

PTO Meeting Agenda/Minutes

DRAFT Minutes

Awaiting approval at November 2015 meeting

In attendance: Erika Levin, Larissa Sano, Brian Weisman, Ksenia Kozak, Sarah Wentzloff, Suzanne Muen, Liz Batteh, Jen McNamara, Varsha Chetlur, Mya Spector, Jamie Haberichter, Carly Ly, Tomomi Kumagai, Katie Fitzpatrick, Linda Hagan, Marguerite Murster-Dillard, Remy Wurster, Becky Locke, Ben Ewy, Mary Cooper, Kening Zi, Pradeepa Rayasam.

1. Called to order @ 6:40 pm
2. Minutes - Reviewed previous meeting's minutes
 - a. Motion to approve minutes: Liz Batteh
 - b. Seconded: Suzanne Muenz
 - c. Vote: all, approved
3. Principal Report - Mrs. Cooper
 - a. introduced Katie Fitzpatrick, Librarian - she could use help with more volunteers in the Library
 - b. proud of staff and students - off to a great start
 - c. done with NWEA testing for fall
 - d. parent conferences coming up, excited about that - all parents are encouraged to participate
4. Teacher Report - Mrs. Hagan
 - a. nothing specific
 - b. teachers are grateful for continued support of all teacher efforts at King
5. Treasurer Report - Brian Weisman
 - a. went over the budget process
 - b. right now we have a c. 10K deficit for this year; likely with updates, this will become a higher number
 - c. goals are to spend where there is a need, trying to spend a deficit
 - d. expect that some things will not be fully spent
 - e. member contribution is already close to our goal (just 1K short)
 - f. we will send out another request for funds
 - g. looking at cost of goods sold
 - h. will likely add an "other" line, to allow us some flexibility to spend for unanticipated items
 - i. note that some field trips are paid for by the AAPS or by grants, but that many are funded by the PTO, e.g., UMS trip, Lansing trip, Greenfield village trip, etc.
 - j. general enrichment activities such as academic games, math club, science night/WESO and then also more school wide activities such as Raz Kids, Big Brainz
 - k. mini grants - \$30/student for each teacher to spend on classroom supplies, etc. these funds are often spent to enhance quality of learning environment.
 - l. PTO also provides funds for Computer Lab, ESL, Music, PE, Speech, etc.

- m. note that PTO is paying for KingCare, for those parents who want to attend the meetings, and need child care
- n. Q: what changes that impacts our budget that cause us to underspend based on our initial budget? R: Brian is still investigating this. Last year, it seemed that the minigrants were not maxed out, so underspending in this area had an impact. Second factor is that we get funding for items from other sources, or the cost is lower than expect. Over all of these factors, we have tended to end up under-budget. Clarification: Over the past two years, we have aimed to spend down our budget, (by 30K or by 20K), but we have not been able to meet this goal. our goal has been - if there is a good purpose and a good process in place, the PTO aims to draw down its savings to make sure we are maximizing our use of parent funds.
- o. bottom line: we have a large amount in savings. ideally we might target one-time expenses, unless we can support additional spending on an annual basis.
- p. NOTE: that AAPS tech bond has supported purchased a classroom set of iPads (30 units) as a classroom cart: also have a few additional iPads for use in K classrooms; King also got a cart of Chrome books; and a cart of Mac laptops. Bottom line - King has a lot of new technology, that seems to be meeting needs.
- q. Principal Cooper has asked for 3 additional iPads, to make the total number more useful.
- r. we will update budget, post it on the PTO website, and VOTE on it during our NOV meeting.
- s. key changes: innovation grant pool will be increased to allow us to fund more teacher activities; we will up the minigrant allotment for teachers who are new OR who have changed grades (to support purchase of new books, supplies, etc.)

6. Committee Reports

- a. Book Fairs-Tomomi Kumagai, Suzanne Muenz , Carly Ly, Ping He
 - i. We started the school year with a purchase of over 300 books for classrooms that needed reading material, by using approximately \$1200 of the Scholastic reward dollars from previous book fairs. We have begun our preparations for the first book fair on **December 2-4** so mark your calendars. We will be needing lots of helpers and will have the online signup few weeks prior.
 - ii. Our spring book fair is rescheduled for March 15-17 (T W Th), ending on a Thursday (with a modified - Bagel Thursday! or Bagels and Books) due to a conflict with school assembly on the 18th.
 - iii. We have created a gmail address that enables the committee to access year to year. kingptobookfair@gmail.com
 - iv. in terms of books for teachers - committee asked teachers to submit a wish list, and tried to buy the ones they requested. However, available books differ between the flyers and the book fair. In some cases, you can't use the scholastic dollars to buy the books from the flyer.

