

PTA General Meeting Agenda and Briefing

Feb. 27th, 2008

Agenda

- (1) Introduction of the PTA board members of this school year and additional recruitment of open positions
- (2) Financial report
- (3) Scholastics book order report – accumulated points
- (4) PTA Fair plan
- (5) Donation plan to the school
- (6) Sponsoring the Year End Performance
- (7) Recruitment of the PTA board members for the next school year (2008-2009)
- (8) Status update on the suggestions and proposals from the parents

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- (1) Introduction of the PTA board members of this school year and additional recruitment of open positions.

Following are the board members of the school year 2007-2008:

- President : Yumi Ishida (G3 Marin Ishida)
- Secretary : Mayumi Noda (G3 Meo Noda) => Retiring in Feb. due to a move
- PR : Makoto Ohura (G2 Anna Ohura) =>Retiring in Feb. due to an injury
- Accounting : Yoko Cavalade (G3 Haruka Cavalade)
- Scholastics : Takako Kato (K Moeri Kato)
- Event Coordinators : Miwa Ashigaki (PS4 Daijiro Ashigaki) , Sevda Aydin (G5 Hamza Aydin)

We're looking for a secretary and a PR manager. If you can volunteer for these open positions, please contact us at ptayokohama@horizon.ac.jp.

- (2) Financial report

Income

PTA Membership Fee	357,500
<u>Interest</u>	<u>821</u>
<u>Total</u>	<u>358,321</u>

Expenditure

10/01 Health Day	10,000
11/10 Halloween	15,000
<u>12/20 Winter Performance</u>	<u>12,791</u>
<u>Total</u>	<u>37,791</u>

Balance Carried Forward	350,478	
Net Income	358,321	
<u>Net Expenditure</u>	<u>37,791</u>	
<u>Balance</u>	<u>671,008</u>	(2008/2/20)

- (3) Scholastics book order report –accumulated points

2007 Autumn Book Order

Total Amount: \$2,314.25

Points Earned: 15,433Pts

Accumulated Points: 24,971Pts

Point Utilization

245 pts are equivalent to a \$9.95 book order. From the 2007 autumn order, we have earned enough points to buy books up to \$630, which is equivalent to 63 books of \$10. Currently, we have 24,971 accumulated points and we plan to donate books to the school with consulting the Librarian.

Foreign Exchange Rate

Due to the foreign exchange settlement, we have to deal with the exchange gains and losses. At the time of catalog distribution, the Scholastics Manager sets the exchange rate considering the market condition. Currently, we have 29,441 yen exchange gain due to the strong yen. We will continue to watch the market trend and settle an appropriate rate for the purchase.

(4) PTA Fair plan

This year, we will hold the PTA Recycling Fair on April 5th (Sat), the same day as the Family Fun Day. It will be a joint event with the school and we are planning fun booths such as games, bazaar, refreshments, movie theater, an ethnic dance show, etc. We are looking for more volunteers who can help us prepare on the event day and the day before the event. If you can volunteer, please contact our Event Coordinator at ptayokohamaevent@horizon.ac.jp.

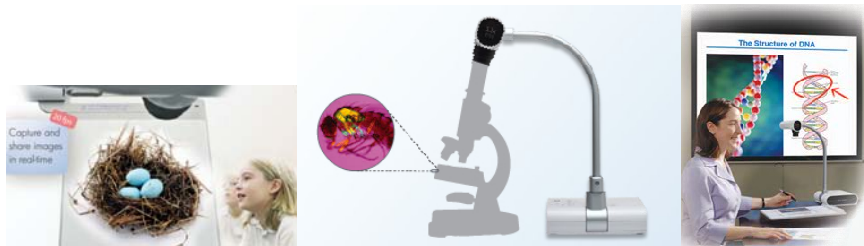
=> One of the attendees asked whether the Family Fun Day is replaced by the PTA Fair. This year, the two events will be merged into one big event and the PTA and the school are going to collaborate to make it a joint event.

