



## **International Academy East PTIA Agenda Meeting Minutes October 21, 2008 7 PM**

### **Call to Order**

#### In Attendance:

Daksha & Bic Gohil  
Subha Mukundan  
Ramesh Gummalla  
Lisa Taylor  
Awni Fakhoury  
Julia Zhang  
Yeon Sook Hwang  
Lalitha Badey  
Victoria Gojcaj  
Maliha Naveed  
Surendran V  
Weihua (Cary) Zhang  
Willie & Jacqueline Lockhart  
Deb Paquet  
Ravi Shankar  
Ana Urian  
Bettina Gomero  
Debbie Gamelin  
Mamtha Muthyalu

### **Welcome and Introductions**

### **Approval of 9/23/08 Minutes**

Motion to approve Bic Gohil. Awni Fakhoury second. PTIA Membership approved minutes.

### **Reports:**

#### **President**

Debbie is investigating possibly bringing in a conference telephone for PTIA East Membership meetings to allow for those parents who must travel a long distance can attend remotely. She is also investigating the possibility of setting up a Net Meeting or Online Video Conference to accommodate our Families who are not able to attend but wish to support and be involved in the PTIA. She will work with the Technology Office at Troy School District to test this. We are also discussing meeting at a different location such as the Troy Public Library, Troy Community Center, etc.

**Meetings will be approximately 1 hour in length**



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### Committees and Project Leads:

We still have several Committees that need to have a volunteer(s) and/or a Project Lead, they are:

1. School Scrapbook
2. International Fest
3. Fundraising Committee
4. Brain Breaks
5. Conference Breaks
6. Newsletter- Need a Project Lead
7. Spring Plant Sale
8. School Beautification (Indoor/Outdoor): Hey! Did you see our new sign?
9. Tile Sales

Thank you to all the parents for their generous donation of their time and items to contribute to our 1<sup>st</sup> IA Olympics. The Students bonded and seemed to really enjoy themselves. The PTIA Members discussed Lessons Learned such as possibly charging a nominal fee for the Pizza/Light Dinner of \$3-5.

They also discussed having the materials brought in by each student through distribution of assignments by the teachers. This would help the PTIA Members focus on the Food, Drinks, etc. and help evenly spread out the cost to all families.

Overall, the parents who were able to volunteer both days felt the event went very well. Awni Fakhoury and several other members praised Laurie Huber's excellent project management and deployment skills. We are all thankful for all the time and effort Laurie invested to make the event such a success.

Next year, the parents suggested we map out all the logistics so we know where each event is taking place, ensure there is a parent volunteer assigned to assist and monitor each event and that the refreshments are openly available to the students.

Team also discussed budget for next year. We would like to continue with obtaining donations as much as possible to offset PTIA Expenses, but do realize we will need to cover some cost. The IA Central campus has \$900.00 in their annual budget to cover costs for the entire school. We believe expenses for this year's



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event were even higher than \$500.00 (if we did not have such generous donations).

**Principal/Teacher Leader-** N/A

**Teacher Representative** – Mrs. Bettina Gamero

- ◆ MEAP testing for freshman will be on October 23<sup>rd</sup>.
- ◆ Students will be dismissed at 11:50 on Oct 24<sup>th</sup>.
- ◆ Card marking is on the 24<sup>th</sup> of Oct.
- ◆ Reports will be mailed home on the 29<sup>th</sup> of Oct.
- ◆ Parent teacher conf is on Oct 28<sup>th</sup> between 5- 8 pm
- ◆ & on Oct 30<sup>th</sup> 1-4, 5.30 – 8.30pm. (Parents can attend conferences on either Oct 28<sup>th</sup> or Oct 30<sup>th</sup>. There is no appointment necessary for the conference, but make sure you take not more than 4-5 min with each teacher as there are parents waiting in line. If you require additional time, please schedule an appointment with the teacher.

### **FYI....**

Ms. Kinney will be only available on October 28.

Ms. Toepel will be only available on October 28.

Mrs. Tang will be available on October 30 in the evening.

Mr. Pagnani will be available only from 1-4 on October 30<sup>th</sup>.

CONFERENCE SCHEDULE will be sent home October, 23<sup>rd</sup>  
(Thursday)

- ◆ Students will be dismissed at 11:50 AM on October 30<sup>th</sup>.
- ◆ No school and no homework weekend on Oct 31<sup>st</sup> & Nov 3<sup>rd</sup>.
- ◆ East, West and Central will be hosting for 9<sup>th</sup> graders from 8:00 – 10:00 PM on December 6, 2008 for a fun filled get together at the West Campus. More information will be provided soon.
- ◆ Schedules are available through Zangle. If you have not yet logged onto Zangle, you can contact Ms. Kinney for your parent password and code. You can also touch base with your student to have them walk you through accessing the website.

**Vice President**

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### International Flags for School:

Awni Fakhoury asked how to we go about obtaining these. IA Central has 52 Flags hanging along their hallways.