- v. at the book fairs, teachers can fill out “wish list items” from the book fair. This includes the Library. Parents can then buy books for the teachers and for the Library. We can also use Scholastic dollars to purchase these books.
- vi. Also use Scholastic dollars to help students on free or reduced lunch, so they can participate in the Book Fair
- b. Community Action Network - Larissa Sano
 - i. working with Alex Ducoffe
- c. Harvest Moon-Carrie Bora, Liz Batteh
 - i. Most supplies purchased. awesome dog vendor confirmed. Looking for more volunteers. haven't heard from custodial staff if brooms etc. will be left
 - ii. Nine day countdown
 - iii. Previously we have had tickets for families with free/reduced lunch, so we can help support these families
 - iv. this year, all families can purchase these tickets ahead of time - last year, the tickets weren't use. This year, we will be distributing the tickets ahead of time.
 - v. this year, we will have a combo ticket sale. then if they want to buy something additional, then they can use cash.
 - vi. volunteer slots are filling up, but still looking for face painters (anyone..?)
- d. International Night-Mithu De
 - i. Steering committee meeting tomorrow, Wed 10/21 at 7 pm World Language Room
- e. Learning Garden-Sara Zocher, Becky Locke, Katharina Conlan, Neha Shah
 - i. **Thank you** to Oct 4 Garden Workday King family volunteers.
 - ii. Additional thank you to Cirlce K of U of M volunteers who also helped out on Garden Workday (finished rabbit proof fencing).
 - iii. 2 seperate Eagle Scout projects (pergola/passive solar greenhouse) updates since last PTO meeting. Mani/KLG partnership looking forward to serving Garden Goodness on **Fri, Oct 30**.
- f. Math Club-Mahendra Muli, Jing Liu
 - i. Will start classes this week. We have 100 kids in the club. Grades 1-2 will meet on Thursdays; grades 3-5 will meet on Wednesdays. We are in the process of signing up as a test center for Math Kangaroo. We have a core group of about 12 lead coaches, and are asking all parents to help out with smaller tasks.
- g. Spirit Wear-Ben Ewy
 - i. We sold 186 items in 2014 / 2015, up from 101 in 2013 / 2014. We are working with Underground Printing to understand their new printing policy as they have changed from when we worked with them last. Previously they allowed the same artwork (one graphic) across multiple items to be charged once, now they are charging per item printed. This is why we

only broke even on our second print run and did not make money like we did on the first. They had not informed us of this change prior to the printing. We are vetting other printing options (VG Kids in Ypsi), but may just stay with UG and change our strategy.

- ii. The plan is to do another run in time for Holiday gift giving as we did last year, but do more marketing through emails, send home flyers and in-school signage. Would welcome ideas on items that people would like (water bottles, socks, etc.) outside of the usual apparel items. Need to confirm how many tote bags we have left from last run to access if we need / want to print more.
- iii. the biggest selling item - the tie-dyed t-shirt and the kids hoody. if there are any other items, then send suggestions to Ben. We had discussed water bottles (but need a 75 purchase minimum); fleece and hat sales were flat...! might try selling the fleece items for the Holiday.
- iv. What about graduation shirts for sell during Holiday print, because this might affect sales
- v. also looking for a "Future King School Student" t-shirt. Seems like there would be interest in this
- vi. Ben will have an updated sheet / proposal before the next meeting
- vii. Note for budget: PTO did not spend any money last year on the Spirit Wear, and if we go through
- h. Student Directory-Sarah Wentzloff
 - i. 383 out of 483 students are in the directory. Classroom placement assignments and editing have been completed. Since the last meeting, the directory went live.
- i. Teacher Appreciation - Pradeepa Rayasam
 - i. Teachers appreciation **Dinner** is on the all conference day, Tuesday, November 10th (for parent-teacher conferences). The Signup link has been published and we have volunteers signed up. May still need 1 or 2 helpers for the set up and cleanup. We will be purchasing food from Jimmy Johns and a salad bar.
 - ii. Next event in December, which is a potluck volunteer lunch, to bring items to share with teachers.
- j. Turkey Trot-Tim Pinto
 - i. We have set a date with Ms. Arbour (Thursday **Nov. 19**) and have started process of requesting donations from Busch's. When the date gets closer, we will look for volunteers.

7. Old Business

- a. Insurance - volunteers are covered at events by our policy (so no additional insurance is required - including off site events, like International Night)
- b. Contracts - advised by past presidents that executive board members should sign all contracts (e.g., for registration fees, for vendor contracts, etc.). Although

it does not appear to be stipulated with current policy--it may vary with individual insurance carriers--so committee chairs should ask an exec board member to sign all contracts.

- i. PTO Ex Brd will follow up on this - so if you need a contract signed, have Ex Brd member do it.

8. New Business

- a. **Want Public Relations person!!**- communicate with AAPS to let them know all the great stuff we do at King. Photos, write short blurb.
 - i. have a communications team for the district, who are responsible for getting news out; however, we need someone connect with King who can help get this information out
 - ii. This effort could be a paragraph + photo re: what is going on around school
 - b. Contracts - should be signed by officers
 - c. Katie Fitzpatrick - King library
 - d. Interest in starting Debate Club?
9. Meeting Adjournment @ 7:45 pm
- a. Motion to adjourn: Liz Batteh
 - b. Seconded: Suzanne Muenz