

Minutes of the ISL PTO Board Meeting

02/11/18 9:15 – 10:15

Present: Kendra Tutunjian (KT) – chair
Ieva Pope (IP)
Belinda Mancktelow (BM)
Kim Peebles (KP)
Tom Lokere (TL)
Irina Tardiva (IT)

In attendance for items 1 and 2: Eric Larson (EL)

Apologies: Jessica Maisonnave (JM)

1. Upcoming events

KT declared the meeting open and reminded the board of the ground rules. The board moved to discussing upcoming events.

2. 06/11/18 PTO Meeting

KT reported that she had prepared slides for the upcoming meeting but would only be able to chair the first half due to work commitments. It was agreed that the second half would be chaired by JM. Any off-topic interjections by parents were to be politely closed down with the request that such issues be raised directly with school management. It was confirmed that EL would be presenting the new school strategy at the meeting and that Jessica Krueger would be providing information to parents on the upcoming accreditation visit.

Going forward it was agreed that all board and general meetings of the PTO were to be moved to Thursdays.

3. 08/11/18 Father/Daughter Dance Planning Committee Meeting

It was agreed to request at the upcoming general meeting that anyone interested in participating in the planning of this event (which would be one of the major PTO events of the year) attend the planning committee meeting the following Thursday.

KT informed the board that it was proposed to follow the FDD with something for mothers and sons around the date of International Women's Day (8 March).

4. 13/11/18 PTO Lunch

KT reported that she had approached Kafejnica Piens who had indicated that a business lunch could be provided for all attendees at EUR 6.90 a head including water or juice. It was agreed this was a desirable option as the last PTO lunch had resulted in an unacceptably high water bill for the PTO and the idea was that such lunches were cost neutral. It was agreed to advertise the lunch as costing EUR 7 per person.

5. 25/11/18 Ice Skating

KT reported on the proposal to rent an ice skating rink at the Volvo centre for EUR 375 (this expense to be approved at the PTO general meeting). KT and IP confirmed they would be able to attend on the day and IT confirmed she would endeavour to do so so subject to other commitments. IT reviewed the (Latvian) contract and confirmed for the record that the contact person at the Volvo centre was Eriks Milutins, mobile number 2926 9666. KT confirmed that she had invited the ISR PTO to this event but had yet to receive a response.

6. Treasurer announcements

TL confirmed he had received one safe key. KT reported that she had the second and proposed to hand it to EL for safe-keeping/to be accessed as required, which was agreed.

IP updated the board on reimbursement procedures (a reimbursement form was to be found on the PTO drive which needed to be printed out, completed and submitted together with the relevant receipt(s)).

It was reported that EUR 85 had been earned from the Book Exchange and EUR 439 from the Bake Sale.

IP noted that she had made a note of “Things We Have Learnt From the Bake Sale” on the drive, one being that baked goods could only be sold by the PTO after lunch (so that so much volunteer time had gone to waste). It was reported that TL’s waffles had sold well and TL suggested organising a dedicated waffle sale. KT and IP reported that ISL placed restrictions on how frequently such sales could be held at the school but confirmed that combining a sale of treats with the ice skating or the FDD could be possible. The cafeteria could not be involved in any financial incentives relating to PTO activity.

7. JM Room Parent Update

It was noted that JM had updated the board by WhatsApp that she was sharing with each Room Parent a file to fill out with amounts spent and would share and explain to them the relevant expense sheets and instructions. The next Room Parent meeting would be around 2 weeks prior to the break.

8. Other

- A) Selling CEESA snacks update/Volunteer culture: KP reported that she would be on her own the following day selling snacks (despite not having a child on the team) and that no soccer parents had volunteered. It was confirmed that unfortunately none of the other board members were able to make it. KP wondered what could be done in general to foster a volunteer culture at the school (including a sense that if a parent has children on a sports team they will put up members from a visiting rival team) and reported that what had worked well at her previous school was having a 50 dollar deposit advanced by parents which could then be recouped by volunteering for 3 hours. KT noted that unfortunately this was not as yet part of the culture at ISL, and that Sergejs Baltmanis (SB) had sent out requests but there had been no uptake. KT suggested setting up a meeting with KP and SB in order for KP to be able to advance her views as to how important it is to ensure parents volunteer and engage in connection with their children’s sporting activities. KT however stressed that there was only so much the PTO board could do to influence such matters and

that KP should absolutely not feel obligated to volunteer beyond what she herself was comfortable with.

- B) Lynx Bucks: It was reported that a number of Lynx Bucks were outstanding following the Book Exchange. TL expressed an interest in determining exactly how many and confirmed he would seek to find out. It was considered how these might be used in future (it being noted that students had not explicitly given to understand that they could be used at all following the Book Exchange, so this was open to discussion). Ideas floated were (i) that the school store stand selling ISL branded merchandise (pens etc.) which was already under consideration as a way in which students could employ volunteer hours might be able to accept Lynx Bucks in full or partial payment and (ii) that the next Bake Sale could accept Lynx Bucks (but likely only if one euro were spent in addition to each one or two Lynx Bucks spent). Lynx Bucks had originally been accorded a value of 1 Euro each and could either retain that value or potentially be discounted to 50 cents after their original purpose (i.e. the Book Exchange) had passed.
- C) Allocation of responsibilities: As KT was now working four days a week and JM would be absent for an extended period, KT requested that the rest of the board step up to provide the necessary coverage. It was agreed that BM as secretary would take over the running of sign in sheets (and that IP would explain to her what needed to be done in this regard) and that IT would take over the organising of lunches, although the next lunch after the upcoming one would not be until January to ensure no clash with the teachers' lunch in December. BM further agreed to assist IP the coming Monday in redoing the PTO wall in the foyer.
- D) PTO corner: TL proposed to advertise a PTO coffee to be held in a corner of the cafeteria for an hour or half an hour prior to the end of school on Tuesdays or Thursdays, in order for parents to be able to meet and chat and air any concerns they may have in their own language. This could be either weekly (although it was noted it would be hard to ensure PTO board presence at each such event were that to be the case) or on the dates of PTO general meetings. It was agreed to advertise the first such coffee at the PTO meeting on 06/11 to take place the same afternoon, and TL and IT agreed to attend it.

The next meeting of the board was confirmed for 7 December at 8.45 am.

KT declared the meeting closed and BM agreed to prepare and upload the minutes.