



## ICS PTO Board Meeting Minutes

DATE: Sunday January 10, 2010  
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, Beatrice Tseng, James Lee, , Jin Xie, Lili He, Sarah Yang, Michelle Jing , Shuping Yin, Mayble Cheung and Wei Chang

**Members Absent:** Yang Zhu & Ed Ho

**Guests:** ICS Principal Shu-Fen Chen and Chung Chiu-Mei

1. PTO president Michelle called the meeting to order at 12:15pm.
2. Meeting minutes from last month was discussed. A correction was made to the minutes. Meeting minutes then was approved as it is written.

### **Last Month's Action Item (AI) review**

3. Last month's AIs were reviewed. Some updates are stated in today's meeting.

### **Reports:**

4. ICS update
  - a. Principal Chen reported ICS continues to accept registration. She suggested if a student joins ICS on the 2<sup>nd</sup> half of the semester, PTO membership fee and service point requirement will be cut by half respectively. Discussion was taken place. Beatrice **motioned** to adapt this suggestion. Joel seconded it. **Motion passed** unanimously.
  - b. Principal Chen called for medical (doctor or Nurse) volunteer to tend students when accidents or injuries occur during school. It was said this would be difficult due to liability concerns. The discussion was left as that.
  - c. Principal Chen also reported that parent and child fashion show will be held at the annual banquet. She encourages parents to participate.
5. Treasurer's Report:
  - a. Treasurer's report was distributed, though was not discussed
  - b. Last year PTO net (\$3,573.76). This year budget projection is (\$486.09).



### **Discussions:**

6. Sports Day updates:
  - a. New Sports Day has been firmed up. It is going to be held on January 31, 2010 at the University High School.
  - b. James and Wei passed out sport day task list.
  - c. Principal Chen will be the MC for Sport Day (last month's AI update)
  - d. PTO has the first aid kit ready for sport day (last month's AI update)
  - e. PTO has decided not to purchase wireless communication equipment (last month's AI update).
  - f. PTO board members are encouraged to attend the event and help out as a team.
  - g. PTO will still accept application for fun games.
7. Chinese New Year Celebration
  - a. ICS Chinese New Year Celebration is on February 13, 2010 at the Irvine Barclay Theatre.
  - b. Mayble and Michelle Jing need more volunteers to help out at the event. People who signed up before were not responsive. Chiu-Mei is going to call those people one by one.
  - c. Michelle J. and Mayble will need to hold a volunteer training meeting.
  - d. Budget for food for school staff, volunteers and children were discussed. But final agreement was not reached.
8. Spring Festival
  - a. Sprint fest is set for March 7, 2010.
  - b. Beatrice created Wiki volunteer sign up page. The link to the page is as follows: <http://ics2010carnivalvolunteers.pbworks.com/> if requested, the username/email address is [btseng@ivc.edu](mailto:btseng@ivc.edu) and the password is **books**.
  - c. A concern, if not careful other people' info could be erased accidentally, was raised. Some people were also concerned about confidentiality. After some discussions special notes were added to the page. Tina **moved** to give this a try. Joel seconded it. **Motion carried.**
9. Fund Raising banquet
  - a. Annual fund raising banquet is going to be held on March, 27, 2010
  - b. Each board member and his/her spouse are encouraged to attend the event.
  - c. Each board member can buy two tickets at half price.
10. Service point update
  - a. Service point record for room parent (RP) and Information Desk should be turned in to RPLs and in turn to PRL coordinators at February PRL meeting. The report should include scheduled services for March, April, May, and June. Parents who carry out the service will sign and date the service report. It will then be signed by RPLs. Points will be deducted later on if services are not rendered; even when service point reports have been submitted before.



- b. March 15, 2010 is deadline to submitted service point report for special activities, such as the sport event.
11. Ping-Pong tournaments for parents
- a. Principal mentioned that Ping-Pong tournaments are being handled by Ping-Pong club and it is open to public.
12. Teachers' appreciation snack service
- a. Breakfast for teachers was severed last Sunday (1/10/2010). It was received well. Thanks for Joel's dedication to prepare the snacks last Sunday.
  - b. Joel suggested that PTO to firm up a schedule for the entire year.

Action Items (AIs):

- 13. Chinese New Year volunteer training – Michelle J. and Mayble
- 14. Food budget for Chinese New Year discussion – all
- 15. Service point refund policy review (previous school handbook) – Jun & Yan
- 16. Service point refund discussion – all
- 17. Teachers' appreciation snack schedule for the remainder of the year – Michelle, Tina, & Joel

Meeting adjourned around 2:00 pm.

Respectfully submitted by Shuping Yin, PTO secretary on January 17, 2010