

PTO Meeting Agenda/Minutes

In attendance: Larissa Sano; Sara Schneidewind; Jennifer McNamara; Suzanne Muenz; Tabitha Bohnsack; Shanti Eswaran; Chien-An Yuan; Myungjin Kim; Tim Pinto; Marguerite Dillard; Vitali Fedosov; Katie Baidel; Rochelle Taylor-Franklin; Matt Monroe; Ben Ewy; Julie Arbour; Brian Weisman; Stacey Hamill; Becky Locke; Moushumi Khan; Neha Shah; Liz Loomis; Liz Batteh; Anil Thyagarajan; Beth Grzelak-Lee; Yutao Chen; Manhee Jeong; Mary Cooper; Bing Yang; Sharon Qi; Karin Sletten-Farjo Sarah Wentzloff; Shalini Jayasundera; Hee Jin Bang; Carly Ly; Sara Robins; Shikha Marwah; Lakshmi Narayanaswamy; Mia Wang; Fred Korley; Sara Zocher; Carrie Bora; Tomomi Kumagai; Stephen Crano; Linda Hagan; Leslie Dubin; Di Xu

Summary: During our meeting we started with a recap from June 2016. Some important updates included the final budget from last school year, in which we discussed a decrease in revenue with last year's budget being 11 K in the red (overture). Part of this additional expense was due to additional programming as well as a decrease in revenue. We spent the rest of our meeting time with committee presentations and reports. As you will see from the notes, there are many committees and many extracurricular activities (that are supported by parent volunteers). There are several events that start in Sept, including Math Club, Academic Games and Harvest Moon Festival.

1. Called to order @ 6:37 pm
2. Minutes - Reviewed previous meeting's minutes
 - a. Motion to approve minutes:Suzanne Muenz
 - b. Seconded: Jen McNamara
 - c. Vote: all ayes
3. Principal Report - Mrs.Cooper
 - a. 498 students at King Elementary
 - b. Great start to the new year
 - c. Thank you for coming!
4. Teacher Report - Mrs. Hagan
 - a. Also Ms. Shah, Mrs Arbour in attendance
 - b. Many thanks from teachers to support their work with students
 - c. 5th grade instrumental (Konig and Katz): last year used funds to purchase xylophone, violas, trumpet, and portable keyboard
 - d. Media center: looking for library volunteers this year, need help with time in library, shelving books, and other tasks. Any help would be appreciated!! Email burrillk@aaps.k12.mi.us
 - e. Responsive classroom training was four days this summer, teachers attended this event, and are implementing this approach at King this year
5. Treasurer Report - Brian Weisman
 - a. About 8K in the red from 2015-2016, but we have some savings that helped offset this over-expenditure
 - b. Emphasis is on smart spending with high impact
 - c. Revenue has been fairly constant, 60-62K per year

- d. Spending plan is diverse, includes \$30/student per teacher. This allows teachers to spend money as is needed for their classrooms
 - e. Also use PTO funds for field trips - to DIA (arts), to Lansing (government unit), to Greenfield Village (history), to Toledo Zoo (animals unit). Parents are not asked to pay for these, because they are supported by the PTO
 - f. Also help support programs, such as Academic Games, Science Olympiad, Math Club, King Learning Garden, etc. These opportunities are open to all King students (grade appropriate), so King PTO supports these efforts.
 - g. PTO will release the preliminary official budget by the next meeting. Then the PTO votes on the budget.
 - h. Goal is to support teachers in the classroom and optimize student learning opportunities
 - i. Need to consider whether we need to decrease spending, increase revenue, or improve predictions of costs
6. Committee Reports
- a. AAPAC (Parent Advisory Council)- NEED CHAIRI
 - i. This is a position to help children with IEP or 504 plans. Advocate for families in AAPS with students with these particular needs
 - ii. Can contact aakingpto for more information
 - b. Academic Games-Vivian Lin
 - i. Practices started Thursday 9/15/16
 - ii. Practices are Tues and thursday 7-8:30, building off a successful year last year
 - iii. Approximately 35 students so far this year
 - iv. 4th and 5th graders (can accommodate 3rd graders with parents present)
 - c. Bagel Friday-Sara Schneidewind, Sara Zocher
 - i. Our First Bagel Friday will be Friday Sept 30
 - ii. Fun, social event; once a month on fridays; have coffee, juice, bagels, etc., meet other parents, children enjoy it too!
 - d. Bingo Night - Jen McNamara
 - i. No report, Bingo Night was held in January last school year. It's typically broken up into 3 different sessions (K-1, 2-3, and 4-5). Bingo Night is exactly what it sounds like, the kids and families come and play BINGO! Once we set a date and get closer to the event, we'll ask for some volunteers to help check cards and pass out prizes.
 - ii. Do need volunteers to help with different grade levels
 - e. Book Fairs-Tomomi Kumagai, Ann Lin
 - i. Book fairs are scheduled for Nov 29-Dec 3 and March 14-17. We need lots of volunteers so please encourage people to volunteer. We are also looking for one more chair person for spring. The fall bookfair is our money maker and we need to decide how to take the profits: either in scholastic dollars (based on the past, about \$4000) or cash (\$2000)

