

**PTA Open Meeting
Wed 20 May 2009 @ 9 AM**

Attendees: Lucy Capon, Monique Rubin, Jolanda Bowring, Marjan Oloomi, Joyce Steinmetz, Sue Tee, Graeme Scott, Piet Bakker, Rainit Roosmets-Palo, Patricia Manahan-Santiago, Elif Gozen, Sheree Coomber, Susan Waldron, Margot Grimm, Charlie Keddie, Imran Ahmad, Liz Hussey, Sue Haldemann, Sheyla Karman, Ar'nie Krogh, Jota Skintzou

Apologies: Sue Smuts

Agenda: **ISH Accreditation Results; Primary PTA Association Application & Voting; Amendment to PTA Constitution Regarding Board Elections; Summer Fayre Update; Summer Fayre Stall Allocations with Class Reps; Welcome Committee Update; PTA Fund Allocation Proposals & Voting; Further Business**

<i>Item</i>		<i>Action</i>
1	ISH Accreditation Results	
	<p>Congratulations, ISH! The school was the first to be accredited by the IPC (International Primary Curriculum) Accreditation Committee at the Mastering Level (the highest level attainable) in 9 out of 9 areas. The International Primary Curriculum is taught in 620 schools across 51 countries, and there was a need to recognize a core group of quality schools using the curriculum since there are varying degrees of usage – some schools use very little of the IPC in their overall curriculum while others like ISH make use of it throughout the curriculum and within the school environment. A rigorous and thorough accreditation process began in April over a 2-day period whereby the IPC Accreditation Committee conducted a thorough and rigorous examination of the school by touring the school campus; observing 17 lessons; examining documents and lesson plans; and speaking with Graeme Scott, Pascale Hertay, and other staff members as well as members of Het Rijnlands Lyceum, the MR, a group of parents representing both old and new families in the school, and to the students themselves. When the Accreditation Committee gave its opinion on ISH, it “was blown away” by how impressive both the school and students had been, and the fact that ISH was the very first school to undergo the accreditation process and that it did so at the very highest level was a very pleasant surprise for both the Committee and ISH. A great benefit of IPC Accreditation is that it mirrors membership in the CIS (Council of International Schools) whereby ISH will gain exposure by allowing prospective parents to view IPC-accredited schools online in a manner similar to viewing schools which are members of or accredited by the CIS or ECIS. One point to remember: although the school now is accredited at the highest level possible, we will continue to develop – we do not consider ourselves having “mastered” in the past tense but rather we are part of a continually developing “mastering” process and will continue to evolve in the proper direction – especially since the school’s re-accreditation will be in 3 years’ time.</p>	GS

<i>Item</i>		<i>Action</i>
2.	Primary PTA Association Application & Voting	
	<p>Imran Ahmad spoke on behalf of the PTA since he is familiar with the process for registering as an Association. The PTA is petitioning to register as an Association which is beneficial to the PTA and its parent body: this allows for transparency because we are registered outside of the school and also allows for a bank account to be opened in the name of the ISH PTA rather than having to use a PTA account in an individual's name, thus allowing financial transparency as well. Registering as an Association rather than a Stichting has cost benefits: Association registration is €450 versus Stichting registration which can run between €4,000 and €7,000. To register as an Association, the PTA must:</p> <ul style="list-style-type: none"> - Fill out the registration form - State that it is a non-profit organization - Register its Constitution (online) - Hold a minimum number of meetings per year - Have a bank account verified by the Board at all meetings - Submit financial statements (online) <p>As an Association, the PTA then pays no tax on its funds and also can be eligible to petition for funding from the Ministry of Education and The City of The Hague on behalf of the students.</p> <p>Lucy Capon, PTA Chair, asked parents for a motion to be made to approve registering the PTA as an Association: Imran Ahmad made the motion to approve and Sue Haldeman seconded the motion; there were no disapprovals, so the PTA will proceed with the registration.</p>	IA/LC
3.	Amendment to PTA Constitution Regarding Board Elections	
	<p>The PTA wishes to amend the Constitution regarding election of PTA Board Members. Currently, Board Member elections are held each February which makes transition difficult since it is in the middle of the school year; also, vacancies in the Board can be filled temporarily by other Board Members until the next Open Meeting or election, with Graeme Scott's approval. The proposal for amendment is to hold Board Member elections approximately around Easter time with the new Board Members' term beginning in September; this allows for a transitional period from Easter to the end of the school year in July with old and new Board Members. Lucy Capon, PTA Chair, proposed that a Special Meeting be held regarding a Constitutional amendment with the PTA Secretary notifying parents of the change. Lucy then asked parents for a motion to be made to change PTA Board Member elections to Easter and also to change PTA Board Members' term to a September start date: Margot Grimm made the motion to approve and Mieke van de Leemput seconded the motion; there were no disapprovals, so the PTA will go forward with an amendment to the Constitution with regard to Board Member elections.</p>	LC

