



# PTO Membership Meeting

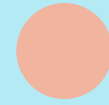
September 10, 2024



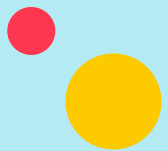


# AGENDA

- Officer Reports
  - President
  - VP Programs
  - VP Neighborhood Representatives
  - Treasurer
- Standing Committee Chair Reports
  - Used Uniforms
  - Fundraising
  - Hospitality
  - Volunteers
  - Communications
- New Business & Questions



# PRESIDENT





# Governance Structure - Officers

**PRESIDENT**

**KYM  
KETTLER-PADDOCK**

**VP  
PROGRAMS**

**CHANEL WARWICK  
Sehrish Bhatti**

**VP  
NEIGHBORHOOD  
REPS**

**LINDSEY GLASCO**

**SECRETARY**

**LORI WORLEY  
Dr. Sara Morris**

**TREASURER**

**ANN SCHADE  
Truda Esselmont**

**SCHOOL  
DELEGATE**

**JANE CHASTANT**

**PARLIAMENT-  
ARIAN**

**YASMIN WILKINSON**



# Governance Structure – Standing Committee Chairs

## **USED UNIFORMS**

**EVA MARIA  
CARDENAS**  
*Cynthia Velasco*

## **FUNDRAISING**

**MARTHA QUINTERO**  
*Yasmin Wilkinson*

## **HOSPITALITY**

**SUSAN LAM**  
*Belen Vasquez*

## **VOLUNTEERS**

**MONICA PERAL -  
RATLIFF**  
*Ola Ikugbagbe*

## **COMMUNI- CATIONS**

**KAREN LACKENBY**

## **INTERNATIONAL DAY**

**KRISLY MRAD**



# ACTIONS & NOTES

- Calendar requests (coffees, other uses of the BOMA) should go to Jo Turner ([jo.turner@houston.nae.school](mailto:jo.turner@houston.nae.school))
- Change financial year for the PTO from July 1 – June 30 to August 1 – July 31. (needs Membership Vote and IRS approval)
- Financial Reconciliation Committee – need 3 people
  - The Board voted to present results at the November meeting
- PTO Survey Results



# PTO SURVEY 2023 -2024

- 46 responses, but we removed comments from 5 people who directly targeted individual PTO members in clear violation of parent code of conduct
- Lots of useful feedback & suggestions
- Key themes
  - Mixed comments on communication
  - Pricing of concessions & tickets
  - Types of food sold as concessions
  - Suggestions for new events
- Full survey (minus the spiteful comments) will be posted on the website