**Action Item for Awni Fakhoury** – Contact Mrs. Van Duesen (from IA Central) to find out how they obtained them for the Central Campus.

**10/23/08 Update:** *Our (IA Central) PTIA purchased them. It could have been Jody Motley 248.391.1975 or Julie Brettschneider 248.642.6712. If they didn't they would know who on the PTIA did.*

### **Secretary**

No report

### **Treasurer**

- ◆ Victoria Gojcaj reported the PTIA has raised \$1,230 in Membership donations. So far, 36 PTIA East families have contributed to the PTIA. Thank you to all who have committed their funds to the PTIA to enhance and ensure the success of the IA East!
- ◆ If a parent is requesting reimbursement from the PTIA for items purchased due to a PTIA event, approved expense, etc., the PTIA reimbursement form found on the IAtoday.org website must be submitted with the request. All receipts documenting the expense must be attached. Requests should be submitted by placing the form and all documentation in the PTIA Mailbox in the main office. Victoria regularly checks the mailbox and will process your request.
- ◆ The PTIA East Membership form for those parents who still need to sign up as a member is now available on IAtoday.org.
- ◆ We will have a table at Parent Teacher Conferences to hand out membership forms and relay what our organization is all about.
- ◆ We will be selling IA International Academy window clings for \$5.00. This will allow all of our proud parents to display their IA Pride on their car, window, etc.
- ◆ **Volunteers are needed** to man the PTIA East table during all 3 sessions of conferences. To sign up, please contact Debbie Gamelin

### **Student Welfare:**

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Debbie Gamelin suggested about trying to bring a guest speaker to present a stress relief and time management course. Sandy Charters at the Troy School District is assisting us in acquiring someone who specializes in this field. Debbie Gamelin and Jacqueline Lockhart will also investigate to see what school assemblies/guests could be invited/brought in to facilitate this.

It is important to note the following: Ms. Kinney regularly meets with the students in their classroom. She is also available to discuss your student's progress and any concerns that parent may have on an individual basis. Ms. Kinney is an excellent resource for the parents and staff. Please contact her to make an appointment if you would like to discuss your student's adjustment to the International Academy lifestyle and how we as parents can foster a well rounded, healthy and exemplary youths.

Bettina Gamero also shared the IA Staff praises and supports our students on a daily basis. They do drive them to do their best and continuously recognize their efforts and successes (As was the case with the IA Olympics) She will take our concerns back to the leadership team and provide our input to Mr. Okma.

### **Committee Reports:**

#### **IA Troy East Olympics**

We had our first International Academy East Olympics. There were over 60 students staying after school on Thursday, Oct 16<sup>th</sup>. See Laurie Huber's Project Readout included in our meeting minutes.

#### **Lessons Learned/ Suggestion made –**

- Coordination should be done in the class where teachers can ask the students/parents to volunteer for the material.
- Assignments should be distributed equally among the parent volunteers.
- Planning for Olympics should be done ahead of time. (Visio)
- Feedback from Bettina Gamero– Next year the Freshmen & Sophomore parent sponsors will be ones who would coordinate IA Olympic activities and items needs with the students

#### **IA East Newsletter**



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- The IA East Newsletter Committee plans to have the first newsletter available on December 1<sup>st</sup>. Parents, Students and IA Staff are welcome to submit articles, success stories and updates on Product/Leadership Team, Clubs, Enrichments, etc. to communicate to the IA community.
- **We still need one parent/volunteer to take the Project Lead on this committee.** Please discuss your interest with Debbie Gamelin at your earliest convenience.

### **Old Business:**

#### **PTIA East By Laws Review and Approval:**

The By Laws must be approved as they are required to be attached to the 501(c)(3) application. The By Laws were distributed at the previous PTIA East Membership meeting to give members a chance to review. No changes were recommended or brought up in today's meeting.

A motion was made by Bic Gohil to approve the By Laws. It was seconded by Jacqueline Lockhart. Motion passed.

### **501 (c)(3) Filing:**

Debbie Gamelin met with Attorney/CPA Brian Simmons at Troy based Doeren Mayhew on 10/15/08. They reviewed the completed application and made the appropriate changes or additions. We will need to disburse a check for the \$300.00 Application Fee. Debbie plans to send the document and all required forms and supporting documentation as a certified letter in the next week or so.

Debbie prepared a letter to thank Brian for donating his valuable time and efforts to the IA East. The letter was distributed to PTIA members at the meeting to sign.

### **Student Directory –**

Only 20 kids showed up for the picture taking. As we have limited time, we might have to go ahead with the publishing of directories w/o pictures.

### **New Business:**

#### **Gordon Foods Fundraiser –**

- This information package will go out on Thursday during the Passport meeting with all students.
- Families have from now until November 12 to sell delicious pies, cookies, and cakes for the upcoming holidays.

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- The form and all monies are due on November 12, 2008. Checks should be made payable to: "PTIA East."
- Delivery will be on November 24<sup>th</sup> at the school. If each IA East family purchased one item, the school would raise over \$300.00.

