

Horizon Japan International School
PTA Board Meeting
September 11, 2008
2 p.m. – 3 p.m.

Meeting Minutes

1. Attendees:

- a. Mrs. Brown
- b. Mrs. Ali
- c. Mrs. Okuda
- d. Mrs. Aydin
- e. Mrs. Inamura
- f. Mrs. Madeen
- g. Mrs. Kameike

1. Introductions and review of job responsibilities

- a. PR manager will take on mostly communications role and will coordinate with secretary. She is responsible for comment box and office box.
- b. Scholastic order will probably be end of October. Information from last year has been passed down and an introduction to the Japan Scholastic representative occurred. We will investigate payment by bank transfer to avoid personal credit card fees.
- c. Events coordinators will review file folder from last year and update where necessary.
- d. Webmaster will continue to work with Ishida san to ensure smooth transition from last year. A new, updated system is being developed, but is not yet ready for use.
- e. Ms. Thomas and Ms. Range are our teacher liaisons this year.

1. Up coming events

- a. Health Day – Event chairs will coordinate this activity. Ms. Thomas and Ms. Hill are the teachers responsible for the day. The teachers do not yet have a plan, but will contact the PTA when they have ideas together. This is usually not a big event, with just a few parents required.
- b. Family BBQ – The BBQ is organized by the school alone. The PTA is not asked to participate. The Board felt this was ok as we will have lots of work do to for the Teacher Appreciation Day on the following Monday and will have lots of involvement in the Bazaar at the end of the year. Mr. Hole indicated that any parents needed to cook will be recruited that morning.
- c. World Teacher Day/Teacher Appreciation Day – The entire Board was excited about this day. This is a first for HJIS. We discussed many ideas and decided on providing lunch for the teachers as well as a gift of notes and flowers from the children. A separate summary of ideas will be written up and discussed with Mr. Kara for approval.

1. Note to parents – An initial draft of a letter to parents was prepared. This note will introduce the new PTA Board as well as inform the parents of upcoming events for the fall. A second sheet will recruit volunteers for the coming events. This letter will first be reviewed by Ms. Thomas and Mr. Hole and then sent out.

2. Next meeting

- a. Meetings will be on Tuesday mornings at 9am at HJIS, once a month as needed.
- b. The next meeting will be on Thursday, October 2nd at 9am, before the Health Day activities.