

## PTO Meeting Agenda/Minutes

In attendance: Erika Levin; Carrie Bora; Brian Weisman; Varsha Chetlur; Karin Sletten-Farjo; Mary Cooper; Linda Hagan; Suzanne Muenz; Ben Ewy; Jennifer McNamara; Talisha Sutton; Eric Kennedy; Marguerite Dillard; Ping He

1. Called to order @ 6:36 pm
2. Minutes - Reviewed previous meeting's minutes
  - a. Motion to approve minutes: Karin Sletten-Farjo
  - b. Seconded: Jennifer McNamara
  - c. Vote: all ayes
3. Silent Auction activity
  - a. powerpoint presentation by Carrie re: planning activities
  - b. recruiting for volunteers now, requires a lot of planning and parent support
  - c. Talisha Sutton volunteered to help with communications about the Silent Auction, such as updating the website, helping with enotes, etc.
4. Principal Report - Mrs. Cooper
  - a. donations have been collected for snowman gifts, coat drive, and food drive (>1200 non-perishable items)
  - b. M-STEP results will be released on Thursday; parent will get reports out in early 2016 for current 4th and 5th graders; this new test is designed to align with Common Core, which means that most students are testing at a lower level (a new baseline);
  - c. for students who were in 5th grade last year, the reports will come from Clague
5. Teacher Report - Mrs. Hagan
  - a. teachers appreciate book donations from book fair
6. Treasurer Report - Brian Weisman
  - a. passed budget last month
  - b. no major updates regarding expenditures/revenue
  - c. currently handling reimbursement requests from teachers, responding to field trip requests
  - d. looking at better ways to track mini-grant tallies for individual teachers so they know what they have spent (to date) and the funds remaining
  - e. innovation grants: we have \$4,000 budget for school year; we just approved first two requests (ergonomic chairs and materials to build windmill to pump water as part of engineering module)
7. Committee Reports
  - a. Academic Games-Vivian Lin
    - i. About 35 students are practicing regularly at this point. We just completed the 4th Saturday tournament (out of 6), and held our own in tough competition in equations and set theory w Clague, Amerman, A3O, Tappan, and other schools from southeast MI, earning 5th place out of 18 schools competing. We are on track to compete in Equations, Set Theory,

On-Words, Linguishtik, Presidents, Propaganda, and Wff-n-Proof (logic) at the State Tournament Mar 2-4, 2016. Thanks to the PTO for all your support!

- b. Book Fairs-Tomomi Kumagai, Suzanne Muenz , Carly Ly, Ping He
  - i. We are currently wrapping up the Winter book fair. Our total sales with tax was \$11,849.50, \$11,257.79 without tax. The amount we will receive in Scholastic dollars is \$6,191.76 (because of 5% bonus amount)! The committee would like to keep a couple hundred dollars of this in reserve in case we need some additional funds to order books for teachers/staff, to order a new book fair banner, etc. So, Ms. Fitzpatrick will be awarded \$5,500 to purchase much needed books and other items for the library!!!
  - ii. King families donated 105 books for teachers and the PTO used Scholastic Dollars to purchase an additional 50 books to help complete their wish lists. We are still waiting on some books that had to be backordered and will be delivering them before the holiday break.
  - iii. We had two new things this year – a raffle for teachers and for our volunteers. Mrs. Russell won the teacher raffle and got to pick out \$30 worth of books for her classroom. And one of our Volunteers, Ying Liu, got \$20 Scholastic gift certificate. We had 85 volunteer slots filled by 54 volunteers.
  - iv. Other numbers – we raised \$136.44 for All 4 Books through the poster raffle and donation box near the cash registers. Scholastic will match that amount and donate books to children in need. It is also the money that we use to buy the books for the free/reduced lunch children. 11 books were purchased using these funds. \$88.03 was raised for Space Camp with popcorn sales. And, we sold 3 King tote bags, totaling \$45.
  - v. Thank you for all of your help and support during book fair week. You all help to make it possible. We look forward to another successful book fair in March.
- c. Community Action-Larissa Sana, Tomomi Kumagai
  - i. Snowman gift giving - all requested items have been purchased and will be distributed to appropriate families
  - ii. Coat drive is complete - we'll count the coats and report collection information at the next meeting. All clean coats will be donated to CAN for distribution to AAPS schools.
- d. Science Olympiad-Erika Levin, Karin Sletten-Farjo, Pritika Shrivastava
  - i. **Student registration is open.** We still have 3 coaching and 1 assistant coaching spots open, mostly for 2/3 grade events.
  - ii. New for this year: **more students can compete from each school** (approx 130 compared to 100 last year!).
  - iii. We have a new Science Olympiad logo this year (from Terry Brodkey)!