# **PTO PROGRAMS – 2024-2025**

**PRESENTED BY:**

**CHANEL WARWICK (VP)**

**KRISLY MRAD (CHAIR- INTERNATIONAL DAY)**

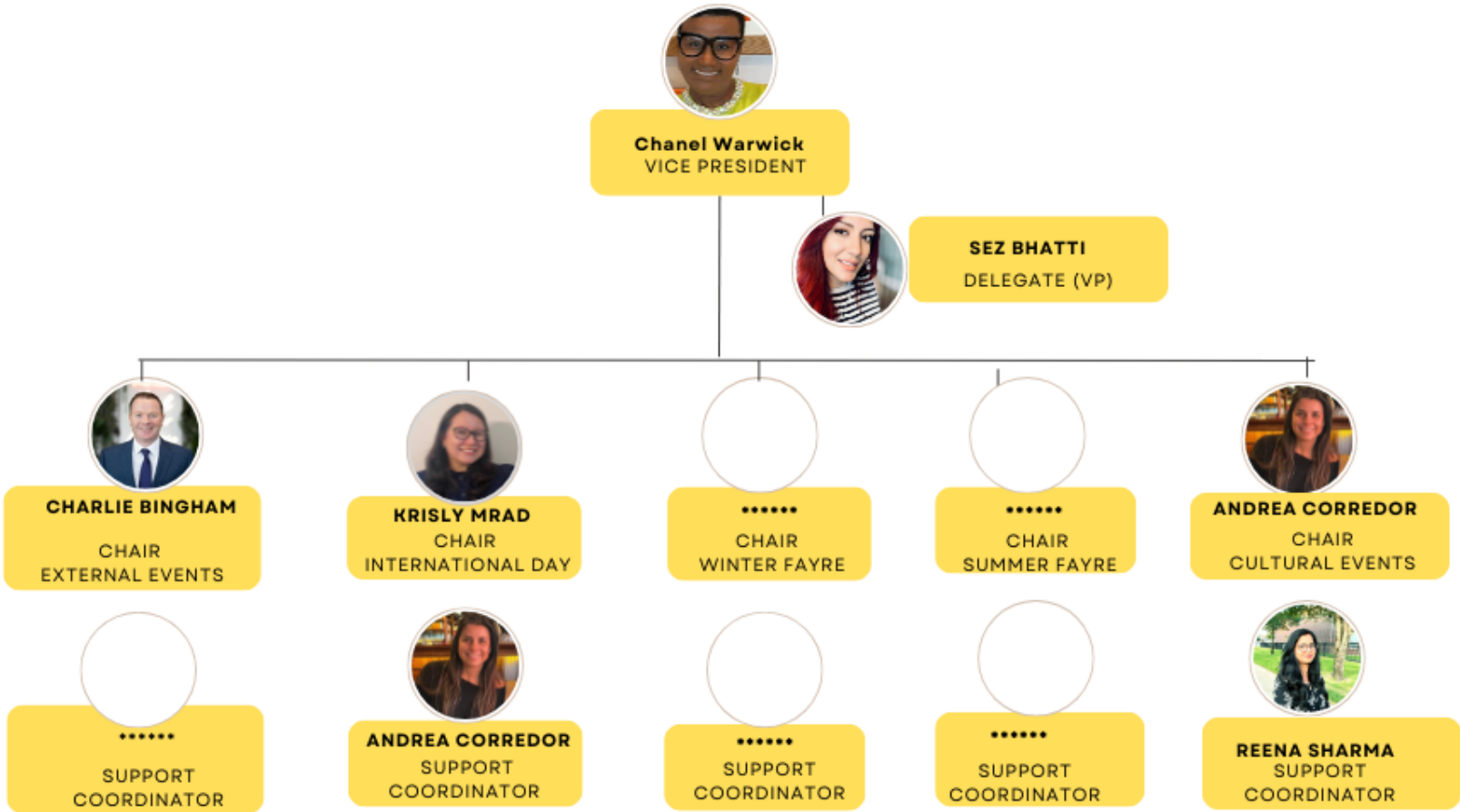
**CHARLIE BINGHAM (CHAIR – SOCIAL EVENTS)**





# PROGRAMS ORG. CHART

## BIS HOUSTON PTO PROGRAMS COMMITTEE ORGANIZATIONAL CHART





# UPCOMING EVENTS – SEP-JUN 2025

## ON CAMPUS:

- International Day 25 October 2024
  - Informational Session – 13<sup>th</sup> September (BOMA)
  - 1<sup>st</sup> Country Ambassador meeting (1 of 2) – 23<sup>rd</sup> September (BOMA)
  - 2<sup>nd</sup> Country Ambassador meeting (2 of 2) - 15<sup>th</sup> October
- Gingerbread House Creations Week of 10<sup>th</sup> Nov 2024
- Winter Fayre Decorations Week of 3<sup>rd</sup> Nov 2024
- Winter Fayre 23 November 2024
  - 1<sup>st</sup> Committee meeting – 8<sup>th</sup> October
- Movies on the Greens To be determined
- Summer Fayre 12 June 2025



# INTERNATIONAL DAY 2024

PRESENTED BY:  
KRISLY MRAD  
(CHAIR – INTERNATIONAL DAY)



