

Family Association

April 2, 2008

Meeting Minutes

Attendees

| | | | |
|--------------------------|-------------------------|------------------------|-------------------------|
| <i>Laura Hubrich</i> | <i>Wendy Bluhm</i> | <i>Carrie Barry</i> | <i>Ellen Gaucher</i> |
| <i>Denise LaFontaine</i> | <i>Michele Swanston</i> | <i>Marilyn Parmley</i> | <i>Allistair Rodd</i> |
| <i>Rebecca Kunz</i> | <i>James Moberg</i> | <i>Jennifer Stone</i> | <i>Ricardo Riquelme</i> |

Welcome and Introductions

The Family Association at the International School of Monterey

- Who: A group of dedicated and involved parents, grandparents, friends of ISM and staff
- Why: **Mission/Vision Statement for Family Association**
 - ***Vision Statement:*** All families will participate in activities that enrich the educational experience at The International School of Monterey (ISM)
 - ***Mission Statement:*** The Family Association will build a community of families by:
 - Working with school staff to develop motivational and fun events that complement the ISM academic program.
 - Encouraging and coordinating family talent and effort

Special Announcements

Ellen Gaucher – ISM will remain at the Manzanita campus for the 2009-2010 school-year. The 2009-2010 school Calendar to be approved by the administration. Staff for 2009-2010 — contracts between staff and the administration for the 09-10 school-year are between the school & the staff. The administration will communicate staff for the 2009-2010 school-year at the appropriate time.

Lisa Rohrer **Viva International Homestays** www.vivahomestays.com — MIIS undergraduate and graduate students (ages 18-22) from abroad seek homestays on the Peninsula. Most homestays last a month at a time.

Requirement - students get a private room. Rates for room only per month earn the family \$700.00; a room with meals earns a family \$900 a month.

Extensive checks are conducted on each student & most have a high level of English.

Families wishing to be considered for the homestay program must live on or near a public transport route.

Lisa is accepting applications now for the Fall & Winter.

Townhall Meeting for ISM Monday, 4/6 at 6:30pm – Find out about the GAP that we need to fill, what the Board is doing, ask questions and find out how to help be a part of the solution ISM MRU

Committee Reports

Room Parents:

- Carrie Barry update – Ellen & Carrie will begin collecting feedback from staff on the Room Parent program.

Volunteer Coordination

- Big Sur Run 4/25 & 4/26 – Clara Wang coordinating.
- Artichoke Festival 5/17-18
- California Airshow 8/7-9
- New Family Registration 4/4 – Wendy Bluhm No one signed up as Coordinator. Foundation members will be present to talk about Fair Share program. Future new Family Registration should include list of volunteer opportunities.
- Math Festival 4/17 Nikki still needs 2 more people for session 1 (9 - 9:50) and 3 more people for sessions 2 and 3 (10:05 - 10:55, 12:25 - 1:15).

ACTION – Room parents seek volunteers from your class.

- Earth Day 4/21 – Ms. Z & Lisa Burns organizing
- Teacher Appreciation 5/20 minimum day (no update) – Jeanine Nale coordinating.
- New Family Support– Francine Rodd
Goal is to concentrate on Kindergarten parents since that is the vast majority of folks that will be coming in next year. Francine will work with the Kindergarten Room parents to see if they can help make a big push before the end of school in order to match folks up so that they can ask questions during the summer. Francine was glad to see that the general call went out to all the room parents in a summary e-mail. Francine has provided an electronic copy of the form and description to Carrie to update the website. From experience this last year folks don't tend to volunteer for this via the passing of flyers -- Francine only got one or two that way. The rest were all people Francine approached personally. So, she will also need to take that approach to get enough folks to volunteer. No one asked said "no" they just waited to be asked. [See flyer below.]
- SEM Recruitment – Wendy Bluhm for Camilla Mann
Got a Passion? Share it with a SEM!
SEM stands for School-wide Enrichment Model and for 1st-8th graders it's an opportunity to do something a little out of the ordinary on a Friday afternoon. These classes are taught by ISM faculty and staff and community volunteers, be they parents, grandparents, or just friends of the school. We're looking to fill up the roster to offer students as many different options as we can. The offerings usually run the gamut from arts and crafts to sports and dance and from the cultural to the culinary.
Earlier this year a parent taught a Hula basics SEM while a teacher guided students in organic gardening. This coming term, one parent is teaching an intro to Italian culture and language, two grandparents are co-teaching a ToastMasters SEM for 3rd graders. The idea is simply to expose students to something outside of their normal curriculum.
Time is of the essence, proposals are due to Lisa by April 10th. SEMs being April 24th and run for 7 weeks. AND if parents can't commit to 7 Fridays, consider team-teaching a SEM.
So, if you have a hobby, skill, or passion that you'd like to share, check out the FAQs on the website at <http://www.ismonterey.org/sem.html>. You may also download the class proposal form from that page.
Any questions? Contact Lisa Griffin-Burns, ISM's Operations and HR Manager, at lburns@ismonterey.org or parent volunteer Camilla Mann at CamillaMMann@sbcglobal.net.
- ISM Online 2008-2009 Yearbook – Wendy Bluhm
We have made a decision to have an FREE online yearbook this year! We are very excited about this option in today's economy. This will be a "by email invitation only yearbook", from which you can order pictures printed as you wish! In order to have a successful ISM 2008-2009 Online Yearbook available, we need volunteers and support. We are very fortunate that **Marc Dyer** (ISM Staff) has agreed to be the **Online Yearbook Coordinator**. *THANK YOU SO MUCH MARC!*

