

QISS PTA | MINUTES

Meeting date | time *Jan. 22th, 2013 10:30 AM* | Meeting location *QISS Admin Building Rm 401*

Meeting called by	Rachel Rust	Attendees
Type of meeting	Executive Board Mtg 6	Rachel Rust, Sue Youk, Lilian Pedersen, Jennifer Nicklas
Facilitator	Rachel Rust	
Note taker	Jennifer Nicklas	

AGENDA TOPICS

Agenda topic *Tongxing Donations* | Presenter *Rachel Rust*

Discussion

- Board members reviewed email from Tongxing and discussed the various items they listed.
- Lillian has a ping pong table for possible donation.
- Rachel suggested we look through the DVDs in the teacher's lounge and DVDs at home for donation in addition to new DVDs.
- It was decided by the board to hold a clothing drive for Tongxing. Participants could either drop off items at stations (people's homes would serve as stations) or send their students to school with donations.
- We would need parent volunteers to help sort the clothing.
- It was decided that an initial visit to Tongxing by Amanda and other board members before we open up a visit by the community.
- QISS community members could help deliver items and plan a day of events for the kids at Tongxing.
- Rachel suggested trying to secure transportation for this through the school.

Conclusion The board has decided to help arrange a clothing drive. Donations would be collected, sorted and dropped off at Tongxing for a day of activities.

Action items	Person responsible	Deadline
Visit Tongxing/shop for donations	Amanda & Sue	After Break
Meet with Admin to discuss clothing drive	Rachel & Jennifer	Next meeting
Arrange transportation	Rachel & Jennifer	Next meeting

| Agenda topic *Upcoming Spring Events* | Presenter *Rachel Rust*

Discussion PTA discussed the spring agenda and possible events PTA will support.

- Festival of Words: PTA will know of any suggested PTA participation after the FOW committee meeting.
- Teacher Appreciation Day: Sue suggested that PTA purchase flowers for teachers. It was also suggested that we hold a Teacher Appreciation luncheon. Parents would volunteer to cover staff lunch duties so all teachers could participate. Sue suggested to get list of vegetarian staff members for luncheon.
- Honor Roll: PTA determined that it is too short of notice to secure snacks for the upcoming honor roll ceremony. However, PTA would like to be involved in the spring honor roll assembly by providing light hours d'oeuvres for the ceremony. Food may not have to be prepared by parents, just purchased with PTA funds. TBD

- Sports Day: PTA would like to provide a hat, tee shirt, or water bottle for students during the sports day event. PTA funds would be used to purchase the items. In addition, PTA discussed possibly holding a “spring fling” or carnival on Sports Day to raise more money for the PTA. Mike Dorchak will be included in these conversations to ensure it does not interfere with Sports Day events previously planned.
- White Elephant: PTA decided not to hold a white elephant sale this year. It was taken off the calendar.
- Goodbye Assembly: Lillian and Sue suggested that we hold a farewell assembly for students at the end of the year. PTA could purchase a farewell gift and recognize their departure.

Conclusion PTA will participate in the events as mentioned above. Further decisions to be made at upcoming meetings.

Action items	Person responsible	Deadline
Possible PTA/Festival of Words Participation	Rachel/Jennifer	Next meeting
Teacher Appreciation Day Luncheon	Board Members	Next meeting
Sports Day Item for kids/Spring Fling	Board Members	Next meeting
Honor Roll Appetizers	Board Members	Next meeting
Farewell assembly/gift	Board Members	Next meeting

| Agenda topic *Enrichment Requests* | Presenter *Rachel Rust*

Discussion At the previous PTA meeting, members discussed the possible offering of an Enrichment Grant for teachers to ask for items that would benefit the most students. **Conclusion** PTA determined that in order to keep 10,000 RMB in the PTA funds at the end of the year, we will be unable to offer the grant this year. Possibly next year we could put this program into effect.

Action items	Person responsible	Deadline
Determine feasibility of PTA Enrichment Grant	Rachel, Jennifer & Sue	End of School Year

| Agenda topic *Miscellaneous/additional business* Presenter *Board*

Discussion Miscellaneous items were discussed

- **Buses:** Lillian brought up that parents are concerned about the lack of communication during bad traffic. Students are being picked up/dropped off very late without notification causing safety issues, inconveniences and worry among parents. It was suggested that communication between bus monitors and parents be made more efficient. The Board suggested that each bus be assigned a phone (preferably a smart phone or phone with texting capabilities) that has all students’ parents contact info programmed into the phone. That way when buses are running late, the bus monitor can simply send out a mass text to all parents. This is especially important for those children on the bus who are too young to walk home alone. In addition, information about late buses due to possible construction issues should be proactively communicated to parents via letters home, newsletters, etc.
- **Key Assignments:** Some suggestions from parents concerning Key Assignment were made. The audio was terrible for a lot of the presentations and was a common complaint among parents. PTA suggested

looking into wireless headset microphones. Also, parents think that the China Day Key Assignment combination was too long and too stressful for students. In addition, the majority of parents believe that 4 key assignment days a year is too many. They enjoy many of the qualities of the larger key assignments but parents like having some more intimate key assignments and also think some may be better if they involved just peers and staff. The common suggestion is 2 major all school key assignment days (one per semester) on Saturdays and then the other key assignment days are individually determined by teachers and on a smaller, more intimate scale. The PTA suggests that the key assignment days be re-evaluated for improvement next year.

- **Water Dispensers:** PTA board members talked about figuring out how to supply individual classes with water dispensers that hold a large, replaceable bottle of water on top (as they have in the office). Many parents are concerned their students are not getting enough water to drink as many classes are far from water fountains and it interrupts class time to leave. Also, questions about the quality of the water have been raised. More communication/transparency about our water source and filtration system is needed. The PTA suggests having the admin look into the logistics of supplying bottles of water to classrooms and PTA could look into purchasing some of the dispensers. In addition, the PTA suggests that administration look into our water source, how often the filters are changed, etc. and communicate the findings to parents.

Action items	Person responsible	Deadline
Buses	Board/Dr. Teston	ASAP
Key Assignment day evaluation	Board/Dr. Teston/Admin	End of academic year
Water Dispensers/Water Quality	Board/Dr. Teston/Admin	Next meeting