# WHY INTERNATIONAL DAY?

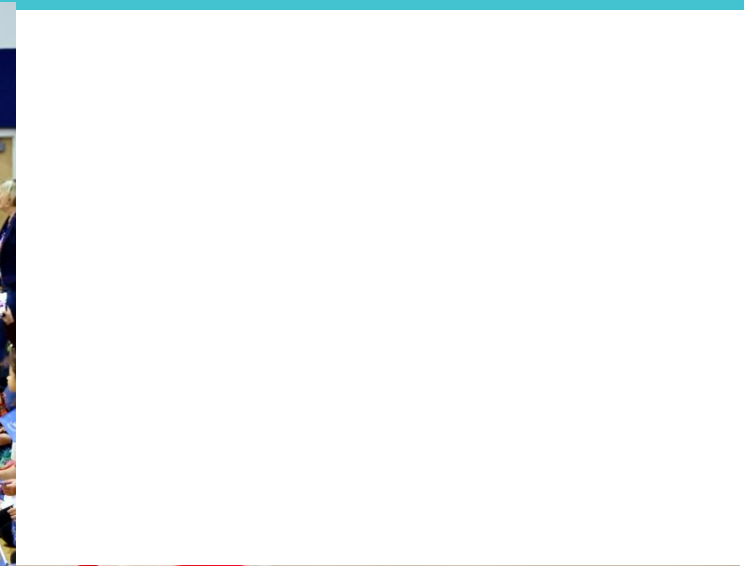
International Day is a unique opportunity for our school community to come together and celebrate the rich tapestry of cultures that make up our student body.

Experiencing different cultures through food, music, and activities enriches our children's education and promotes global citizenship.

Embracing the richness of diverse cultures nurtures empathy and appreciation, helps to forge meaningful connections among families and of our school community.



# 2023 Memories





# 2023 Memories





# 2023 Memories





# How can You help?

- **Volunteer:** Join us in organizing and setting up for the event. Your support makes a difference!
- **Share Your Culture:** Contribute food, artifacts, or performances from your heritage to share with the community.
- **Spread the Word:** Encourage other families to join us for a day of fun and learning.





# INTERNATIONAL DAY SURVEYS

- We have sent you surveys via last week Friday's newsletter. Have you seen and completed them?
- Please be mindful that you must complete them before the deadline!
- Didn't see them? We have printed out QR codes for you! Please ask us TODAY!



# INTERNATIONAL DAY 2024



**TO CONNECT WITH YOUR COUNTRY TEAM**  
(DEADLINE 13TH SEPTEMBER)



**SIGN UP FOR YOUR CHILD(REN)  
TO CARRY A FLAG IN THE SCHOOL  
ASSEMBLY PARADE**  
(DEADLINE 27TH SEPTEMBER)



**SIGN UP TO PERFORM ON THE DAY**  
(DEADLINE 27TH SEPTEMBER)





# EXTERNAL EVENTS

PRESENTED BY:  
CHARLIE BINGHAM  
(CHAIR – EXTERNAL EVENTS)



# PROGRAMS – OFF CAMPUS

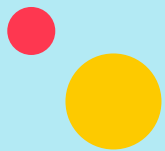
## OFF CAMPUS:

- Escape Room Event                      Jan-Mar 2025
  - Dancing Event                              Mar-Jun 2025
  - Food Bank Drive                            Mar-Jun 2025
  
  - **\*\*CPR Training                            Jan-Mar 2025**
- \*\* One-day certification, which will be made available to interested parents (avg cost: \$70.)**



# VP NEIGHBORHOOD REPRESENTATIVES

Lindsey Glasco





# Monthly Meetings

- Last Wednesday of Every Month
  - September 25
  - October 30
  - November 20
  - December 11 – Holiday Event!!
  - January 29
  - February 26
  - March 26
  - April 30
  - May 28
  - June 11 – End of year Celebration!!





