

**AISB PTO Executive Committee Meeting**  
**AISB Library**  
**September 20, 2007, 1600h**  
**Minutes**

**In Attendance:** Kelly Dalton, Maria Ramilo, Jan Derpak, Omar Saibou, Gary Holsten, Rachel Strozeski, Lara Prihodko, Kymberly Tiffany, Marielle Durand

**Absent:** Claudia Vondrasek (on travel).

**I. Call to order**

- a. The President called the meeting to order at 16:05h.
- b. The President discussed the agenda for the meeting

**II. Review, amend and approve PTO bylaws (addition of 2 teacher reps. and possibly 2 parent reps.)**

- a. Discussed amending the by-laws to include two teacher representatives to the PTO, one each for the lower and upper school.
- b. Discussed the possibility of adding two parent representatives to the PTO, one each for the lower and upper school. Will set out a table at the general association meeting and gauge interest with sign-up sheets. Room parent idea failed last year due to lack of interest.
- c. Changes to by-laws will be made to Article 4, section 1 and article 5, section 5.
- d. Rachel moved to amend bylaws to add 2 teacher reps, seconded by Gary, approved by majority.

**III. Review and discussion of proposed PTO sponsored events for 2007-2008.**

- a. Events as scheduled in order:
  - i. October 26<sup>th</sup>, Halloween Carnival
  - ii. December 8<sup>th</sup>, Sports day
  - iii. January 14-18<sup>th</sup>, Author visit
  - iv. February 23<sup>rd</sup>, Carnival
  - v. April 14-18, Book fair
  - vi. April 21-25<sup>th</sup>, Earth day/week
  - vii. May 16<sup>th</sup>, Teacher appreciation dinner
  - viii. May 23<sup>rd</sup>, Africa day
- b. Discussion of events
  - i. Halloween Carnival – see agenda item below

ii. Sports day – see agenda item below

iii. Author visit –

- a) We have a Malian author scheduled to visit during the 3<sup>rd</sup> week of January, dates to be firmed up.
- b) Last year there was a successful wine and cheese reception for the Author, suggest doing that again. Need to identify a good location– Hotel? Restaurant? School?

iv. Carnival

- a) Big carnival coincides with Mardi Gras and February is a good time weather wise. In the past, the carnival was held on a Saturday, afternoon to evening. There were booths for games, prizes, food (barbecue, crepes, etc...), cotton candy, frozen water bottles, face painting, a costume parade and entertainment. As it wound down a raffle was held in a tent on the playing field. Raffle items included: dinners, plane tickets, cell phones, use of a pool, t-shirts, hats.
- b) Schools 30<sup>th</sup> anniversary is this year; perhaps we can combine a celebration of it with the carnival?
- c) There was a suggestion that the carnival could take more inspiration from International Dinners held at other international schools. For example, each cultural community in the international school would have a booth and show off their culture through food, entertainment. In other locations, embassies of the representative countries foot the cost of these booths.
- d) There was a suggestion to rename the event the '30th Anniversary International Carnival'
- e) Discussion of need for booths for the carnival and adding a silent auction.
- f) Need to form an organizing committee right away and identify a country rep for all countries represented at the school and a raffle coordinator

v. Book fair

- a) Rachel suggested we make it coincide with literacy month, April this year. Book fair is about 2 weeks in.

- b) There was a suggestion to have the book fair in December in time for holiday presents, but this is not viable this year and may in general be too much work before carnival.
- c) Suggestion to investigate whether books can be shipped in the GSO containers to save on shipping costs.
- d) Suggestion to include adult books too and then host a wine, cheese and book buying party (on the library roof?) as a social activity for parents.

vi. Earth week

- a) Last year earth day was a single event including recycling, art and poetry contests, collecting plastic bags and tree sales to plant on campus or give as a friendship tree. Also an earth day rally, assembly and neighborhood trash pick-up too.
- b) We have ordered canvas bags and fabric markers for a possible fundraiser.
- c) Rachel suggested that instead of having one big day of events, maybe doing it all week long in bits, culminating with the rally. All agreed this was a good suggestion.

vii. Teacher appreciation dinner

- a) Was held at Café de Fleuve last year, at the very end of May, and was very successful.
- b) Suggestion that it might be better for the teachers if it were held a bit earlier, before the big rush at the end of school.

viii. Africa day

- a) Last year the PTO funded a life-size marionette puppet show. It was very popular. Suggest we do it again.