- ii. Need another co-chair!
- iii. Very popular with King kids.
- iv. This year, we might use some of the funds to help with the common book room (guided reading room)- we would need to make this decision before the book fair.
- v. There is a literacy team at King, who can help make above purchasing decisions (about allocating funds from book fair to purchase books for book room)
- f. Box Tops-Sara Robins
 - i. First email was put in enotes last week. The school should receive a check for about \$1200 for last year's box tops. I shipped them about a month ago.
 - ii. Save your box tops (kids love to do this), and keep them safe. And end of school year, children bring them in, and winning classroom gets a smoothie party
 - iii. Funds directly support PTO
- g. Building Healthy Communities
 - i. Grant period is over. Was a successful year last year. No after school Healthy Kids Club unless a parent is interested in leading it.
- h. By Laws Interpretation-Jamie Haberichter
- i. Communications/Enotes-Kim Burton-Weisman
 - i. The first 2 editions of eNotes have gone out and we have had record readership thus far. If you haven't received your eNotes, please check your Spam box or email kingpto.enotes@gmail.com
- j. Community Action- Larissa Sano
 - i. Stephen Crano discussed programs that CAN provides for Green Baxter Court families (afterschool programs, helping parents connect with school)
 - ii. Several programs, ranging from support for school events to donating books from used book fair to schools in the district. We are looking to expand our efforts, and to engage King students in helping in the community
- k. Creative Writing Workshop
- l. Disability Awareness Coordinator-Pam McGuinty
 - i. Helps students experience what it might be like to have a disability (e.g., reading in different language, moving around with a wheel chair)
 - ii. Goal is to help with empathy
- m. Family 5K- Talisha Sutton
 - i. The 5K is scheduled for Sunday, October 23rd @ Noon. Registration forms should go out soon. If you have any questions please email me at talisha.sutton@gmail.com. If you would like to help out please sign up here: <http://www.signupgenius.com/go/30e0849aaa728a7f49-5krake>
 - ii. Paired with King Learning Garden

- iii. Also looking to add donation project to Scarlett/Mitchell to encourage students to bring equipment to Rake and Run event. Mrs. Arbour will be helping coordinate this drive. This will integrate random acts of kindness discussions in PE class to encourage students to help others. More information coming soon.
- n. First Day Packets- Sarah Wentzloff, Helen Kaplan
 - i. Completed! All materials sent out first week of school
- o. Grade Level Rep-K- Carly Ly
- p. Grade Level Rep-1st- Jen McNamara
 - i. An introductory email was sent to all first grade teachers on 9/17 to pass along to all 1st grade parents. Introduction was made to 1st grade teachers as well.
- q. Grade Level Rep-2nd-Shikha Marwah
- r. Grade Level Rep-3rd- Sara Schneidewind
- s. Grade Level Rep-4th-Sharon Qi
- t. Grade Level Rep-5th- Anita Shelgikar
 - i. An introductory email was sent to all 5th grade teachers on 9/19 to forward to all 5th grade parents
- u. Grocery Cards
 - i. Need a coordinator for this (also Amazon Smiles)
 - ii. Each family can register at Buschs and Kroger, and a portion of what you spend through your awards account will go to support King Elementary. Also at Office Depot.
 - iii. This is basically free funds, and with some organization, can help support the PTO
- v. Harvest Moon- Carrie Bora, Liz Batteh
 - i. Celebration is set for **Thursday October 13** from 5:30pm-7:30pm. Awesome Dog confirmed. Supplies being gathered. Sign up genius to go out with next Enotes. Stations: Chinese lanterns, Korean games, Japanese origami, Hindi Dilas, Face painting, Jewish Sukkots, King Learning Garden. Any additional ideas welcome!
 - ii. All events related to Harvest festivals; and children can come dressed in costumes
 - iii. Kids walk with lanterns around King playground
 - iv. Food from Awesome Dog is available for purchase
 - v. Sign up genius will come out shortly
 - vi. Need outdoor lights!
 - vii. Event itself is free; activities are free; will need parent volunteers to help with events
- w. Ice Cream Social- Bing Yang, Monica Jones
 - i. Last PTO event of year (held in June in 2016)
 - ii. Includes 4th grade fundraiser for space camp
 - iii. A lot of games, cake walk, bouncy house, Clague Jazz Band performance

