher
 - i. The first Bagel Friday will be this Friday the 18th. Other dates have not yet been set.
 - ii. **If teachers could be reminded that they get a free drink and bagel or muffin that would be great.** We love to have them stop in and say hello and grab a bite to eat.
 - d. Communications/Enotes-Kim Burton-Weisman

- i. We currently have 750+ subscribers (all parents, teachers and staff) for the eNotes. (Last school year we ended with a total 628 subscribers.)
 - ii. First eNotes went out this week - PTO newsletter that highlights PTO events, including upcoming events, book fair, activities, and meetings
- e. Harvest Moon-Carrie Bora, Liz Batteh
 - i. Th 29-Oct, at King School, c. 5:30 pm (gets dark early)
 - ii. This will be third year for Harvest Moon festivities
 - iii. Many cultures have festivities with full moon and harvesting activities
 - iv. Have costume parade with lanterns that are made on site, and other crafts
 - v. Need to have volunteers to help with making lanterns, and with craft costumes
 - vi. Families can contact chairs if they want to see an additional activity, but need to do this soon
 - vii. Will have a food cart
 - viii. Have a request for any parent who might be able to set up outside lights
 - ix. Note that the School does not have any Halloween celebration
 - x. see King PTO website for contact information for all PTO chairs
 - xi. Need to figure out event specific insurance
- f. Learning Garden-Sara Zocher, Becky Locke, Katharina Conlan, Neha Shah
 - i. Sun, Sept 20 1:00pm - AAPS Garden Tours - King is one of 6 outstanding school gardens being highlighted. Tour of garden, then reception at Tappan
 - ii. A big THANK YOU to all the King families who volunteered to keep our garden growing all summer.
 - iii. Sun, Oct 4 - Rake & Run - After the school 5k, we are looking for volunteers to help get our garden ready for fall/winter, including fencing improvements, working on rain garden, and a designated wildflower space.
 - iv. Pergola project - This Saturday Eagle Scouts will be working to build a pergola over the outdoor classroom area of the garden. This will also provide additional growing space. This project is progressing with additional funds.
 - v. Shed now has a live roof
- g. Math Club-Mahendra Muli, Jing Liu
 - i. New curriculum and approach this year.
 - ii. Parent info. meeting will be Sept 15th 7:30 pm in the media center. This year we open up the program to 1st through 5th graders.
 - iii. We will participate in the international Math Kangaroo competition in April. 4th and 5th graders will also be able to participate in **Math League** competition, also in the spring.
 - iv. We will put students in two groups: grades 1/2, and grades 3/4/5. We have enough coaches for the older group.

- v. We have 2-3 coaches for the younger group, and will need to recruit another 2-3.
- vi. All coaches will work together to develop materials and discuss teaching strategies. We will also register with **Math Kangaroo** to become a local test center. In the future, we may consider whether to open up the test center to non-King School students. But for the first year, we will only take King students so as to reduce the work load of volunteers.
- vii. Need more volunteers!
- viii. Historically has been held on Wednesday night.
- h. PTO Thrift Shop Liaison-Sara Schneidewind
 - i. Reminder to the committee chairs - **if you are sending home a school wide flyer please consider putting the Thrift shop promo on it.** We get money for every promotional ad that goes home to the whole school. Contact Sara Schneidewind for the promos. Also, we will again have 4 opportunities to have our groups featured in the Thrift Shop's "Show Your Support" week. In previous years it has been The Learning Garden, Academic Games, Community Action, and Space Camp. Any changes in this line-up should be decided soon.
 - ii. usually PTO gets 2K-3K per year from Thrift Shop efforts
 - iii. Also have directed school fundraising (if you purchase something at the store, you can use tokens to vote for school specific efforts)
- i. PTO Council Rep-
 - i. **NEED REPRESENTATIVE.** Monthly meetings on **Monday** evenings. Liaison between King School and council made up of all PTOs. Meetings at Balas Admin building.
 - ii. Every school in district sends a rep to represent the school
 - iii. At monthly meetings, discuss items that are relevant to all schools in the district (e.g., bell times, testing, busing, etc.)
 - iv. contact King PTO if you want to
- j. Teacher Appreciation -Pradeepa Rayasam
 - i. **Would like co-chair**
 - ii. **Help with coordinating teacher potlucks for lunch, student thank you notes, etc.**
 - iii. **Can contact King PTO**
- k. Traffic & Safety - Erika Levin
 - i. No Left Turn Signs updated on Waldenwood to reflect new bell times (345-415 pm), several parents working on circle drive to help direct traffic first 3 weeks of school to educate parents regarding proper "do's and don'ts" of drop off/pick up procedures.
 - ii. Working on congestion, reinforcing traffic policies
 - iii. **Need to find new committee chair.**
 - iv. Thank you parent volunteers for helping with this!