### **Gordon Foods Fun Funds –**

- When you sign up with Gordon Foods, you will get \$10 off with the purchase of \$50 (coupon is attached to the sign up form).
- Ongoing: Each time you shop at Gordon Foods, IA East will earn cash when Fun Fund Items are purchased.
- You will receive a card to use in the mail. You need to show your card at the checkout register (they will ask you if you are with a particular organization).
- Families will also be entitled to receive their monthly newsletter that includes valuable coupons, free items, etc.

### **IA East School Wish List:**

#### **Microwaves:**

Could use 2-3 microwaves in addition to the one that was already donated by the Coven Family (thank you!!!)

#### **Foosball Table:**

Thank you again to the Ismail Family for donating the Foosball table. The students use it each and every lunch period and really enjoy having it available to them in the cafeteria.

#### **Table Tennis Tables:**

There are 26 Tennis Table Club members who are anxiously waiting to start up. We are in need of at least 2 tennis tables to get this club up and running. Debbie Gamelin has a lead on one gently used table and has been getting the word out to find another one or two.

#### **Parent Teacher Conferences & Sign Up Sheet**

- Need parent volunteers for manning the PTIA East Table.
- Anyone interested in donating some refreshments, please let Debbie Gamelin know. Thank you for considering!

### **IA Spirit Wear**

Mrs. Nagy is working with a vendor to obtain spirit wear and items for the students, staff and parents to purchase. She will touch base with Debbie

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Gamelin once she has more information. Debbie suggested we add a small fee on top of the price as a fundraiser for the school. More to come.....

### **Correspondence:**

None

### **Announcements:**

Kroger Cares Savings Program: We must have Non Profit status in order to participate. - Eva Fleck volunteered to lead the project. Debbie Gamelin is going to have Eva contact Kathy Strickland 248-879-6561 [kathistrickland@gmail.com](mailto:kathistrickland@gmail.com) to see if we can participate/partner with IA Central's Program as an interim solution.

### **Move to Adjourn:**

Meeting Adjourned at 8:14 PM

### **Next Meeting:**

Tuesday, November 18, 2008 at 7 PM in the IA East Media/Tech Center.



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### IA Troy East Olympics- Laurie Huber Project Lead

The anticipated tradition of the IA Olympics got off to a fantastic start with over 60 students staying after school on Thursday, October 16<sup>th</sup> at IA Troy East to indulge in creativity, duct tape and spray paint making their first 'cardboard car' for the highlight event the following day! Among the students were 10 parent volunteers who arrived between 2:00 – 5:00 p.m. Each helping to supervise, serve food, and prepare for the following day. Every group completed their projects by 6:00 p.m.; however, all but one was done by 5:00/5:15pm.

Friday – the day of the Olympics – 4/5 parents arrived at 11:30am to prepare and the events began officially at 12:30p.m.. As I arrived around 12:15 p.m., we were ready with the refreshments, took water too the back soccer/football field behind Baker Middle School, and secure a list of what the schedule of events and what the parent volunteers were to do. We had 12 parents available to do the following:

- ★ Collect donations and prepare for serving beverages/snacks
- ★ Monitor and serve snacks drinks at the front of the school
- ★ Assist with the 'running' of each event along with a teacher (6)
- ★ Monitor trash and equipment pick up – make sure everything was picked up and collected

A variety of snacks and beverages were donated of which ended up being just right. We had donuts, cookies, Gatorade, water, juice boxes, peanuts, granola bars, snack packs of chips, soda – all donated from many families – thank you! We had 1.5 cases of water left over and numerous pre-packaged food items which were stored. We had just enough duct tape with 1 or 2 whole rolls remaining along with a dozen and a half spray paint cans remaining that are still useable. These will be properly stored for the upcoming years!

Notes for Next year: (please add to the list if other comments come up at the meeting)

- 1) Identify a good list of food/beverages that worked for this event making transporting and clean up as easy as possible.
- 2) Secure a sponsor for pizza or subs – anticipated cost per class (\$125). As we add another grade next year – another \$125 and consideration of foot traffic ease of serving – do we have box snacks made in advance to grab and go? (example)
- 3) Identify 'jobs' for volunteers for each day.
- 4) Beverages should include: water, Gatorade, juice, canned soda – ok, but no liter soda to minimize the paper products needed
- 5) Dinner on Thursday? Or is it snack
- 6) Friday – cookies, grab snacks worked, but little was eaten until they were getting ready to leave after the events were completed. School is trying to close down so clean up should be minimized. Should we put everything away before the 'big race'?
- 7) Secure a sponsor for school (Buscemi's?)
- 8) T-shirts to identify volunteers
- 9) T-shirts for students (do we play a role in this?)
- 10) Setup food on Friday so that students can eat after the event. Identify a few parents who can stay and clean up.

**Total Volunteers:** 22 (duplicate #'s – some volunteered both days)

**Estimated \$ of donations:** \$450.00 - \$500.00 (food/beverage/supplies)

**Meetings will be approximately 1 hour in length**