<i>Item</i>		<i>Action</i>
4.	Summer Fayre Update	
	<ul style="list-style-type: none"> - <u>Raffle Baskets</u>: Sue Haldeman spoke regarding baskets which will be won by purchasing raffle tickets; there will be 5 baskets from Primary and 5 baskets from Secondary for a total of 10 baskets. Sue suggested that specific themes be used for the baskets such as Kitchen, Party, Beach, Rainy Day, Lazy Afternoon, and Pampering (IF SOMEONE CAN HELP ON THIS, I HEARD ONLY PART OF THE THEMES) to help coordinate the items being donated. - <u>International Food Fair</u>: A letter or email will be sent to parents about contributing food from their country to be sold; Sue Tee and Sue Haldeman emailed the coordinators for each country from last year with a request to the Primary parents to help coordinate, cook and serve at the Fayre. - <u>Summer Fayre Poster</u>: This will be sent home as a note to parents. - <u>Décor</u>: Help will be needed in the week prior to the Fayre; both Primary and Secondary are involved. Posters from last year are in cupboards inside the school for use at the stalls again this year. - <u>Additional Help</u>: Help will be needed for the barbeque and to man the bar; parents present thought that fathers would be good to petition for this. - <u>Entrance Fee (“Passport”)</u>: This year’s “passport” will be a tee shirt (lime green tee shirt with white lettering and white squares printed on the front); markers will be used to tick off each activity (some parents still unsettled about ticking off on tee shirt fronts with marker, especially with regard to older female students). Each tee shirt (entrance fee/”passport”) will cost €10 and will be sold to students in advance. The tee shirts allow access to the stalls (activities) and are not needed by adults. - <u>Food Tickets</u>: These can either be pre-purchased or purchased on the day of the Fayre in denominations of €5 or €10. - <u>Raffle Tickets</u>: These will be sold for a specific basket rather than as a general raffle ticket to ensure that parents are aware of which basket they have the potential to win; this disallows unwanted surprises. - <u>Teacher Volunteers</u>: There are 4 teacher volunteers needed for sponging the teacher; Graeme Scott was asked to help coordinate this. A parent asked that this activity be done somewhere clean since last year sponges were dirtied quickly and picked up stones; Sue Tee offered use of a large ground sheet hopefully to eliminate the problem. <p>Some questions posed by parents: using cash at the Fayre (not practical); pre-selling raffle tickets which has the benefit of having more readily-available selling points; selling books of tickets to each family (problem with that is how to handle the posting of the tickets at the end of the Fayre to determine profits); location of specific stalls such as the hair styling, hospital, etc. which were held inside last year (expected to be inside again this year); weather (if it rains, then stalls</p>	MR/SH/ST/ MO

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	will have to be moved to the Glass House since it is too costly to provide covers for stalls outside); will Secondary CAS students help (not very reliable so will rely on parents only, but CAS students can help with decorations since they already are in school when decorating is done).	
5.	Summer Fayre Stall Assignments	
	Each of the Class Reps were asked to be present at today's meeting to choose a stall for their class for the Fayre with the exception of Pre-Reception, Reception, Year 1 and Year 2 since these classes are being pre-assigned a stall in groups (all of the Pre-Reception and Reception classes together will have one stall; all of the Year 1 classes together will have one stall; and all of the Year 2 classes together will have one stall). Each of the Class Reps from Year 3 through Year 6 had the opportunity, if present, to choose a stall for their respective classes; those not present were assigned a stall from those remaining. (DO I NEED TO LIST THESE HERE?). An email will be sent to Class Reps detailing the assignments and what is needed for each stall.	MR
6.	Welcome Committee Update	
	Over 60 Buddy Family forms have been received to date which is a phenomenal response! These will be collated and matched with pending new families, all of whom are scheduled to arrive in September with none arriving between now and the end of the school year; more information on how and when this will be done will be disseminated in the next several weeks. Parents were asked to remember that they can volunteer at any time to become a Buddy Family. Parents also were asked whether they had seen the Welcome Pack which Cheng Newton had compiled online; if not, parents were asked to take a look. One question is who new families can contact before school begins: Roswitha in Admissions or the Welcome Committee; this is something which needs to be determined in the next few weeks. The next project is New Family Induction Day whereby the Welcome Committee and the PTA potentially can be available to new families (except for new Reception children who will have their "induction" on 30 June; a question was posed whether new Reception families also can come on the New Family Induction Day in late August since some families cannot attend now or whether the Welcome Committee can be available for new Reception families on 30 June).	JB/JS/CN
7.	PTA Fund Allocation Proposals & Voting	
	The Balance Sheet as of 20 May 2009 compiled by Sue Smuts was distributed to those present since Sue was unable to attend the meeting. Information on how funds are to be allocated is outlined in the PTA Constitution and is on the protected portal; everything is transparent and always is on the website. Per the Constitution, PTA funds are used to directly benefit the Primary students as opposed to go to charity.	LC