(5) Donation plan to the school

We will donate school supplies using the PTA fund that is sponsored by the membership fee. The requested items from the school include:

- Books (to support curriculum programs such as a book about the earth, etc.)
- Storytelling CDs and other software: The school is setting up listening posts in the classrooms for a group of students to listen to stories or other educational materials. This will allow the teacher to spend more time on individual student while the other students are listening to the CD.)
- Portable PA system (to allow outdoor announcements such as Family BBQ, Drizon Day, Sports Day, etc)
- Mobile visualize /overhead projector: This allows books, documents and even small objects to be displayed on a screen when connected to a computer and projector. This can also be attached to a microscope and project the object onto a screen. It allows teachers to demonstrate to a large group of students as well as to use in various occasions such as Visitors Day, Orientation, etc.

<http://www.elmoussa.com/presentation/TT02s/index.htm> (Product Demo)



- Button badge maker (for school events. It can help motivate and encourage students to actively participate in events as well as classroom roles such as class captain, etc.)

⇒ We'd also like to ask your suggestions about donation items, so we will be sending a questionnaire and a voting slip to you soon.

In the meeting, one of the parents questioned whether the PTA should owe the cost of those expensive equipments such as PA system and visualizer. There was another parent who sent us a suggestion after the meeting, and she said that the PTA should contribute to donating books and educational resources but the school should be able to prepare the supporting equipments. Especially books for upper graders are lacking and there is a situation that the teacher make photo copies of books and students help bundle them into a book. Also, there are parents who always wonder why there are not enough number of text books (such as readers or science books) for every student.

(6) Sponsoring the Year End Performance

The Year End Performance of this year will be a music competition, and Mr. Steve intends to give special awards to best class and individual performers. We are looking for sponsors who can contribute to provide with prizes for the event. The prizes can be a give-away of your company with the company logo printed. If you are interested in

becoming a sponsor, please contact us at ptayokohama@horizon.ac.jp.

(7) Recruitment of the PTA board members for the next school year (2008-2009)

We will make an announcement of recruiting new board members soon after the third term begins.

(8) Status update on the suggestions and proposals from the parents

a. Class Representative

Currently, we are discussing the detail definition of Class Representative, such as its responsibilities, relationship with the PTA and the school, nomination process, starting period, etc.

b. Homepage Renewed

The PTA homepage has been renewed! Under "Parents" menu of the HJIS website and click on "Members Only – Yokohama", you can log onto a password protected member site (user ID: ptayokohama Password: yoko1504) and download various PTA information including recent letters, activity plans, Kits for newcomers.

c. English Conversation Class

Mrs. Brown is volunteering to teach English conversation to HJIS parents. Everyone is welcome to join the class from 3.15 – 4.10pm every Tuesday. The class is in the 4th floor ESL room (across from the art room). Fee is 150 yen per week. We will use the raised fund for the enhancement of the ESL and other educational resources.

d. Playground equipments for upper graders

We received a request from some parents of upper graders that there should be more playground equipments for upper graders. So far, we recognized the needs for jump ropes and balls. If you come up with other suitable equipments, please send us your suggestions at ptayokohama@horizon.ac.jp.

e. Tricycles

There was a plan to relocate tricycles from Shibuya to Yokohama school, but unfortunately, it turned out that there were no extra tricycles in Shibuya. So, the school is trying to arrange relocating other equipments available to Yokohama.

f. Monkey bar utilization

We are still discussing with the school how the monkey bar can be utilized. Currently, it is left in the storage due to the several reasons including the limited playground space, the difficulty to carry the oversized and heavy equipment, and the safety concerns. We are looking for a solution to this problem, but we might need to start thinking of selling it on an auction to better utilize the refunded money. If you have any ideas or suggestions about this, please send us at ptayokohama@horizon.ac.jp.

g. Yearbook Order

Last year, Mr. Basak volunteered to create the yearbook using his talent for graphic design. However, we have no internal resource available after he was transferred to Shibuya and the yearbook may not be issued this year. The PTA introduced a vendor to the school, so if there is enough demand, the school will consider ordering it to the vendor.

h. Design Change of the PE Clothes

There was a request from some of the upper graders' parents that there should be more options of PE clothes for upper graders. Also, there was a suggestion from Mr. Steve that it is preferable to make team T-shirts for the Red team and the Gray team. We discussed with the school what can be the best solution. The school has an intention to change the design of the PE clothes in the near future, so we will wait for that timing and negotiate with the school if parent volunteers can be involved in the design process.