



ICS PTO Board Meeting Minutes

DATE: Sunday November 15, 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, James Lee, , Jin Xie, Lili He, Sarah Yang, Ed Ho, Michelle Jing , Shuping Yin, Mayble Cheung and Wei Chang

Members Absent: None

Guests: ICS Principal Shu-Fen Chen, SCCCA President Albert Tseng, and Chung Chiu-Mei joined the meeting respectively.

1. PTO president Michelle called the meeting to order at 12:10pm.
2. PTO board members were asked to review last month's meeting minutes before the November PTO board meeting. Tina pointed out items 12 was not approved by the board. Amendment was made to last month's meeting minutes. Revised meeting minutes were sent to PTO board members. Last month's meeting minutes was amended and approved as it is written.

Last Month's AIs review

3. Last month's AIs were reviewed. AIs were discussed in today's meeting

Reports:

4. ICS update
 - a. Principal Chen reported ICS has over 1000 students. Learning Chinese as second language seems to be a trend. Many non-Chinese families enrolled in our school. SCCCC is trying to open more Chinese as second language class. May move some classes to Wednesday afternoon or Friday afternoon.
 - b. SCCCC is making efforts to make ICS' curriculums accredited by nearby school districts.
 - c. SCCCC made getting federal grant a goal. It is said the federal grant, if received, is approximately \$900K over three-year period.
5. Treasurer's Report:
 - a. Jun distributed treasurer's report.
 - b. After 12/7/09, three CD will be combined into one CD
 - c. Shuping mentioned Service – Point refund deadline should be established. She pointed out that application for refund should not be indefinite. A deadline must be established. It could be 60 days or 90 days upon exiting of the school. Jun/Yan to check with ICS how this was handled previously. Service point refund policy should be in the ICS handbook.



Discussions:

6. Sports Day:

- a. James and Wei called for more volunteers. The board encourages everyone's participation at the ICS/PTO sport event.
- b. It was discussed that PTO sold drinks last year; but fewer students or parents brought drinks from PTO. There will be no drinks selling this year.
- c. James reported that 200 bottles of water are needed for volunteers on Sport Day. Joel volunteered to pick up water from Costco.
- d. Sport Day will start promptly at 8:30am as agreed by the board.
- e. Need volunteers to pick up equipment on Saturday and bring them home Saturday night. Equipment needs to be brought to University High School Sunday morning in time for set up. James will make arrangement for this.
- f. A photographer is needed. Shuping volunteered to help.
- g. Michelle was the chosen one to lead Spirit Award. She will assemble a team to do this.
- h. Service point for Sport Day group leader is brought up. These leaders are taking more responsibilities. As discussed by the board, an extra five more points, above and beyond the points that will be awarded to sport day volunteers, will be awarded to Sport Day group leaders. Total of 16 group leaders will be awarded to extra five points.
- i. Shuping pointed out First Aid at the Sport Day is important and that a doctor or doctors should be on duty on the day of the event. Tina made announcement in last month's PRL meeting. She will send a follow on email to PRLs to ensure that PTO gets replies from PRLs.
- j. Principal Chen will choose Sport Day announcer or (MC?). James will follow up with Principal Chen.
- k. AV equipment is needed. James or Wei will check with Tim Cheng or Mr. Huang.
- l. Wireless communication cost approximately \$100.00. Should PTO purchase this item was a question in discussion. There was no resolution made for this item.
- m. James reported that some class signs will need to be changed since classes are changed this year. Signage will be taken care of by James.
- n. Joel has been collect food order for Sport Day. He moved to give \$100 in cash to the delivery person(s). Motion was seconded by Beatrice. Motion carried unanimously.

7. Chinese New Year Celebration

- a. Mayble and Michelle Jing called for more volunteers.
- b. PTO at this time still waits for the exact day of Chinese New Year Celebration.
- c. Shuping will send volunteer sign sheet to PRLs.
- d. Michelle J. and Mayble will present Chinese New Year Celebration plan to the board in next month's meeting.
- e. Tina to provide volunteer sign up sheet to Maybel and Michelle J.

8. Spring Festival

- a. Sprint fest is set for March 7, 2010.
- b. Tina and Beatrice called for volunteers for this event as well.



- c. This year the event is hosted by PTO, as it has been in the past (except last year).
 - d. Tina and Beatrice to review folders from past event as needed.
 - e. PTO/PRL is encouraged to turn in service points ASAP upon the completion of this event.
9. Service point update
- a. Chiu-Mei reported service points should be collected every month on the day of PRL meeting.
 - b. PRL coordinators to collect service point forms from PRLs and turned them in to Chiu-Mei.
 - c. Last day to turn in service - point report for the school year is March, 28, 2010. School registration will start in April 2010.
 - d. The subject of how to handle service points for April, May, and June was discussed. No conclusion was made. It will be discussed in the next meeting.
10. Potential frozen flour food order from ShaoHua Flour Food Store
- a. Michelle reported the store has been selling frozen food, such as pot stickers and steam buns to other Chinese schools in the area.
 - b. How to handle the order was discussed among board members. There were no resolutions. Will discuss this item again in the next meeting as needed.
11. PRL update
- a. Tina will send an update to the board.
12. Teacher appreciation and Ping-Pong tournaments for parents were topics on the agenda; but were not discussed.

Actions:

13. Establish operation budget – Michelle W., Jun, and Yan.
14. Establish or review Service – Point refund policy and present it to the board for discussion in the next meeting – Jun & Yan.
15. Report new bank selection – Jun
16. MC for Sport Day – James
17. Doctor on duty on the day of the Sport Event – Tina/Shuping
18. Finalize whether wireless communication equipment is need – James/Wei
19. Send New Year event volunteer signup sheet to PRLs – Shuping
20. Present Chinese New Year celebration plan to the board in the next board meeting – Mayble & Michelle J.
21. Present Spring Festival plan to the board in the next board meeting – Tina/Beatrice
22. PRL volunteer list update – Tina
23. Discuss how to handle service point for April, May, and June – all
Feb PRL meeting turn in service point till June. Pink color paper to validate previous turned in service point [Room parents and front desk and PTO points] March 15 is last chance to turn in activities.
24. Discuss how to handle teachers' appreciation snacks in the next board meeting – all
[no need to handle Saturday class since most of Saturday teachers also teach Sunday classes. Chinese new year give oranges (dajidali) by principal. Joe suggested to discuss schedule for the whole year. Michelle, Tina, and Joel will get together for this.
25. Discuss Ping-Pong tenement for parents in the next board meeting – Michelle



Updates: May memorial weekend, pingping class will ask for student participation. Pingpong club (Herbert) will arrange this.

26. Frozen food order discussion - Michelle

Meeting adjourned before 2:00 pm.

Respectfully submitted by Shuping Yin, PTO secretary on December 6, 2009