

QISS PTA | MINUTES

Meeting date | time *February 18th, 2014* | Meeting location *Starbucks*

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

AGENDA TOPICS

Agenda topic *Approval of Minutes from Meeting VI* | Presenter *Rachel Rust*

Discussion

- Previous meeting minutes were discussed and approved.
- Lilian added that a going away present would be nice for those students leaving this year. Perhaps a travel mug with a removable design that students can sign.
- PTA determined to remove Festival of Words from the PTA calendar.

Action items	Person responsible	Deadline
Design and order farewell gifts	Jennifer	May 2014
Remove FOW from calendar	Rachel	ASAP

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

Discussion PTA board members discussed the timeframe and plan for donations/clothing drive for Tongxing.

- The 15,000 RMB was given to Lilian and Amanda. They were planning on shopping for items on the list after the meeting.
- PTA has determined to hold a donation drive for Tongxing in addition to purchasing the items on the list.
- PTA determined that we will accept new & gently used clothing, shoes, toys, books, DVD's, school bags, shoes & coats.
- PTA has decided that the delivery date for the donations will be the week of March 10th-15th. We will contact Tongxing to determine what dates are best for them.
- Items will be sent with students and collected in the office. Rachel & Jennifer will make sure to move the items daily to the 5th floor storage room.
- We will send a selected group of students and parents to Tongxing the day of the donation delivery.
- The PTA discussed having students organize arts and crafts for the residents of Tongxing.
- Amanda & Lilian will contact Tongxing to discuss the best time and how many students we should bring with us.

Conclusion PTA will organize a donation drive and purchase items from the list Tongxing provided. These items will be delivered and an envoy of student/parent representatives will visit the school to provide activities for the residents.

Action items	Person responsible	Deadline
Purchasing goods from list	Amanda/Lilian	Week of 2/18

Action items	Person responsible	Deadline
Contacting Tongxing	Amanda/Lilian	ASAP
Donation Drive letter/details	Rachel/Jennifer	Week of 2/18
Determining activities/representatives	Rachel/Jennifer/Jay	Week of 2/18

| Agenda topic *New Families letter* | Presenter *Rachel Rust*

Discussion PTA discussed the new families enrolled at QISS. Rachel determined that a letter needs to be drafted, translated and sent home to new families. This letter will include information about room parent contacts & how to get involved.

Action items	Person responsible	Deadline
Draft letter	Rachel	Week of 2/18
Translate letter/send home	Dr. Teston/office staff	Week of 2/18

| Agend topic Executive Board Elections | Presenter *Rachel*

Discussion PTA Discussed next year's executive board and protocol for new inducting new members.

- Rachel will be leaving next year. She nominated Jennifer to take over the role as President for next school year.
- Angela suggested a new Korean representative for the board.
- Sue may not be here next year, so she suggested a new treasurer.
- Amanda indicated she would like to be involved on the Gala committee but perhaps not on the board.
- All members agreed that we should hand select possible candidates and approach them. We will invite these people to the next PTA meeting so they can see how the board operates.
- In addition, a letter could be sent home to parents interested in joining the PTA board to come to the meeting and see how the PTA runs.
- Those interested could submit their name for candidacy.

Action items	Person responsible	Deadline
Select people for board candidacy	Board Members	Next meeting
Send home letter for candidates	Rachel, Jennifer, Dr. T.	Beginning of March

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

Discussion PTA discussed miscellaneous business

- Parents brought up that the school needs to be more personal about communication when changes occur in the organization of their students' education. Changes in classes, instructors, etc. should be better communicated to parents (i.e. a meeting).
- PTA board members discussed the chain of command for expressing concerns related to students' needs in classes.
- PTA discussed having an 8th grade and 5th grade graduation ceremony. PTA could provide food for the event. Lilian also suggested a possible farewell gift for those students leaving as well as providing tee-shirts for students graduating (like Mr. Smith's super hero shirts).
- Spirit wear was discussed. Jennifer mentioned that the QISS spirit club would be selling items such as sweatshirts, tee-shirts, etc. Lilian suggested also eventually adding swim caps and bathing suits.

Action items**Person responsible****Deadline**

Discuss communication/Misc business

Rachel, Jennifer, Dr. T. March 19th