- iv. Requires large number of parents to support event
- x. International Night- Marguerite Dillard
 - i. Hi! Every year, International Night celebrates cultures and countries of King school and the world. Thanks to so many parent-volunteers, all kids have the opportunity to rehearse a song, a dance or their instruments every week for about 2 months and then perform in a Great Show: learn about a new culture in a fun way and get moving! The show's expected date is most likely in February: the currently eyed dates are either Saturday Feb. 4th or Saturday Feb 11th subject to change. If you want to be a performance parent-volunteer, look out for Sign-Up in Enotes starting this week. Kindly, KIN17.
 - ii. This is a tradition at King, to celebrate the many cultures of students represented at King
 - iii. Groups rehearse for several weeks, learn more about a culture
 - iv. Parents volunteer to be performance group leaders (last year, we had 25 different performances, and over 200 King students participated)
 - v. See signup genius sent via PTO enotes
- y. Landscaping- Marguerite Dillard
- z. Learning Garden-Sara Zocher, Becky Locke, Neha Shah
 - i. Fall KLG Dates: Thursday, Sept 29 - Summer Volunteer Thank You Harvest Party 7-8pm; Thursday, Oct 13 - Harvest Moon Fest; Sunday, Oct 23 - Rake & Run. 2015-2016 School Year KLG completed 1st full greenhouse growing season; created pollinator garden; participated in Slow Food USA's Ark of Taste Heritage Seed Initiative; installed 2016 5th grade class murals; held spring plant sale. Thank you to families who adopted the garden for a week over the summer. 2016-2017 School Year Plans: Incorporate 4th grade compost unit into garden and begin Jr Master Composters; plant pergola vining plants and create outdoor classroom space under pergola; expand greenhouse season (microgreens); install kindergarten dirt/sand/water boxes. Classes will be invited out to the garden for class times on THURSDAYS during the school year.
 - ii. This will be fifth complete season; continue to apply for grants to help keep the garden project (and learning opportunities) growing
 - iii. Thank you Eagle Scouts!
- aa. Math Club- Shikha Marwa Fred Korley
 - i. Open to 1st-5th graders at King
 - ii. One-hour long class, W 7-8 pm
 - iii. **Run by parents, so need more volunteers**
 - iv. Start Oct 18th;
 - v. Students improve their math skills and can participate in a math context toward end of school year
 - vi. See PTO enotes for more information

- bb. Enotes and Outdoor Sign-Kim Burton-Weisman
 - i. Note the event updates as you drive past the school!
- cc. Popcorn Friday -
 - i. Once a month, pop popcorn, deliver to classrooms
 - ii. Need another volunteer (chair) - Carrie Bora will help
- dd. PTO Thrift Shop Liaison-Sara Schneidewind
 - i. Ann ARbor PTO Thrift Shop, all funds support AAPS schools
 - ii. We run their advertisement on our announcements, and we get money from the thrift shop to support the PTO (\$4,000 in 2015-2016)
- ee. PTO Council Rep- Beth Grzelak-Lee
 - i. Each school has a rep to the district PTO group, first meeting this week
- ff. Science Olympiad- Karin Sletten-Farjo, Yong Miao
 - i. Run by Washtenaw Elementary Olympiad
 - ii. Usually in May (waiting for this year's date)
 - iii. 26 different events, 2nd-5th grade
 - iv. Events including building (rockets, bridges), learning, memorizing (botany, birds)
 - v. Practices held at King, run by parent volunteers
 - vi. Last year, we sent 130 King Students
 - vii. Practices usually begin in mid-Jan or mid-Feb
- gg. Silent Auction- Carrie Bora, Gayle Green
 - i. Primary fundraiser for King PTO (single largest)
 - ii. Usually brings in 20K-30K (last year net was 25K)
 - iii. Auction items (v popular) including family-sponsored events, such as special meals (from different cultures), parties, rocket-scientist for a day, teacher-led events, etc.
 - iv. Grade level reps help organize contributions to grade-level baskets
- hh. SIT Rep- Tim Pinto
 - i. "School improvement team" - group of teachers and parents (50/50) to have a school improvement plan for the longterm
 - ii. Meet once a month; parents and staff discuss goals
 - iii. Also host a "parent education night," e.g., Math Night, Writing Night
 - iv. Oct 25th will be parent education night - "Math Technology Night", and help parents learn about more of the resources
 - v. Also helped King earn Blue Ribbon designation
- ii. Space Camp - Neha Shah, Carrie Bora, Gayle Green, Stacey Hamill
 - i. We are launching our fundraising campaign for Space Camp.
Background Info.: Since 1999, the entire King 5th grade has attended Space Camp at the US Space and Rocket Center in Huntsville, Alabama. King is the only public school in Michigan to offer this fantastic experience that has helped inspire our future engineers, doctors, scientists, poets, leaders, and scholars. **All King 5th graders who want to go to Space Camp can go, regardless of ability to pay.** As the 5th grade teachers say, "We all go, or no one goes." This

