

MIMS PTO General Meeting

9/6/19 / 8:45 AM / MIMS Cafeteria

Agenda

- [Welcome - Nhi Le](#)
- [School Admin Updates - Mr. Ying](#)
- [Introductions - PTO Board](#)
 - PTO role, description, contact info - PTO Board
 - SDMC role, description, contact info - Maggie Brown
- [Bylaws update - Derek Sirmans](#)
- [Festivals](#)
 - Mid-Autumn Festival (Sept. 13) - Amanda Chambers
 - Fall Festival (Oct. 11) - Amanda Chambers
- [Sociables](#) - Lisa Barrow
- [Spirit Nights](#) - Nhi Le
- [Budget review & Treasurer's report](#) - José Gonzalez
- [PTO Committees](#) - Reports & Volunteers
 - [Yearbook](#)
 - Diversity Heritage Months
- [Clubs](#) - Reports & Volunteers
 - UIL
 - VIPS Volunteer Approval: www.houstonisd.org/vipslogin

Contact the PTO

- General Inquiry - info@mimspto.org
- President Nhi Le - president@mimspto.org
- VP ES Kelly Opot - vpelem@mimspto.org
- VP MS Felicia Ziegler - vpmiddle@mimspto.org
- Fundraising Lisa Barrow - fundraising@mimspto.org
- MIMS Events Amanda Chambers - festivals@mimspto.org
- Treasurer José Gonzalez - treasurer@mimspto.org
- Secretary Libby Ingrassia - secretary@mimspto.org
- Historian Nissa Simpson - historian@mimspto.org
- Parliamentarian Derek Sirmans - parliamentarian@mimspto.org

Upcoming Dates

Subscribe to the MIMS PTO Calendar by going to <http://mimspto.org/calendar>

September

9/10 - Open House Middle School

9/11 - Open House Elementary School

9/13 - **Mid Autumn Festival**

9/20-22 - Spirit Nights at SmooTea Cafe (4007 Bellaire Blvd, Ste. F)

9/27 Fú Fri-Yay

9/27 - Sociables & Auction Items DUE

9/27 - Early Dismissal

October

10/1 - Yearbook cover entries DUE

10/1 - Spirit Day with Coffee-Q (truck at MIMS, 7-10 am)

10/3 - Spirit Day with Coffee-Q (truck at MIMS, 7-10 am)

10/4 - PTO Meeting 8:45 AM

10/7-11 - Yearbook cover contest voting

10/8 - Spirit Day with Coffee-Q (truck at MIMS, 7-10 am)

10/9 - Fall holiday (no school)

10/11 - **Fall Festival & MIMS Got Talent Show & Sociables Auction**

10/15 - Fall Picture Day

10/18 - Early Dismissal

10/25 - Fú Fri-Yay

November

11/6 - PTO General Meeting 6 pm

11/8 - Early Dismissal

11/19 - Boosterthon Pep Rally

11/22 - Fú Fri-Yay

11/25-29 - Thanksgiving Holiday

Attendees - see signup sheet

Minutes

Meeting called to order 8:57 am

Welcome - Nhi:

Agenda sheets are out there - share please and use it as a chance to welcome each other.

Let's get started - thank you for coming.

This is our new principal - Mr. Ying.

I'm Nhi Le, president of the board. I'll let Mr. Ying give an update.

Update from Admin - Mr. Ying

WE made it! It's been a busy few weeks; we've all been here until 7 or 8. If I haven't responded to a message or email, I'm sorry - we are very short on staff.

Communication

1. I know it's super important to you so it's important to me. I'm getting feedback and we're trying what's streamlined in my mind. I know Living Tree was one stop - we're moving to the school website to minimize sidebar conversations that we can't moderate. You all can do that on Facebook but not on official communications, so website will be the official channel and I'm responsible for it. The teachers - and myself - will have weekly updates on the site. How are we making that happen? We worked through learning labs right before school. Please give me some time to work out the kinks and focus on the long term vision to all have the website and get the weekly update there. As for the teachers - I know some of them previously emailed, but I'm not sure it was effective - we don't want messages to get lost in a busy mailbox.
2. Right now I'm sending weekly update through school messenger and I know not everyone is getting it. WE just got school messenger - we can generate the full info from Chancery to put into School Messenger but it only pulls certain reports with email. We didn't store it in the "right" spot - there are a lot of places to put the email address but only one place that gets pulled for this report. It's an easy fix but we have 700 students so please be patient. Reach to me (Mr. Ying) or to the front office and ask to update your email.
3. We are moving away from email - this summer I started with Twitter but obviously that's not very effective, I don't have a lot of followers so not good penetration. But with school messenger we can get to about 500. I'll transition to website, so for a while in both places. Not every teacher has a working website right now - at a minimum asking to partner with cluster or partner teacher to get the info out.

