



ICS PTO Board Meeting Minutes

DATE: Sunday, September 27, 2009

Time: 12:00 pm -1:30 pm

Place: Conference Room
9 Truman, Irvine, CA 92620

Members Present: Michelle Wang, Tina Young, Joel Halle, Jun Li, Yang Zhu, Beatrice Tseng, Mayble Cheung, James Lee, Wei Chang, Jin Xie, Lili He, Sarah Yang, Ed Ho, Michelle Jing & Shuping Yin

Members Absent: None

Guests: ICS Principal Shu-Fen Chen & SCCCA President Alert Tseng

1. PTO President Michelle Wang called the meeting to order at 12:10pm. Michelle Jing (new member of the board) & Sarah Y. joined shortly after.
2. There was no minutes read at this meeting for this is first PTO board meeting of this year.

Reports:

3. Albert Tseng spoke first. He encouraged parents to work together to make ICS/SCCCA a better place on earth. He reported that Principal Chen will release this year's budget and that the budget will be inclusive of all SCCCA organizations.
4. Principal Chen spoke second. She emphasized ICS and PTO are working together as a team. No matter what kind of activities PTO puts on, ICS is willing to help. Principal Chen stated that she will attend monthly RPL meeting. She will be there to answer questions.
5. PTO President's report:
 - a. Michelle Wang praised everyone for volunteering his or her time. Motion by Michelle to elect Ed Ho as Vice President of PTO board. Ed's main focus is to handle Saturday PTO related activities. Motion carried unanimously.
 - b. A second motion by Michelle W. to elect Tina Young as Vice President of PTO board. Motion carried unanimously as well.
 - c. PTO board members responsibilities were briefly discussed. Tina will work finalize the job description and presented to the board next time.
6. Albert gave a brief introduction of the movie night concept. He stated the intention of this event is to be in touch with parents and get their involvements. He encouraged everyone to brain storm and seek other activities that may bring ICS parents closer together. He mentioned the estimate cost of this event is about \$300.00 and that SCCCA will share the cost with PTO. Discussion was in place to decide whether PTO should support \$100 or \$150 for the event. Tina mentioned getting each family to bring one dish to share may be a good idea. Everyone thought it is a good idea, though decided for the



first time snacks and drinks should be provided by us. The movie night is set for October 17, 2009. It is hosted by SCCCA.

7. Treasurer's report:
 - a. Jun Li distributed treasurer's report. She reported there are three CDs coming to maturity soon.
 - b. Albert mentioned there is a limit of \$250K for FDIC insurance. All three entities, ICS, SCCCA, and PTO have money with Cathy Bank. PTO is encouraged to explore new banks. We are asked to check with SCCCA treasurer first, just in case the association has money with the new bank that we are exploring.
 - c. The discussion also included merging all three CDs into one CD, come up with a PTO budget, access service point refund liability. Service point refund money is not to be touched or used for operation budget.
8. Tina gave RPL updates. It is said all RPL position has been filled.
9. Tina announced PTO meeting is third Sunday of each month; whereas, RPL meeting is fourth Sunday of each month.
10. James reported sport day is set for December 13, 2009 at University High School. It is agreed that RPL should collect Sport event forms by original date, which is in October.

Discussions:

11. Topic of weekly snacks and goods sales were discussed. The board unanimous agreed not to do this.
12. Topic of monthly teacher appreciation snacks was discussed. Where and when to have the snacks seemed to be an influential factor for this good deed to serve its purpose. Joel reported last Sunday approximately 10 teachers asked him for snacks; but he had to tell many kids that the snacks were not for them. Although the board voted not to provide the snacks, some of us felt this topic needs more discussion. This item will be put on next month's agenda.

Actions:

13. PTO to inform Principal Chen when and where RPL meetings are – Shuping Yin.
14. Publish PTO board members responsibilities – Tina Young
15. PTO to establish operation budget – Michelle W., Jun, and Yan.
16. Access service point deposit liability – Jun/Yan
17. Explore new banks for PTO. Check with SCCCA treasurer first – Jun/Yan
18. Send specific instructions to RPL regarding to sport events – James/Wei (can use the RPL list from mine or Tina's email)
19. Discuss how to handle teachers' appreciation snacks in the next board meeting – all

Meeting adjourned at approximately 1:40pm.

Respectfully submitted by Shuping Yin, PTO secretary.