amazing trip happens with the help of generous contributions of the King community.

You can help this proud tradition to continue for years to come.

With your donation, we will prominently display a moon, star, or space shuttle with your family's or child's name on it at King to show our progress toward making this year's trip a reality. The fall Space Camp Fifth Grade Parent Meeting will be held on Wednesday, September 28 from 6-7 p.m. in the MPR.

- ii. Neha is lead teacher volunteer, and spends a lot of time and energy helping make this event happen at King
 - iii. Has been a tradition for about 18 years
 - iv. 5th grade parents have to "vote" to go, then teachers and parents help make it happen
 - v. Space track and will have a "robotics track" this year (aligned with Project Lead the Way)
- jj. Spirit Wear-Ben Ewy
- i. Started doing this "in house" three years ago
 - ii. Have offered opportunities for parents/staff buy King gear twice per year
 - iii. Items range from short sleeve shirts to sweatshirts, etc.
- kk. Store Certificates
- i. Usually in Dec, have a list of retailers who offer gift cards (e.g., Paneras) and we get a percentage back based on how many are sold
 - ii. Did not do this last year, but effort/time may not justify \$\$ earned
- ll. Student Directory-Sarah Wentzloff
- i. This information has been emailed to parents
 - ii. Only way to get personal contact information for families - King staff cannot give this out
 - iii. Has already gone live, so this allows us to get this information about very quickly.
 - iv. Families can opt in/out; so far about an 80% response rate
 - v. Next year, need a co-chair to get familiarized with the process
 - vi. Can use MySchoolAnywhere to input your information for volunteering
 - vii. Also has an app function
- mm. Teacher Appreciation - Gayle Green
- i. Usually a Holiday event, and conference time (which is Nov 7th this year - for families who have multiple children at King)
 - ii. Parents sign up to bring in food to recognize the hard work of our teachers!
- nn. Traffic & Safety - **Chair needed**
- i. We need help, **keeping kids safe**, and drivers alert and following the rules!
 - ii. This will get much, much worse when it rains or snows

APPROVED: voted for approval at Oct 2016 mtg

- iii. This has been a long-term challenge at King. We have implemented the city's recommendations to help with traffic; however, we have a LOT of car traffic coming into King. We need help keeping everyone safe
- iv. Safeties need help/support in terms of leaving parking lot.
- oo. Turkey Trot-Tim Pinto, Jamie Haberichter
 - i. Two weeks before Thanksgiving
 - ii. At King, kids run laps around playground, then celebrate with cider and donuts
 - iii. Kids love it
 - iv. Parents help set up, distribute donuts, clean-up

7. Old Business

8. New Business

- a. Next month, Mrs. Cooper will discuss "Responsive Classroom" training
- b. We will also go over budget at next meeting

For parents still wanting to volunteer you can 1) fill out an orange sheet (and add the item if it is not listed on the sheet); 2) on King PTO website, contact King PTO, and we can get back to you

All future dates are on PTO website:

9. Meeting Adjournment @ 7:55 pm

- a. Motion to adjourn:Carrie Bora
- b. Seconded:Tabitha Bohnsack