- iv. We also have a new head coach (Yong Miao) due to Pritika moving overseas. Yong will start working with us when he returns from China in January.
- e. Silent Auction-Karen Saito, Carrie Bora
  - i. The Core Team met on 12/7 and recruited 7 out of 9 committee leads. Silent Auction meeting minutes  
[https://docs.google.com/document/d/1pU1Wk5G7M-v87\\_UwrYn67F\\_xc0\\_5cNvPXujQdRINIFA/edit](https://docs.google.com/document/d/1pU1Wk5G7M-v87_UwrYn67F_xc0_5cNvPXujQdRINIFA/edit) (Please let me know if you need access) We have purchased SchoolAuction.net software and are actively training and setting up to prepare for the auction on 5/6/16. We have created and will be sending a Signup Genius to recruit more volunteers for solicitations and planning. Please feel free to include link in PTO updates.  
<http://www.signupgenius.com/go/30e044ba4a92da75-king>
- f. Space Camp - Neha Shah, Ping He, Nithya Rajesh
  - i. We raised \$4532.53 in total for Space Camp. Among it, \$3721 was from direct-ask fundraising, \$723.5 from ice cream social, and \$88.03 from popcorn sale at the bookfair. Thank you for all you generosity and support for Space Camp. We are moving on to next step of planning (booking buses, arranging food).
  - ii. Last year, raised \$6,000; this year aiming for \$5,000
  - iii. In February can send out second request regarding funds
- g. Spirit Wear-Ben Ewy
  - i. All artwork is approved and we are awaiting the webstore to be completed. This should be done this week so that people can order before the holidays. I will print flyers and get them to the school to distribute once I have the web address
  - ii. we decided to send out information and open up the ordering the first thing in 2016
  - iii. we will likely do only one ordering round (versus two last year)
  - iv. there is a *huge* cost difference between ordering 6 items versus 12 items
  - v. voted yes - to printing the graduation shirts in this round, so that students can purchase them and wear them before the end of the year
  - vi. voted yes - to printing the toddler shirts, but no to the onesies. If the toddler shirts are popular, then we could open it up next year to onesies
  - vii. voted yes - to printing the two colors for the toddler shirt
  - viii. Mrs. Cooper will include the link in her emails
  - ix. but we might want to order more class of 2016 shirts to distribute items
  - x. Silent Auction option - could purchase additional shirts once we know what the numbers are (Ben will find out what the price breaks after items have been ordered)
  - xi. question - how do we reach out to families that aren't yet at King?
- h. Teacher Appreciation -Pradeepa Rayasam

*Approved at Jan 19th 2016 meeting - see those minutes for details*

- i. The holiday potluck luncheon for all the King staff is scheduled for Dec 17th.
  - ii. Looking for a few more volunteers to sign up - close to filling slots.
- i. Turkey Trot-Tim Pinto
  - i. The Turkey Trot was a success. We were fortunate to have plenty of parent volunteers and the kids really seemed to enjoyed the event.

8. Old Business

9. New Business

10. Meeting Adjournment @ 7:40 pm

- a. Motion to adjourn: Carrie Bora
- b. Seconded: Karin Sletten-Farjo