- c. A motion was made to approve the tentative calendar by Rachel, seconded by Kelley. Approved by majority.

**IV. Organize committee for preparation of Halloween Carnival, Oct. 26**

- a. On the committee – Kelley Dalton, Gary Holsten, Maria Ramilo, Kymberly Tiffanly and Marielle Durand volunteered for the committee.
- b. We will not request more volunteers for this event as it was determined that it was more important to have a large volunteer base for the winter carnival.

**V. Confirmation of ExCo meeting time & dates.**

- a. The ExCo needs to meet once a month.
- b. Thursdays at 4pm seems to work for everyone. A suggestion was made for meetings to be held on the third Thursday of the month.
- c. General meetings are held quarterly on Saturdays.
- d. Proposed meeting dates for the 2007–2008 school year are:

For the ExCo :

September 20, 2007

October 18, 2007

November 15, 2007

December 13, 2007

January 24, 2008

February 21, 2008

March 13, 2008

April 17, 2008

May 15, 2008

For quarterly general meetings:

September 15, 2007

November 10, 2007

February 9, 2008

April 19, 2007

**VI. Reschedule Sports Day**

- a. Sports day is traditionally held on a Saturday.
- b. A suggestion was made to hold sports day at the end of ITBS testing. However that clashes with the Marine Ball and the Sahel sale.

- c. To avoid conflict we will hold it in December, hopefully at the American Club.
- d. Next year we'll aim for September and combine it with the welcome back barbecue.

**VII. Review presentation for general association (school board) meeting on September 25, 2007, 19:00h.**

- a. We need to introduce officers and scheduled events for the year, 5 or 10 minutes.
- b. Use existing power point, add in some new info on what we are planning to do to activate the community.
- c. Set up a table for sign ups for committees, etc.....

**VIII. Other business**

- a. We need a proposed budget for Gary to present at a general school board meeting. He needs to present the budget to the executive council 1<sup>st</sup>.
- b. Suggestion for a PTO welcome table at the library during parent teacher conferences on November 2<sup>nd</sup>. We could advertise the general meeting to be held on November 10<sup>th</sup>, sell mugs and bags, have sign up sheets for committees and maybe light snacks.
- c. General meeting on November 10<sup>th</sup> at 10:30am. Perhaps combine this with a potluck brunch to make it more festive.
- d. Discussed whether the PTO sponsored anything for newcomers to the school. The PTO hasn't in the past; some suggestions for the future were a welcome coffee morning and partnering parents (new and old).
- e. Suggestion of a need to create more activities that are viable for high school students and the need to spend an equal amount of time and effort on both the elementary and upper school.
  - i. The upper school currently wants to have a dance with food and drink and needs funds. We need to see a budget.
  - ii. Maybe we should set aside a chunk of the budget for the high school program so they can plan events.
  - iii. Maybe ask for matching funds from the administration.
  - iv. We need a high school task force.
  - v. In the future the High School students might need some funding for Model U.N.

- f. We should have the elementary student council and the high school social committee come and present their ideas for the year to us.
- g. Kymberly has a display board that the PTO can use to advertise news and events. Jan suggested placement of this display board near the entrance to the school in the inside of the fence. We will advertise in the school newspaper that it is there.
- h. Discussion on whether we should charge dues to each family, approximately ten dollars. No decision as of yet.

**IX. Adjournment**

- a. Lara moves to adjourn, Rachel seconds. Approved by a majority
- b. The meeting is adjourned at 17:30h.