# Future Fund



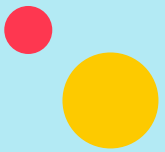
Why YOU should register in FF:

- Access Class Directory
- Donate to your year group
  - Class parties
  - Exit Points
  - End of year gifts
- Volunteer Selection

<https://bishouston.futurefund.com/registration>



# TREASURER







# Key Fundraising Events 2023/24



## Winter Fayre

Raised: \$10,572  
Costs: \$6,683  
Sponsored: \$1,403  
Net profit: \$5,291



## Summer Fayre

Raised: \$12,560  
Costs: \$6,379  
Net profit: \$6,181



## Snack Sales

Raised: \$11,774  
Costs: \$4,307  
Net profit: \$7,467



## Uniform sales

Raised: \$11,376  
Cost: \$1,350  
Net profit: \$10,026



## Quiz & Curry

Raised: \$6,990  
Costs: \$5,889  
Sponsored: \$1,300  
Net profit: \$2,401



## T-shirts sale

Raised: \$2,319  
Costs: \$1,294  
Net profit: \$1,025



## Other fundraising

Raising Cane's \$250  
Jeremiah's Ice Cream \$243  
Kroger \$77  
Name Bubbles \$62  
Mabel Labels: \$54  
Green City Recycler \$56  
Total: \$742



Parent  
donations  
Raised: \$4,253



# Key costs in 2023/24



## Teacher Appreciation

Costs: \$4,852



## PTO Admin costs (incl. sales tax)

Cost: \$2,279



## PTO Contributions to Proms/ Graduations

Yr 13: \$1500

EY2: \$500

Y6: \$500

Y9: \$500

Y11: \$500



## Volunteers Appreciation

Costs: \$1,835



## FutureFund fee and Bank charges

Cost: \$3,009



## International Day

Costs: \$592



## Hospitality and other expenses

Cost: \$624



## PTO Contributions to Neighborhood Budgets

EY1-Y13: \$300 per year group

Total spend: \$4,200

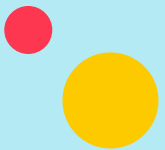


# Need more details?

- Rollover to next year (excl. neighborhoods funds): \$34,097
- For the detailed report from 2023/2024 and the budget for 2024/2025 go to [www.bishoustonpto.com](http://www.bishoustonpto.com)
- We want to thank the school for helping with some of the costs through the 2023/24 school year, including tables for International Day, Bulldog prizes at the Winter Fayre and more!



# USED UNIFORMS





# Used Uniforms

- A big Thank You for all your support to all Parents and new families in this new Term.
- It is amazing to see the great response from all Volunteers who signed up.
- We will continue improving with more opening hours coming soon and donation locations.
- Please email us @ [used\\_uniforms@bishoustonpto.com](mailto:used_uniforms@bishoustonpto.com)



# Used Uniforms

## New Opening Hours:

- Monday 8.05 am
- Wednesdays 8.05 am
- Thursdays 8.05 am
- Thursdays 3 pm

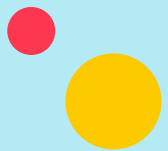
- We are particularly looking for:
- Ties,
- Formal shirts, Blazers and
- PE uniform.

*All proceeds from the shop help support the BIS Houston PTO community events.*



# FUNDRAISING

**Martha Quintero**  
**Yasmin Wilkinson**





# PTO Quiz Night

BIS HOUSTON PTO PARENTS' NIGHT OUT

## PTO QUIZ NIGHT

SATURDAY | 7-11 PM  
SEPTEMBER 21 | BOMA

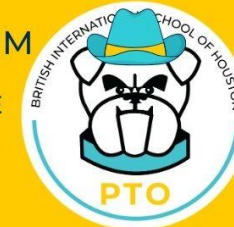


Join us for some sizzling Fajitas  
and a brain-teasing quiz!



TICKETS ON SALE NOW!  
MORE INFO & TICKETS AT: [WWW.BISHOUSTONPTO.COM](http://WWW.BISHOUSTONPTO.COM)

\$50 PER PERSON - ADULTS ONLY - TABLE RESERVATIONS AVAILABLE  
INCLUDES: FOOD - SOFT DRINKS - QUIZ - MUSIC  
DRESS CODE: TEXAN THEMED OPTIONAL



