

SLLIS - PTO Minutes

Wednesday, October 4, 2017

Introduction of PTO members and Roles

- PTO member bios and PTO Ground Rules were shared / passed out

President's Update (Tina Greer)

- Feedback forms:
 - 25 parents / carers submitted feedback forms in September
 - If anyone who submitted a feedback form at the September PTO meeting has not heard back from me, then please let me know by contacting me either at SLLISPTOPARENTFEEDBACK@yahoo.com or 314.440.8160
 - A few numbers / emails I unfortunately could not make out.
 - A few forms were submitted anonymously. Responses to anonymous questions were either passed onto school administration for addressing at tonight's meeting, or will be included in the upcoming FAQs the PTO is putting together.
 - Thank you for your patience as we pull together the initial FAQs and get the process in place.
- School Improvement Committee
 - The committee focus will be two fold
 - Supporting SLLIS in developing academic programs that benefit our children and families
 - Support parents in developing a greater understanding of how SLLIS is educating our children (ex: English language arts, IB)
 - Committee members have been in contact and the first face to face is after the PTO tonight
 - School administration is compiling their priority areas for committee support. Expected timing is end October / beginning November when school administration will confirm they need parent focus
 - The committee has started pulling together initial ideas for the first parent night
- Ground Rules
 - The PTO's overarching goal is to support parents and school admiration to enable the best possible educational experience for our children
 - We agree that all parties deserve to be treated with respect, and agree to treat each other with respect at all meetings
 - The monthly PTO meeting structure will be set up to provide a forum for updates from PTO council members, PTO committees, and school admiration to parents and carers

- Parent / carer feedback, concerns, and questions are welcome throughout the month via:
 - Parent on-line feedback forms
 - Parent feedback forms available at the PTO meetings (paper copies)
 - Leaving written feedback for the PTO at the front desk of either campus – there is a PTO mailbox at each campus
 - Emails to the PTO at SLLISPTOPARENTFEEDBACK@yahoo.com
 - Contacting any PTO member and arranging a one to one discussion
 - Leading, joining, starting, or providing feedback into a PTO committee
 - Speaking directly / contacting school leadership (teachers, principals, superintendent)
- The PTO provides input into and feedback on school policy; the school administration sets the policy
- The PTO can support parents on ensuring there are policies in place and that processes are working to manage specific concerns / issues with a child, teacher, etc. However, the starting point to address these situations must be the school (teacher, then principal, then superintendent).

VP Update (Tugrul Ozdemir)

- The VP is co-charing the Social / community committee
 - The first meeting is after the PTO
- Focusing on free activities initially (game night for example)
- Parent support is needed to attend and support programs
- Dates to follow

Communication Report (Kathryn Bonney)

- Room parents needed for classrooms; classrooms may have multiple classroom parents, or parents who are helping to organize activities and events
- Kathryn following up to ensure that all parents who have volunteered to be room parents via feedback forms are contacted
- The PTO needs to collect contact details / emails of parents for PTO usage – SLLIS cannot share parent contact details that they have without written parent consent
 - Attendees agreed parent / carer contact details from PTO meeting sign-in sheets and feedback forms can be used
- Kathryn to contact each room parents to confirm that rom parent is support is needed to help with communications

Finance Report (Debi Viamontes)

- GoFundMe campaign raised enough money for 501(c)(3) filing needs.
- Bank account is being set up now, should be able to transfer money in the next week
- On track to be able to being fundraisers

Committee Liaison Report (Liz Turpin)

- Sports/extracurricular activities committee, many parents signed up, but only 1 parent in French school is active on this committee, Need additional volunteers needed.
- Facilities/Technology committee: Co-chair requested information on how to coordinate with the other campus
 - Possible ways include reaching out to other parents on the committee from the other campus
 - If parents from the other campus are not on the committee, then one needs to be recruited
 - The PTO committee coordinator (Liz Turpin) will help facilitate
- Teacher appreciation committee: First activity will be a brunch at the Marine Campus at Marine during parent teacher conference, November 9, Will also work to have a brunch at the Papin campus same day, Parent volunteers needed
- Volunteer committee: All volunteer forms have been scanned to be sent for background checks, SLLIS has received most of the background check confirmations
- School uniforms committee: will begin meeting in the spring

SLLIS Admin Update (Rob Biesendorf)

- Language and Culture: Each language program has a staff member designated as language/culture liaison. For Chinese, it is Fan Yang; for French, it's Coumba Gueye; and for Spanish, it's Ana Lopez
- Professora Jessica Lopez – IB coordinator
- Patrick Moynihan is the new Senior Administrative Assistant to the COO, replacing the former Director of Operations, Beth Mertz, who resigned. The position was redefined.
- Maribel Martinez, Papin assistant principal, has been serving as a first grade classroom teacher for over a month due to the fact that we could not find an adequate substitute. Maribel will be serving in that capacity until a permanent teacher can be hired.
- **Upcoming events / activities:**
 - October 6th Chinese Moon Festival – moved to an in-school activity so that all Chinese school students can attend. Last year only 60-70% of the kids could come. Parents are welcome to attend this activity
 - Oct Friday 13 – No school; Teacher training on iReady
 - October 17 (Papin) and 20 (Marine)- School Photos; parent volunteers needed to usher students (sign up sheet passed around)
 - Nov 3rd – last date of the trimester
 - Nov 9th – No school parent conferences
 - Nov 10th No school; Veteran's day
 - November 22 – 24th Thanksgiving vacation
 - December 14 6:00-7:30 French Winter Festival/Concert
- SLLIS attendance rates at 94.25% so far this year. SLLIS gets paid by the day for each child's attendance, so would like to get the rates up before cold/flu season and the holidays start.

- SLLIS Responses to parent questions – (see attachment)

Actions:

- Begin PTO meeting at 6:10 so parents have time to drop kids in child care room.
- Create a contact sheet with email addresses for PTO officers
- Include on the PTO Parent Feedback Form the different methods for parents to provide feedback
- Create a committee list with synopsis of goals/focus, contact for chairs
- Request room parent names from teachers
- Finalize FAQs based on PTO Parent Feedback Form input
- Determine whether moving forward, the PTO can own the buzz-book / parent contact details, or include an option to opt into the PTO communications
- Develop a PTO web-site where all relevant information is posted, including PTO council member, committee chair, and room parent contact details
- Coordinate with the volunteer committee for:
 - Volunteers needed for the school picture days
 - Teacher appreciation – brunch on November 9th during teacher conferences
 - Sports / extracurricular activities – co-chairs and members
 - Facilities / technology committee – co-chairs and members from each campus
 - Room parents – Kathryn will provide details of which classes still need room parents after following up with teachers and contacting those parents who have already volunteered