Open House

1. Next week on the 10th and 11th -- 10th is MS; 11th is ES - both from 5-7 pm. Teachers will be in their rooms for the most part. A few grades will present in teams. Kinder will host in the cafeteria and 4th grade will host in the library. They'll talk about procedures, rules, grading policy. Get to know their policies so you can enforce at home.

Free Dress & Lunch with Parents

1. We want to continue the tradition of free dress on Friday and Friday lunches with parents for now.
2. We do have a facility challenge. We don't have enough tables - we are getting more but it takes a few months to order and make them. In the meantime, we're using folding tables and outside tables as overflow.

Parent Question: On open house, will teachers repeat first and second hour so you can go to multiple classes?

Ying: Yes, each presentation will be about 15-20 minutes so you can rotate.

Parent Question: What's the group code for school messenger? I'm not getting your messages.

Ying: The way we use it, it's web based and we need your email to upload in advance. HISD has uses other features but we need email. So please email Ms. Obando with your email and you'll start getting them.

Nissa: YOU also need to sync with school messenger each year. When you go online to school messenger, click the three lines, go to contacts, sync list and you'll see the next email. Just like VIPS, you have to do it every year. You don't get the message in messenger app.

Maggie Brown: The code doesn't work - Chancery has to have the email info to work.

Parent: Would it make sense to write directions and send them out?

Nhi: We'll work on a sheet for Tuesday folders.

PTO & SDMC -

Nhi: I get a lot of questions about this and we want to give an explanation of the difference in what PTO does and SDMC. Nhi reads from the mimspto.org About page: "The purpose of the organization is to enhance and support the unique learning environment at the Mandarin Chinese Language Immersion Magnet School, to create open, close communication between the school and home, and to involve all stakeholders in the children's well being and development. The PTO especially strives to support the teachers and administration in creating a positive, enriching environment for all students at the school through volunteer and financial support."

<http://mimspto.org/general-info/what-is-the-ptos-purpose/>

So if it's about events, money for supplies for teachers - there's a process where teachers request and it goes to the school budget and the PTO budget. We can do that thanks to all who donate their time and money. We're here to help put festivals together. So when you have questions about events, festivals, fundraising, come to PTO.

SDMC is about policies - I'm going to introduce the board and the SDMC.

Please remember we all have other jobs and do this as volunteers.

Board introduces themselves:

- **Nissa Simpson** - Historian - I have a 3rd grader here, Audrey, it's our 5th year at MIMS.
- I'll introduce **Libby**, since she's taking notes - Libby has twins in first grade and she's the secretary.
- **Jose Gonzalez** - I'm the treasurer. My daughter is in kindergarten. I want to echo that we're all volunteers. I picked treasurer because I thought it wouldn't be a lot of work... (everyone laughs)
- **Derek Sirmans** - This is my 4th year. I've got a second grade and kinder. I was VP Elementary for 2 years and I'm the Parliamentarian this year. Jose does have it tough but we're all here to help. The timing is always tough. We all have the same sentiments you do and we are happy to be your voice and sounding board. We can't always effect the changes but we can be a voice for you.
- **Felicia Ziegler** - Been at school since its start. I have 4 kids. I'm the middle school vice president and I started a middle school committee to help with issues in the middle school.
- **Lisa Barrow** - I'm the corporate fundraiser. First year on the board and 4th year at MIMS - I've got 3rd and kinder. If you see a lot of fundraising posts, please share!
- **Amanda Chambers** - I've got an 8th grade daughter, so we've been here 8 years. I'm doing festivals this year. It's all a group effort so I hope you'll help too. Appreciate when you sign up to help.
- **Kelly Opot** - Elementary vice president - I've been here for 7 years but only started paying attention the last 2. I've got 2 kids - 5th and 1st. I'm also helping with fundraising until that position is filled.
- **Nhi Le** - I've got a 7th grade daughter, this is my 3rd year on the board. Running is my passion - so I've been helping with Boosterthon, festival. Please work with us on the transitions.

