

Washtenaw International PTO
Meeting Minutes
6:30pm Mon. 5/13/2019
Washtenaw International Technology Center

In attendance: Lisa Brown (President; G9 Victoria); Stacy Sucarski (Vice President; G12 Tim & G10 Ian); Anne Hooghart (Co-Recording Secretary; G7 Kasey & G6 Cassidy); Rashonda Arnold (Co-Recording Secretary; G10 John & G7 Christina); Sue Barker (Treasury Team; G9 Melody); Nancy Harvey (Treasury Team; G11 Alex); Mary Beth Maes (G9 Alina; G7 Reed); Shonda Brewer (G9 Calista); Debbie Globke (G8 Keegan); Neena Gupta (G10 Anusha); Beth Vonck (world literature teacher and 6th-8th grade dean); Nhu Do (principal)

PTO Meeting was called to order at 6:32pm.

1. President's Report -

PTO Pres. Lisa Brown distributed copies of the minutes of the 4/8 PTO meeting, treasurer's report, and proposed calendar for next school year.

Moved (Nancy) and seconded (Mary Beth) to approve the minutes with one correction: Jennifer Tremewan is leading the reception (no dance), with assistance from and Nancy Harvey. Motion passed unanimously.

2. Principal Report (Nhu Do) -

a. Honors Convocation (5/9) -

This year, made sure to include/recognize students who have demonstrated commitment to service and other ideals of the school.

b. School staff changes -

No details of make public yet, but 4 to 5 staff members will be relocating, etc., so interviews are ongoing.

c. Potential partner school in China -

Zunyi Carey International School in China is interested in becoming an I.B. school, and would like to set up a partnership with WIHI, involving sending some students to WIHI in 2020 for the full Diploma Program (2 school years), and to have short-term teacher exchanges. This will be proposed to WEOC soon. Straw poll indicated interest in sending WIHIMA students to China for a short-term visit. Discussion of the importance of making sure the exchange is 2-way and mutually beneficial.

d. IB Diploma Exam -

WIHI seniors have been working hard on these exams. External evaluators and inspectors oversee this process; WIHI has been given an unheard-of perfect score!

e. WIHI Commencement (5/30) -

Planning is going well. Rackham Auditorium has a capacity of 3000, and each senior will receive 6 tickets.

f. Ann Arbor Community Foundation "Citizen of the Year" - 4 WIHI students were nominated this year, and 2 of them are finalists!

g. Teacher Appreciation Week -

Ms. Do expressed sincere thanks to the PTO for a "fabulous" Teacher Appreciation Week last week! Thank you to local donors such as Cultivate, Dos Hermanos, and Bigby Coffee on Washtenaw Ave.

h. Ypsi Community Clean-Up Day (Sat. 5/18) -

WIHIMA students are encourage to volunteer/help out at Rutherford Pool/Recreation Park area (9:00am-noon). The school will be providing pizza for those who sign up. Sue B. to send out a SignUpGenius link.

3. Teacher's Report (Ms. Beth Vonck) -

Passport Days

Asked for feedback about Passport Days. Discussion of meeting less often than every week, possibly skipping weeks that have a late start day, possibly moving to a different day of the week (Wednesdays?).

Integration of WIMA and WIHI

The integration seems to be going well overall, with the WIMA teachers feeling supported and getting enough support, etc., from the combined PTO and elsewhere. The school is learning that there are certain things that need to be handled differently for middle vs. high school (e.g. documentation of service hours).

Teacher Evaluation at WIHIMA

Formal planned observation in the fall, with classroom observation by an administrator, and a post-observation discussion. Unannounced (20-min.+) classroom observation and post-discussion in the spring.

New teachers each get a content-area mentor (who observes at least once a marking period) and one other mentor on staff.

If a child or parent has an issue with a teacher, Ms. Vonck recommended that the student talk to the teacher first, then a parent can contact the teacher, and then, if the situation is not resolved, the parent can contact the school administration.

Discussion of the need for a formal mechanism for student input/feedback in the process, concerning issues of electronic communication, providing timely feedback, use of Assessment Calendar, etc.

Reasonable Turnaround for Grading

Discussion about a reasonable turnaround time for grading of student work. Even for papers/projects, anything over 2 weeks is too long, and the student and/or parent should contact the teacher.

4. Treasurer's Report -

Hard copies of the Treasurer's Report were distributed, showing a balance of \$24,786.15.

Nancy explained that this will increase, after the TAW donations (almost \$1000) are deposited.

She also explained a correction that was accidentally made more than once, so has now been corrected.

One expense for online tools was slightly higher than expected, so we may need to adjust it.

Discussion of the total amounts of funds managed by the PTO and regulations about 501c3 status.

It was moved (Anne) and seconded (Stacy) to approve the treasurer's report as written. Motion passed.

Discussion of a family whose check for an out-of-state trip (substantial expense) bounced, and has not responded to PTO attempts at contact them to determine if perhaps there is economic hardship.

Decided to send a certified letter indicating that they must pay via money order or cash by X deadline.

5. Other Business -

a. Cultivating Conversations – WIHI meet-and-greet on 4/24 was very well-attended, warm, & friendly, etc.!

WIMA meet-and-greet this Wed. 5/15; current families are encouraged to attend and make connections.

This event will sort of take the place of a Prospective Family Welcome that we had in the past.

b. 8th Grade Farewell (6/13) – Emily DePauw has agreed to help lead this effort. Next meeting is Thurs. 5/23 (2:45-3:45pm), with Ms. Garcia.

c. Community Service Hours/CAS – Available for the 5/18 Ypsi Community Clean-Up Day (9am-noon).

d. Passport Olympics/Field Day (Mon. 6/10) – School will provide refreshments.

e. PTO Elections – PTO Board offices are for 2-year terms. Lisa Brown has another year as President; Sue Barker & Nancy Harvey as Treasurers; and Anne Hooghart as Secretary. Rashonda Arnold has asked to transfer to the Treasury Team next year. Stacy Sucarski will serve as 11th-grade Class Parent Rep.

Ballots were distributed, and the following candidates were elected unanimously: Mary Beth Maes, Vice President (WIHI); Jeff Clark, Co-Recording Secretary; and Rashonda Arnold, Co-Treasurer.

We still seeking nominations of a WIMA parent to serve as Co-Vice President during 2019-2021.

f. Deans' Notes – Discussion of making a standardized/consistent format across grade levels (e.g., putting the newer information first, decreasing the length, maybe putting headers up front and then details toward the end), to make it more user-friendly for parents.

g. International Exchange Opportunities – WIHIMA students have opportunities for cultural exchange through travel abroad through the Lions Youth Camp & Exchange Program (YCE; see contact in Dean's Notes), or

to provide a homestay for 2-4 weeks this summer to a Japanese high school girl (contact Anne Hooghart).

- h. EDJI Day: Discussion of concerns about the age-appropriateness of materials and topics from the latest (4/12) EDJI Day, used with 6th- through 12th-graders, in sessions facilitated primarily by WIHL students. Consensus: EDJI often deals with sensitive topics. Families should be provided with lists of discussion topics/sessions ahead of time, so they can discuss these with their students, and help them choose the best options in which to take part.
- i. Community Forum on Cyber Safety & Human Trafficking Awareness/Prevention – Handouts distributed about this event at Peace Neighborhood Center in Ann Arbor, from 10am-noon this Sat. 5/18.

Next PTO meeting: Monday 6/10 at 6:30pm

Meeting adjourned at 8:41pm.