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	<p>Where are PTA funds being spent from the Summer Fayre and other fundraisers held throughout the year, especially since some parents were questioning profits from last year's Summer Festival which, from the balance sheet, seemed barely to break even when expenses were taken from profits? Some parents want a tangible use of the funds since they expect to move on to other schools and/or countries, such as inexpensive playground equipment; others suggested using funds for guest speakers on topics such as cyber bullying, seminars for teachers regarding emotional issues with students (Lucy suggested that Graeme can be consulted regarding bullying seminars or seminars specifically for parents or teachers); and another suggested using seminars with outside speakers (such as one for bilingual children which is sold-out elsewhere) as fundraisers with parents charged a fee for attending. Lucy reminded parents that for the moment we need to discuss allocating what we have rather than trying to determine how to raise funds in the future: we should brainstorm ideas and then take a vote on those ideas at a future meeting. Some ideas were:</p> <ul style="list-style-type: none"> - <u>Information Technology (IT)</u>: books for the library (but there was a notation that the Book Fair and Scholastic Book Clubs contributed to this already). - <u>DVD Collection</u>: rather than ask for DVD's to be donated which usually are very scratched and worn, new educational DVD's could be purchased; Izabella Tomljanovich says that this is the most popular section of IT; although collection is in the Secondary Library, it is available for Primary. - <u>Stove</u>: Margot Grimm asked about a stove since students or parents cannot cook and can use a microwave only; Graeme Scott mentioned that he needed to check the power load beforehand since already the school is close to maximum power usage. - <u>Playground</u>: Sheree Coomber proposed various ideas such as garden areas; planters; a giant chalkboard (in the area where basketball hoop is located); paintings on concrete (ie., of animals, etc.) which is approximately €500; creating a mini obstacle course in the forest area near the sandpit with cost estimates of €395 for logs, €495 for stepping stones, €745 for monkey bars whereby a plan is created and there is additional fundraising toward a specific pieces and the project paid for step by step (question is whether there are other health and safety issues raised with each interim step); the area with the poles always is controversial because of the costs involved to remove them and what is needed to make the space meet health and safety requirements (for example, €10,000 for rubber tiles, €12,000 to surface the area, and €10,000 to remove the posts), but in that area could be a gross motor skills space for the Year 4-5-6 students; there could be a fundraiser specifically for the playground with a chart on display showing how much is needed and how much is raised to date,, but one parent mentioned that some parents might not wish to participate in a fundraiser for the playground only. Also mentioned was that 	

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	<p>considering the costs, would Graeme Scott consider corporate sponsors to help defray expenses? These ideas, as well as others, could be compiled and voted on at a meeting directly after the Summer Fayre.</p>	
8.	Further Business	
	<ul style="list-style-type: none"> - <u>Quiz Nite</u>: Friday 5 June from 6 PM – 9 PM; more information will be in the next Primary Newsletter including number of teams, entry fee; there will be 6 rounds and a table round; a prize donation (these will be “very special prizes” with prizes for each round winner (a team can win a round only once). Snacks and drinks are included as well as a large, tacky trophy for the winner complete with plaque. It will be very entertaining and very international; childcare is a possibility, such as a movie in the theatre. No mobile phones are allowed – no cheating! - <u>Dress Code</u>: A parent asked whether the school had a formal dress code and who is in the position to decide what is or is not appropriate attire for school since his child was asked not to wear (OR TO REMOVE? NOT CERTAIN) a shirt printed with a very tiny swear word; although different parents expressed what they personally felt was inappropriate or simply disliked, it generally was agreed that although it was not specifically stated, swear words really were not appropriate on attire chosen for school. Secondary may have a specific written dress code; it was asked if it could be forward to Primary as a FYI. - <u>Additional Fundraising Ideas</u>: if something (ie., the Car Boot Sale) is not in the official school calendar, then the concierges have a right to say that they will not assist – it definitely will be in next year’s school calendar; online selling like at the American School (AS) is another idea where everyone self-posts, but it needs people to set it up and to maintain it as well as a monitor (to make certain it is not being used for outside or commercial business) which is very time-consuming – a good idea may be to set up a PTA Board Committee which could oversee it and its implementation, so after the Summer Fayre parents could be canvassed to see whether a Monitoring Committee could be set up by September; another idea is to put Classifieds in the Primary Newsletter or to put a link with an attachment to Buy/Sell in the PTA section of the Newsletter. 	LC/GS