

UNIS PTA Meeting Minutes
April 09, 2008 @ Library Meeting Room 8:30-10 am

1. WELCOME: Sarah Garner, PTA Co -Chair ECC/ES

2. PTA TREASURERS REPORT - Annie Hirabayashi
Not Available

3. PTA ADMINISTRATION- Robin Hendra

The PTA elections for 2008/2009 are due. We will need candidates to full all the positions of the executive.

Committees

The different committees will also need leaders and we are aware that some of the current leaders are actively looking for people to replace them.

We would like to increase the mandate of the Welcome Committee to include the type of buddy system so as to give people more support when they are new to the school. Even people who are residents of Hanoi need assistance with UNIS specific information.

Bylaws for the PTA

RH asked that if anyone has any Bylaws from other schools that they could let us use it would be helpful in establishing a UNIS specific set. Please forward them to her - Robin Benitz <rbenitz@gmail.com>. Mr Alun cooper advised that the NAIS site on the Internet had good information.

RH would put up a proposed set of Bylaws on the portal for comment by parents.

The role of the class parent also needs to be defined in greater detail so as not to allow for confusion. People coming from different schools in different countries expect different things from their class parents.

UNIS staff Appreciation Day

It is an annual event held by the PTA. This event is to thank the teachers for their dedication throughout the year and a gift is given each year. Suggestions for gifts were asked for. (The coffee cups in the PTA store room are not well made and are thus no good)

4. BoD REPRESENTATIVE- JACKIE KEARNS

The board needs new people. A reminder of the positions available will be in this Friday's Tin Tuc. There are two parent elected seats available.

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JK asked that some Vietnamese and Korean parents consider standing for the board, as there is very little representation on the board from these communities, given the number of students from Vietnamese and Korean families.

A reason given for this is that perhaps there is a language issue as the board meetings are all held in English.

The board would also like feedback, from the parent body, on how they did, about getting out the information about voting for new board members.

RH pointed out that people should keep their eye on the Tin Tuc for information on when the "Meet the Candidates " Meeting will take place

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5. UNIS COMMUNICATIONS - JOLEE MOSHER

JM queried whether the curriculum guide had been useful to parents. She explained that the MS Guide would be changing slightly.

A parent commented that the guide was useful to use as a reference when they wanted to follow up things with their children's learning. It is good to use as a reference to see where the child's learning is going. It is useful to refer parents to the Curriculum Guide when they have questions.

JM pointed out that a guide on how to use the book would be included in follow up Issues. The guide would also be translated into Japanese, Korean and Vietnamese this year.

Parents asked if it would be possible to have other language translations done, as there are other non-English speaking parents.

AC stated that with the help of the Mother Tongue Language groups it would be possible to do translations of important documents. He asked for a list of documents that people would want translated. He also pointed out that all translations would not be on hard copy but would be available on the portal only

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6. COMMITTEE REPORTS

1) UNIS BOUTIQUE - MAYUMI KOBAYASHI sent regrets

The boutique now has ECO friendly and folding bags for sale.

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2) FOOD SERVICES - SUSANNE GROMOTKA

A meeting will take place with ADEN next week. AC pointed out that Jeff Dinh is a good listener.

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3) FUNDS - HILDA PILLAY CAJON was not present.

Proposed use of remaining funds this year for ECC/ES - SARAH GARNER

SDG pointed out that there was still 1500USD in the budget, not spent. She pointed out that Conal Atkins suggested he would like to "VIETNAMESE" the UNIS campus. She felt this is a good idea.

She stated that she and Suzanne Gromotka ~~have~~ met with 54 Traditions Gallery, who would be willing to curate some ethnic pieces. It was expensive and perhaps this could be a long-term project that could be budgeted for. AC pointed out that perhaps this did not fall in line with the architects' plans and that the Building and Facilities Committee would need to be consulted. SDG noted that it could be a whole school project and that it would include local Vietnamese art, such as copies of temple of Literature gates or the stella/tortoises given that the school was in Vietnam. She asked if anyone wanted to carry this project through that they should let her know. AC suggested that perhaps Julian Griffiths could be consulted to determine if his department could assist with creating artwork.

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4) SNACK SALES- MIKA ISHII

There will be 3 more snack sales this year. The next one is this Friday, 12 April and it is the turn of 3H and 4C.

5) CLASS PARENTS - KYLIE AMAN stated that the ECC class parents have been coordinated for the Spring Fair and to do the class banners.

TRACY LYNN stated that the MS parents were being e-mailed this week to get assistance with supervising the MS student stalls. A parents asked when the Grade 7 classes had discussed their involvement in the games because to her knowledge her sons class had not discussed it. TL pointed out that the class teachers were to discuss the Spring Fair with the children during advisory and that she had attended meetings in the grade 8 classes, with the MS counselor and Patti Mullen, and was told by the MS counselor that the grade 7 classes had already discussed it and made game choices.

7. UPCOMING SPRING FAIR

Volunteer sheets were handed out and all present were asked to put their names down for a half an hour to assist with the spring fair.

ECC/EL games are FREE. There will be no prizes; children will take part to have fun. Other activities will cost 5-10000VND.

MS games and Activities will be charged for.

Commercial and second hand good tables - cash to be used .

The Beer Tent will be for adults, 21years and older only.

A parent raised the issue of alcohol on school property and RH pointed out that the UNIS Policy 8.200 allows for alcohol at certain functions and that no children will be served alcohol.

Raffle Tickets - Kylie Aman noted that she was busy checking all the raffle tickets as a random sampling of the tickets had revealed mistakes. She asked for volunteers to help her. The raffle will be advertised in the Tin Tuc this Friday, giving a list of prizes. KA pointed out that the price of the Raffle tickets was only 20 000VND and the prizes were fantastic. She had sent out e-mails and phoned businesses in Hanoi and had a very good response.

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Mr. AC noted that a good opportunity to sell raffle tickets would be at the Grade 10 Personal Project Presentation evening on Wednesday and the IB Art Show on Thursday. Tracy Lynn volunteered to sell tickets at the Grade 10 presentation evening. Susanne Gromotka and Kylie Aman discussed whether they would have a table. A parent asked if the teachers could not be asked to sell the tickets. Another parent raised the point that there was no sense of ownership of the PTA by the teachers. The Spring Fair is a fun event for teachers, students and parents and the perception was that there was no sense of enthusiasm for the event, from the teachers. Liz Druit has been very active and enthusiastic and helpful and has been a great support in getting students organized as well. The fact that no teachers attend the PTA meetings was noted and that perhaps the PTA should be known as the PA because of the lack of presence of teachers. Mr. AC pointed out that the MS/Hs teachers had been away on camps and that they were now very busy preparing reports that are due for MS/HS students on the 18th of April.

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6) PRESENTATION ON PROPOSED PTA MUSIC SCHOLARSHIP: LIZ DRUIT AND ROBIN HENDRA

Postponed.

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7) OPEN DISCUSSION AND ANY QUESTIONS

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Next BoD meeting will be on the 22 April. All parents were invited to attend. An open question session takes place from 5-5.30 (In the Drama room) before the meeting in the conference room in which non board members may only speak if invited to.

Final PTA meeting of the year: Tuesday, May 13, 2008

PTA email: pta@unishanoi.org