

Horizon Japan International School
PTA Board Meeting
October 2, 2008
9:00 a.m. – 10:30 a.m.

Meeting Minutes

1. Attendees:

- a. Mrs. Brown
- b. Mrs. Ali
- c. Mrs. Okuda
- d. Mrs. Nakamura
- e. Mrs. Anand
- f. Mrs. Madeen

1. Teacher's Day

- a. The parent vote concerning using PTA fees for Teacher's Day passed overwhelmingly.
- b. The Board decided to go with the 200yen flowers to guarantee quality and consistency in the flowers. 225 flowers will be ordered: 2 per child with extras for the front office, bus drivers and cleaning staff.
- c. Morning ceremony will be at both campuses. The board worked out the logistics for getting the flowers to both campuses and having parents at both locations.
- d. The lunch details were also discussed including room layout, final details and instructions for those bring dishes. Lists of ingredients will be encouraged.
- e. Many parents volunteered to help out – that's a wonderful sign for the first time this event is occurring.

1. Budget

- a. The budget from 2007-2008 was reviewed.
- b. A new budget for 2008-2009 was approved.
 - i. Most items remained the same with one time events removed and Teacher's Day added.
 - ii. Book order expenses from last year had to be carried over to this year.

1. Halloween

- a. Mrs. Madeen and Mrs. Aydin will take the lead. They will coordinate with Mr. Mac and Mr. Abis who are organizing events on Oct. 31.
- b. Decorations will be similar to last year in both campuses. A date to decorate will be set for the week before.
- c. A suggestion was made to also provide nice treats for the school neighbors. Mrs. Madeen will discuss and coordinate this with the front office.

1. Scholastic Book Order

- a. The order forms are here and will be distributed in a few weeks.
- b. Concern was discussed for obtaining age appropriate books for the middle school. Everyone agreed to collect catalogs and ideas to forward to Mrs. Okuda for further consideration.

1. Next meeting

- a. The next Board meeting is November 11, 2008 at 9am.
- b. The PTA full membership meeting will be during lunch on Parent's Day, November 12, 2008.