

Minutes of the ISL PTO Board Meeting

05/10/18 8:30 – 9:30

Present: Kendra Tutunjian (KT) – chair
Jessica Maisonnave (JM)
Ieva Pope (IP)
Belinda Mancktelow (BM)
Kim Peebles (KP)

Apologies: Tom Lokere
Irina Tardiva (IT)

1. Welcome new board members

KT declared the meeting open and welcomed BM and KP as new board members.

2. Introduce / review ground rules

KT circulated ground rules for the behaviour of the board which were reviewed by all board members and explained by KT. The board members further received a copy of the recently revised PTO constitution.

3. Review and fill board positions

The allocation of board positions between members of the board was discussed and it was agreed that KT would act as President, JM as Vice President and Room Parent Coordinator, BM as Secretary, IP as Communication/Public Relations Officer and KP as Fundraising Committee Officer. In accepting her appointment KT informed the board that she was very happy to act as president for the foreseeable but that increasing work commitments meant that this might potentially have to be reassessed at a later stage. She further informed the board for good order that her husband sat on the school council and that she herself acted as a supply teacher (neither of which facts constituted a conflict of interest as the board agreed).

It was further proposed that TL be appointed Treasurer and IT be appointed as a second Fundraising Committee Officer, subject to their agreement.

4. Set up emails and badges

KT reported that ISL email accounts were in the process of being set up for all PTO board members and that a shared Google docs drive would be accessible to the board members. She further reported that school access badges would be issued to the board and requested that the new board members attend the school photo reshoot on 9 October to have their pictures taken.

5. Upcoming October events

KT reported on the upcoming October events (PTO lunch on 9 October, Book Exchange on 12 October, Autumn Bake Sale on 31 October).

It was agreed that JM and KP would coordinate the drop off time and volunteer schedule for the bake sale. KT reported that Mrs Atrens of the student council had requested that the student council hold a cake raffle in parallel with the PTO bake sale. The board members saw no issue with this proposal and it was approved.

6. Lunch help

KT reported that due to ongoing issues with queuing times additional help from parents was needed during lunch times. IP agreed to circulate an email requesting such help.

7. TL proposals re baskets

TL had sent various agenda items prior to the meeting including in relation to a Christmas baskets proposal. It was agreed to discuss these at the next board meeting when TL was present.

8. Upcoming events

KT highlighted the upcoming events for November (PTO Meeting on 6 November, PTO Lunch on 13 November, Latvian Dance on 15 November, Ice Skating on 24 November). IP reported that she was meeting the Latvian teachers following the board meeting with regards to the Latvian Dance.

9. Next meeting

The next meeting of the board was confirmed for 1 November at 8.30 am.

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