SDMC -

Maggie Brown: My 8th year - 4 kids - 1st and 3rd

SDMC is the shared decision making committee. We are elected at the last PTO meeting of the year for 2 years and we rotate. SDMC is a legislatively created body and our school is required to have it by law. WE have teachers, admin, parent reps. Community. At the start of the year, we spend time discussing school improvement plans. It's easy here because our students do well. So we talk about moving from 97% - 98% attendance.

We also talk about policies and procedures. We have school-wide policy on grading, pick ups, etc - that comes from SDMC. It's not glamorous but someone has to do it. But questions on policy and procedure related we can be your voice or find the answer. We can't do things about teachers, homework, etc, but policy, yes.

Tanna Brown - 6th grade daughter, 5th grade son; at MIMS since the start. I believe in the school and hope it continues to grow and that kids can

We're asking for questions that you send them 3 days before our meetings to present to the SDMC

Parent question: How do we find you?

Maggie: You can email me at maggiecbrown@gmail.com or on MIMS Facebook.

Tanna: You can find meeting minutes and agenda on the website and it may be helpful to review previous minutes to get to know what we do. We can also post our information there.

Wendy Chung: I have a 7th, 4th, and 1st graders - we've been here since the start. Contact me for questions at wchung1@gmail.com and on Facebook too. I'm happy to talk anytime.

Tanna - tanna.brown54@gmail.com

Derek: also remember they are also volunteers with jobs and lives

Nhi: think of it like this - they vote on the uniform policy and we help get the uniforms for you to buy

Bylaws

Derek: We had nobody run for the community fundraising role - the way the bylaws are we had no way to fill it. We had someone willing after elections but the bylaws didn't allow it. So we propose a change to the bylaws to redefine vacancy so we can fill the role.

Link to our full current bylaws:

http://mimspto.org/files/2012/09/MIMS_PTO_ByLaws.pdf

Current

Article VI, Section B. Vacancies: A vacancy shall be declared in any office upon the death or disability of or upon receipt of written resignation from the person or upon removal of the person pursuant to Article VI, Section C. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The Executive Board shall give schoolwide written notice of such election.

Proposed

Article VI, Section B. Vacancies: A vacancy shall be declared in any office upon the death or disability of or upon receipt of written resignation from the person or upon removal of the person pursuant to Article VI, Section C **or if no person is elected to fill the position**. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The Executive Board shall give schoolwide written notice of such election.

According to the bylaws we vote as a board, then post for 30 days, and then we vote here at the next PTO general meeting.

Parent question: About voting - it used to be 1 vote for 1 person but then last year it was 1 vote per family. I think that should be in the bylaws so it can't change.

Nhi: We can discuss that. If anyone is interested in the community fundraising role, let us know.

Festivals

Amanda Chambers: Mid Autumn festival is September 13, Fall Festival is October 11, CNY is Feb. 1, and we haven't set the date for international festival yet but it will be in the late spring.

Mid autumn festival is a celebration of full moon and family unity and harmony. We'll have mooncakes, crafts, and be selling pizza for \$2/slice - cash only. Still looking for Chinese calligraphy demos and other help - we have sign up sheets here.

Fall Festival - Oct. 11 - we'll have the MIMS Got Talent show - I'll be sending information about that - it's a 20 second audition and a 1 minute performance. We'll also be doing sociables and auction.

Sociables

Lisa Barrow: We're looking for people to host sociables or donate auction items. Sociables are hosted by parents, teachers who pay the cost and then individuals attending pay money to attend - proceeds go directly, entirely to MIMS - it's the biggest fundraiser of the year.

MIMS PTO website has Google forms to fill out to host or donate - due by September 27 we can compile a catalog. We'll also do a live auction of parking spaces - we have 3 parking spaces and naming rights for the hallways - like the one you can see on the corner. Also a sign in the library.

Forms: <http://mimspto.org/support-the-pto/fundraising-forms/>

Parent Question: How's bidding being done this year? Online or paper?

Lisa: Both - paper in person and then QTEGO for online bidding

Ying: HISD press may come to these school events

Nhi: Sociables may seem overwhelming for 1 person but partner up and work together- it's a great way to build community

Derek: New parents - show of hands? This may sound like gibberish but I think it's the best way to get to know other folks. This was a primer but now you need to come up with an idea and do it. Raise your hands if you've done one? Now new parents - talk to those folks.