**Buy your tickets now!**

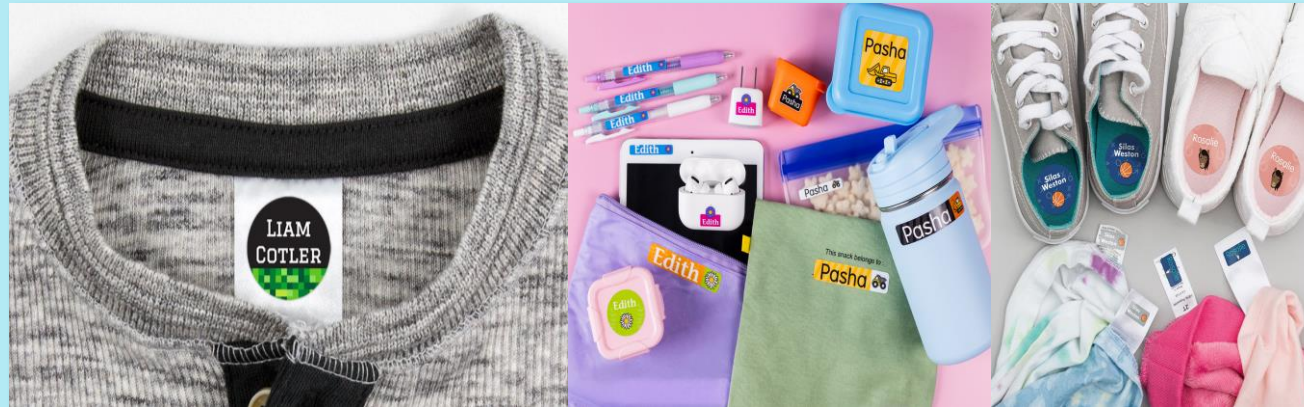




# Passive Fundraising

name bubbles

mabel's labels®



Label clothes, water bottles, lunch boxes etc!

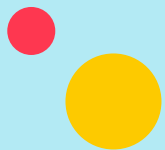
20% of proceeds are donated to the PTO

Look on the [bishoustonpto.com](http://bishoustonpto.com) website for more information!



# Passive Fundraising

- Log in to your Kroger.com account Click Community Rewards
- Search for: British School of Houston PTO or WS679
- And earn a small percentage for the PTO while you shop!
- More info here:  
<https://www.kroger.com/i/community/community-rewards>





# Passive Fundraising

## Laundry & Dishwasher Detergent

- 20% of proceeds are donated to the PTO!



## Clothes Recycling – clothes with hole, rips etc

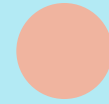
- Bins located in the carpark
- PTO earns a contribution per pound donated!
- ***But please donate Dennis uniform and Spirit wear to the Used Uniform Shop which will resell, recycle or recreate into new products!***



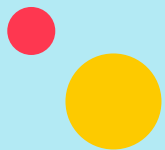
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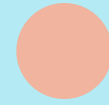


# Coming Soon!



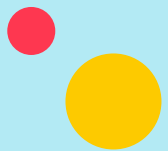
- Concessions for events
- Spirit Nights
- Sponsorship opportunities for PTO event!





# HOSPITALITY CHAIR

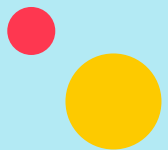
Susan Lam/Belen Vasquez





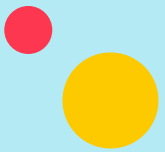
# Hospitality Plan 2024-2025

- New Family Welcome Coffees
- School Appreciation Days
  - School Custodian
  - School Bus Driver
  - School Lunch Hero Day
- Parent Social Events
- Teacher/Staff Appreciation Week





