

**Horizon Japan International School**  
**PTA Board Meeting**  
**April 27, 2009**  
**2 p.m. – 3 p.m.**  
**Meeting Minutes**

1. School Donation
  - a. Priorities will be on extra supplies to support the kids, not curriculum materials.
  - b. Mr. Basak will be asked to submit wish list in the next few weeks.
  - c. Mrs. Brown will follow up with Mrs. Okuda regarding the status of the Scholastic order.
2. Next year's Board
  - a. Letter will be sent home on Friday requesting nominations for next year's board.
  - b. Reply date will be moved to May 15<sup>th</sup> so that we can also have time to talk to interested people.
  - c. We hope to announce the new board at the Year End Performance.
3. Class promotion
  - a. We briefly discussed class promotion and 'graduations.' We decided it was best that the class parents handle any ceremonies or parties with the teachers.
  - b. It was suggested that a 'next level promotion' certificate be made up and given to each student from the administration.
4. End of year Thank you lunch
  - a. The PTA wants to thank the teachers one more time for this year. Additionally, the PTA needs a thank you celebration. So we decided to have a joint end of year lunch with the teachers on June 5<sup>th</sup>.
  - b. Only the PTA board will prepare food.
  - c. Date to be confirmed by all parties soon.
5. Calendar suggestions
  - a. Move the Family BBQ earlier in the school year, such as mid September. That way it is more of a welcome to the new school year, especially for new families. It also moves it farther from World Teacher's Day.
  - b. The International Children's Festival and Family Fun Day are too close together.
    - i. Either move the Festival to any other time, as an indoor event it's timing is flexible.
    - ii. Or combine with the Family Fun day, have the kids perform outside, then have all the activities and lunch.
6. Next meetings
  - a. Another full parents' meeting is not needed, however a final report including a treasurer's report will be sent out.
  - b. The board will meet on June 1<sup>st</sup> at 2pm to plan the lunch and year end performance.
  - c. A meeting on May 18<sup>th</sup> will be held if needed.