Spirit Nights - Nhi

- This is when we go to restaurants - you eat there and the restaurant gives back to the school.
- We've got a spirit weekend with SmooTea Cafe in Sept. 20-22nd. You can eat there or order to go -- just put your receipt in the fish bowl after you buy.
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- We're extending to spirit days - we'll have food trucks come 3x in October. You can even donate a coffee or taco to a teachers, staff, admin.

Some notes while Jose is setting up to talk about budget:

Nhi: please sign up to help with mid autumn festival - we'll be here to hang lanterns and the art teacher will need help displaying the artwork - there's that note going around and a signup genius

Yearbook - Nissa

Libby & Beryl & Nissa signed up to run yearbook again -

1. Please buy a yearbook - it's \$25 on early bird price and will go up to \$32 on 13 October
2. You can personalize for \$5 for a name and \$5 each up to 4 icons
3. Celebrate your kiddo or club by buying an ad from 1/8 page to full page
4. We've got a cover contest - our students are so talented - this is open to all grade levels with one winner each for ES/MS - turn them in at the PTO box in the community room and we'll vote during the week of fall festival
5. Upload photos using Image Share app or imageshare.balfour.com
6. Volunteers! Please sign up to volunteer to take photos at events for parents who can't be there and to make a great yearbook

Budget/Treasurer Update - Jose

We've had 2-3 different meetings to get to this budget and on how to spend and how much to raise - see

https://drive.google.com/a/mimspto.org/file/d/170mfXVubX_KAaImg06kUiINDJHThswQfR/view?usp=sharing

Our goals for income are to raise \$140k this year - all money will go back to school in the same year, we expect.

Jose reads the budget page:

https://drive.google.com/a/mimspto.org/file/d/170mfXVubX_KAaImg06kUiINDJHThswQfR/view?usp=sharing

- Budgets for events will add up to about \$21k
- Budgets for PTO committees will add up to about \$20k - this includes \$40 Amazon gift cards we'll be giving out to all our teachers, admin, and staff today to thank them for their hard work.
- Non-recurring expenses comes out to about \$92k. We're still discussing some of the details about how to spend the library budget.
- our administrative expenses are budgeted to about \$6400 but we're waiting for some details on cots for this year.
- At the end of the year we plan to put about \$3k back into the bank for next year.

Ying: Staffing assistance item is something I'm working on. It's not as simple as just writing a check. What it's likely we'll do is that that check and let me free up other budget items and then I can use the money to hire staff. We can't quite hire teachers for this money but we can hire TAs.

Nhi: We're specifically looking at this to help with 4th grade and middle school.

Jose:

On the back of that sheet is the balance sheet:

https://drive.google.com/a/mimspto.org/file/d/170mfXVubX_KAaImg06kUiINDJHThswQfR/view?usp=sharing

This shows the money we have in the bank, the assets, like the shades PTO has bought for the school. The liabilities include the credit card bill - that includes the planners and those gift cards - that will be paid and class funds for graduation that we've set aside, including some left over from last year.

Nhi: The numbers you see are what we'd like to make but it's all about your help.

Parent question: I see spirit wear shows up in both cost and income

Answer: Yes, we show what it costs us to buy it under the costs and then we sell that to make some money for the PTO

Nhi: Unlike the school supplies, where PTO doesn't make any money

Derek: Just to clarify, you'll see school supplies in income because you pay for it through our store but there is no upcharge - it's just a service and PTO doesn't make any money on it.

PTO Committees - Nissa

In past years, our parents have done a great job celebrating Black History month so now we're adding Hispanic Heritage in September and Asian/Pacific American Heritage in May. PTO has set aside \$200 budget for each of those months for speaker fees, snacks,

Clubs - Nissa

School and our parents have done a great job of creating clubs like chess club, robotics. For any club, including UIL, to continue or for any new clubs, a parent sponsor needs to fill out the forms and submit them to Mr. Ying to be approved. The parent sponsor also needs to be CPR certified and VIPS approved each year.

Forms:

https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/50180/Classroom%20Request_updated.pdf

VIPS:

<https://apps.raptorware.com/vsoft/kiosk/volunteerregistration?clientId=f4767608-a773-44e7-8d47-645d85e67f27>

If clubs want a table at open house next week, email historian@mimspto.org - we want you to participate, just let me know.

Nhi: Don't forget to sign up to volunteer and that you need to be VIPS approved to volunteer in classrooms or with students:

<https://apps.raptorware.com/vsoft/kiosk/volunteerregistration?clientId=f4767608-a773-44e7-8d47-645d85e67f27>

Meeting adjourned at 10:10 am