ACTION - Here is what we need:

Classroom Yearbook Representative for each class

- ◇ Gathering & organizing photos from your class
- ◇ Providing CD of photos to Yearbook Coordinator
- ◇ Providing information/text about the pictures

Pictures

- ◇ School wide Events
- ◇ Field Trips
- ◇ In class, on campus, etc.

Please contact your Room Parent to let them know you are interested in being a Classroom Yearbook Representative

[See flyer below.]

- Gala- 4/11. All volunteer positions covered. GALA tickets for sale still have room...need to give numbers by Wednesday 4/8/09 to the Hyatt

Foundation Update:

- Jennifer Stone update – Jennifer shared a revenue bar chart at the meeting. The Fair Share program adds maybe 2 new families per month. The average income to the Fair Share program is \$17K per month, 82% of families participate, \$265K received to date. At this rate receivables would be \$289K by end-of-school year. With the state funding cut the new Fair Share goal is \$450K .
There will be another big drive after 4/15/09. The target will be everyone. Class participation is higher in the lower grades.
Next school year's strategy will be to generate the majority of funding early.

Book Smart:

- Book Fair coming in May 19 to June 2
- Creating a Spanish Library (similar to Level Library) Need helpers for labeling the books.
ACTION – Room parents ask for volunteers to label books. Mr R volunteered to help.

Teacher Requests Update:

- Wendy Bluhm

Special Events:

Chair Report:

- Wendy Bluhm to follow up on any remaining items.

NEW Business

- Web-Based Newsletter Update Wendy Bluhm – web-based newsletter will be tabled until 2009-2010 school year.
- Succession Roles for 2009-2010 school year Wendy Bluhm – Once the school calendar is approved Family Association (FA) will focus on filling event coordinator positions. Wendy has already contacted many of the 2008-2009 coordinators for interest in next school year.
- Volunteer Coordinator (on campus) – This will be a new volunteer position for the 2009-2010 school year. This position will ensure event coordinators get the support they need & troubleshoot any issues. This position will also be a Jr. Chair for FA.
ACTION – Room parents please let parents know.
- Room Parent Coordinators – Carrie & Ellen will be stepping down as Room Parent Coordinators for the 2009-2010 school year. This will be another volunteer coordination opportunity.
- ACTION – A Field day coordinator for the 2008-2009 school year is needed now. [See flyer below.]
ACTION – Room parents please let parents know.

Future Meetings:

NOTE: Staff is always welcome. Agenda items should be emailed to Wendy Bluhm

Calendar:

4/21/2009 Earth Day Celebration F.A. ***
4/22/2009 Early Dismissal 11:30am
4/24/2009 Pizza Hot Lunch
Free Dress
4/25/2009 5K Big Sur Fun Run F.A. *** Volunteers Needed
4/26/2009 Big Sur Marathon Aid Station F.A. *** Volunteers Needed
4/30/2009 Family Association Meeting 6:30 pm ***
5/20/2009 Teacher Appreciation Day F.A. ***
5/9/2009 Saturday Site Work Day
5/13-5/21 Spring Book Fair
5/15/2009 Chinese Hot Lunch
End of 3rd Box Top Competition F.A. ***
5/16-5/17 Castroville Artichoke Festival F.A. *** Volunteers Needed
5/20/2009 Teacher Appreciation Day F.A. ***
5/21/2009 Spring Concert
5/22/2009 Early Dismissal 11:30am
5/25/2009 No School - Memorial Day
5/28/2009 Family Association Meeting 6:30 pm ***
5/29/2009 Pizza Hot Lunch
Free Dress
6/5/2009 Chinese Hot Lunch
6/6/2009 International Festival F.A. ***
6/17/2009 8TH Grade Graduation
6/18/2009 Field Day
6/19/2009 Kindergarten Graduation
Last Day of School / Early Dismissal 11:30 AM



ISM New Family Connection Network

Brought to you by the ISM Family Association



Thank you for considering being a New Family Connector!

General Description

Parents:

- **Make initial contact via phone or email with a new family offering to answer questions over the summer and during the first few weeks of school. Answer general questions they have about the school and connect them with staff who can answer questions when you can not.**
- **Help new parent(s) to understand the ISM Community; Family Association, Volunteer Hours & Opportunities, Family Fair Share, Upcoming Events etc.**
- **Once the room parents are established, help new parent(s) to understand how the teacher and room parents usually communicate, e.g. via flyers, e-mail, etc. Provide helpful information and ideas about their particular class and how things work.** *(Example 1: Last year 5th Grade had Boys' Lunch Groups and Girls' Lunch Groups every once in while for the 5th Grade students to sit all together (one group for girls and one group for boys) and visit about how things are going. This is something a new parent and child would want to know and understand. Example 2: Last year 5th Grade students and parents were expected to check Powerschool every Thursday Night and there was a Scholastic website for reference for assignments and due dates.)*
- **Provide feedback to Family Association about ideas to improve the program.**

Children:

- **Help familiarize the new child around the classroom and school.**
- **Introduce him/her to other students in the class and grade and invite them to “hang out” at lunch and recess.**

If you are interested in being a New Family Connector for your child's class, please complete the sign-up sheet and return it to the Family Association box at the front office.



ISM New Family Connection Network

Brought to you by the ISM Family Association



New Family Connector Sign-Up

If your family is willing to be a New Family Connector for your child's class, please provide the information requested below and return it to the Family Association mailbox in the office.

If you have questions about the commitment of an ISM Family Connector, read the general description or contact Francine Rodd on f_rodd@yahoo.com or (831) 384-7811.

Current Class Information: Teacher: _____ **Grade:** _____

Family Name: _____

Child's Name: _____ **Male** _____ **Female** _____

Parents' Names: _____

Primary Parent for Contact: _____

Primary Contact Information: **Email** _____

Home Phone _____

Cell Phone _____

ISM 2008-2009 ONLINE YEARBOOK

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Yearbook It!

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*Please contact your Room Parent to let them know you are interested in being a **Classroom Yearbook Representative**.*

Dear Parents,

ISM is hosting the 7th annual Field Day on Thursday, JUNE 18TH!

Please help by volunteering for our fun-filled day!

You will receive volunteer hours, a free picnic lunch AND provide students with a lasting memory!

| FIELD DAY SCHEDULE 8:30-9:30 Set-up | |
|--|--|
| KINDERGARTEN – 5 TH GRADE | MIDDLE SCHOOL (6-8 TH) |
| 10:00-1:00 All events + lunch | 12:30-1:00 Lunch 1:00-2:00 Field + Water Events |

If you can help with this enjoyable event, please fill out the bottom of this form and return it to Mr. Robby by Friday, April 27th.

If you have any questions or special requests please email me at: rfabry@ismonterey.org. I really appreciate your help in making this a fun-filled day for our students at ISM!

Yours in fun and fitness for kids Robby Fabry
ISM PE Instructor

YES! I am available to volunteer for Field Day on Friday, June 15th!
Please return this form to Mr. Robby's mailbox by April 27th.

VOLUNTEERS NAME:

Phone number:

CHILD'S NAME:

Email address:

- I am available from 10-1 to help in the Water stations (you will probably get wet)
 I am available from 10-1 to work in a very dry Field stations
 I am available from 10-1 to help with the BBQ Lunch (set-up, grilling, serving, cleanup)

Extra Hours

- I am available from 8:30-9:30 to help with set-up
 I am available from 1:00pm-2: 15pm to help with the middle school stations