# VOLUNTEERS





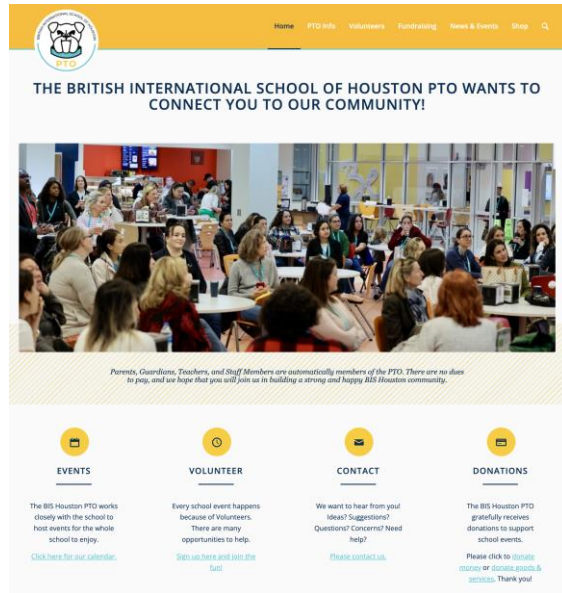
# COMMUNICATIONS

Karen Lackenby





# Where we share information



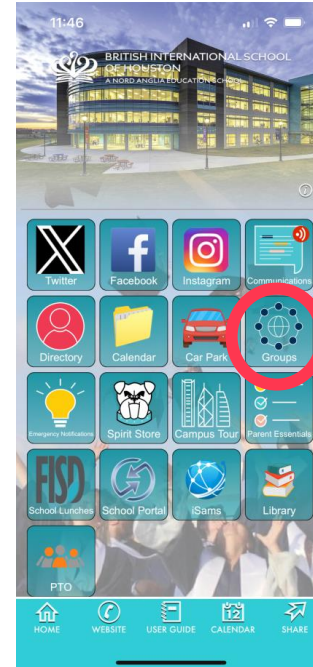
## PTO News

### UPCOMING PTO DATES AND EVENTS:

- September 10<sup>th</sup> 8.30am - PTO Membership Meeting
- September 13<sup>th</sup> 8.30am - PTO Monthly Coffee Morning
- September 21<sup>st</sup> 7pm - PTO Quiz Night
- October 25<sup>th</sup> 8.30am - 3.30pm - International Day

### PTO MEMBERSHIP MEETING - TUESDAY 10TH SEPTEMBER, 8.30AM

Please join us for the first of 4 yearly PTO membership meetings! Find out about what is going on in the PTO, Quiz Night and International Day, and enjoy a coffee and pastry!



Our website  
[Bishoustonpto.com](http://Bishoustonpto.com)

School  
Newsletter

Year group  
chat groups  
via Parent Reps

Screens  
around school

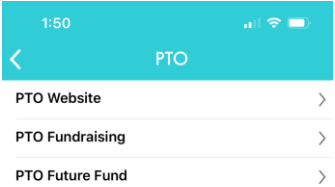


# BIS Houston APP



Year group chat groups

Link to PTO website & FutureFund!





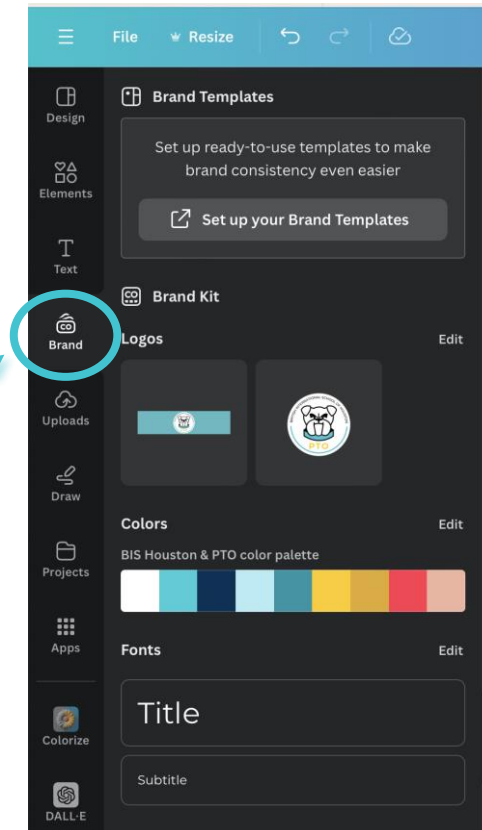
# PTO Events Calendar

Use the subscribe button to add the PTO events to your Calendar!



# Branding & Templates

- All Parent Reps can have access to Canva via their PTO email – please contact Kym or Karen!
- Canva is great for making images to highlight events etc. in chat groups!
- PTO Logo, colors and font are all under the "Brand" tab.
- We now have our own PTO PowerPoint template too.





# THANK YOU!

**PTO DOCUMENTS PAGE**



**PTO FUTURE FUND**

