

Horizon Japan International School Parent-Teacher Association

**PTA Board Meeting
November 11, 2008**

Minutes

Meeting began at 9:15am. Attending were:

Mrs. Brown, Mrs. Okuda, Mrs. Aydin and Mrs. Nakamura

1. Old Business

- a. Mrs. Brown thanked everyone for all their work and time in making Teacher's Day and Halloween such great successes. Teacher's Day had an amazing turn out. Mrs. Nakamura will post pictures on the PTA bulletin board as well as the website.
- b. The Scholastic book order will go out today to the elementary and preschool students. Mrs. Okuda is still working with Mr. Federoff regarding additional books for the middle school (grade 6 and up) levels. They want the students to have access to grade level appropriate books as well as have a good collection within the classroom.
- c. There is still some concern regarding how textbooks are used. Mr. Basak and Mr. Hole previously indicated that all new textbooks for the Cambridge Curriculum have been ordered and received. However, some parents are concerned about classes in which there is no text, just reference books in class and single copied sheets going home. Mrs. Brown will look into further answers on this issue.
- d. The middle school PE uniform design has been decided. Thanks were offered to everyone who spent so much time on the selection. The parents are now welcome to put in orders. Additional sizes are available from Ms. Ueki for the children to try on.

2. Annual Activity Report

- a. The PTA annual activity report for 2008-2009 was reviewed. Recommendations were made for adding dates to the event list. The activity report will be discussed at the general meeting tomorrow. Request will also be made for additional help in translating all these documents from English to Japanese.
- b. Up coming events include the Winter Performance and Japanese culture day. Mrs. Brown has requested further information on both events and will contact the membership with details later.

3. Treasurer's update

- a. Mrs. Nakamura presented the treasury summary to date. Some corrections were needed in the amounts actually carried over from last year. The carry

overs are significantly higher than expected regarding the book order. The board agreed to use some of the reserve funds for this, but also to confirm with the administration exactly where payment of textbooks versus library books and school supplies should come from.

- b. At this time only about half of the HJIS families have paid their dues. A request for payment will be made at the general meeting. If additional funds are not received, the donations to the school will have to be cut.
- c. Additionally the board discussed the need to keep reserve funds in the account for a 'rainy day' .

4. Parent's Day General Meeting

- a. The PTA General meeting will be during lunch on Parent's Day, November 12. The time was adjusted to 12:15 – 1pm in order to fit in between morning classes and the afternoon class coffees. The meeting will be in the multipurpose room and we have permission to use a table tennis table and the padded chairs from the lunch room.
- b. The general meeting agenda was reviewed and some details added. It was agreed to list the income and expenses to date.

5. New Business

- a. A question was raised whether the school would like a live Christmas tree from IKEA. The school will be asked.