- v. These procedures have helped with drop off, **especially** during inclement weather and winter
 - vi. Also, easier for neighbors to get to/from their homes!
 - vii. **Implemented rules to protect the children/parents, and to prevent property damage**
 - viii. Please note Mrs. Cooper's emails regarding safety/considerate practices in cul-de-sacs.
- I. Welcome Back Dessert Night-Vijay Janardhan
 - i. To be held on 9/29/15 from 6.30-8.00pm at the playground and multipurpose room. all families are welcome. Will be on the enotes.
 - ii. Please sign up on the sign up genius being sent - nut-free desserts are requested. Also need help with set-up and clean-up

Book Fair Updates: Suzanne Muenz, Tomomi, Carly Lee, Ping He are the chairs

- have two book fairs: one before winter break and one in the spring
- can purchase scholastic books at both events
- at spring book fair, families can donate gently used books, which students can get a few books for free
- need volunteers to help set-up, monitor, and clean-up for book fairs, includes helping as classrooms visit the book fair, and children select books
- need 40-60 parent volunteers
- we sell other items during book fair to help generate funds
- Carrie Bora volunteered to do Popcorn for big events, like book fair: although she would welcome someone else who might want to take this over!

Science Olympiad: Karin Slette-Farjo

14-May 2016

Box Top Chair: Sarah Robbin

- \$1584 from last year's effort
- can start collecting now, then we have students turn them in sometime in early May
- winning class gets an ice cream party
- keep an envelope at home; then parents will get notified, children will bring in items

Space Camp: Ping He (and other co-chairs)

- for fifth graders: a tradition for past 16 years
- fundraise so that all families can participate
- look for these fundraisers throughout the year, and consider supporting these King Students
- can look for more information on King PTO website
- Children, parent chaperones, and teachers go to Alabama to participate in a week of events related to Space and Space Travels
- Includes renting buses, paying for gas, paying for food, covering lodging/activities associated with Space Camp.

- PTO helps support this event, so that all King families can participate

King PTO directory

- have ~176 families that are currently signed up
- We have adopted an online directory, to allow for faster distribution, to reduce paperwork

7. Old Business

- Follow up Math Olympiad - Had significant legal issues during the springtime (copyright issues, in terms of posting copyrighted material). We submitted our check in the spring and it was cashed by the Math Olympiad for Elementary & Middle Schools. We have a signed agreement stating that all King PTO members are freed from future legal issues. If any emails, phone calls, or communications are received from Math Olympiad, please forward to the PTO executive board. This year, we are using a different math program, that has many added benefits.
- Greenhouse - \$2500 funding requested at last PTO meeting to help fund greenhouse project by Eagle Scout. The funding was not approved over the summer. Subsequently the Eagle Scout has received a grant by the Turner Foundation and has re-designed the greenhouse to cut costs. He may like to give a short presentation to the PTO to describe the greenhouse and ask for a much smaller amount of funding.

8. New Business

Timeline for budget...? Committee chairs and teachers are putting together budgets for events; assume similar budget to last year, unless you have indicated otherwise. Send your info to Brian and Pam

King Care during PTO meetings (free to parents): but need to be children that are school aged; children can come to meetings with their parents, but children cannot be free roaming the school during these events.

Next Meeting, 20-Oct

9. Meeting Adjournment @ 7:40

- Motion to adjourn: Karin Sletten-Farjo
- Seconded: Carrie Bora