



BRITISH INTERNATIONAL SCHOOL  
OF HOUSTON  
A NORD ANGLIA EDUCATION SCHOOL

# PTO WELCOME BACK COFFEE

Pride Unity Respect







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# Welcome!





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# Agenda

- PTO's Role
- Membership & Bylaws
- Governance Structure
- Roles & Responsibilities
- Neighbourhood Representatives
  - FutureFund
  - BIS Houston App Codes
- Used Uniforms
- PTO Budget
- Passive Fundraisers
- Meeting Timelines
- Events
- Volunteering
- Questions



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# The PTO's Role: Build Community

**The BIS Houston Parent-Teacher Organization's purpose is to support the education of BIS Houston children by fostering relationships among the school, parents, staff, and teachers.**

## THE PTO:

- Runs three large whole-school events.
- Supports and organizes the Neighborhood Representatives in each year group.
- Provides concessions at school sporting and cultural events.
- Runs several parent-only events.
- Promotes the recognition and appreciation of teachers and staff.



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# Membership & Bylaws

- All parents, guardians, teachers, and administrative staff are members of the PTO
- BISH PTO is registered as a 501(c)(3) nonprofit organization and is a separate entity from the school.
- The PTO has bylaws that determine how it is governed.
- The PTO is responsible for reporting and filing taxes.
- We are tax-exempt on purchases made in Texas and only need to collect taxes on certain types of sales.

# Governance Structure

## Executive Team – Elected Roles



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**President**  
Kym Kettler-Paddock

**Treasurer**

Ann Schade  
*Truda  
Esselmont*

**VP  
Programs**

Chanel Warwick  
*Charlie Bingham  
Sehrish Bhatti*

**VP  
Neighbourhood  
Reps**

Lindsey Glasco  
*Claire Allard*

**Secretary**

Lori Worley  
*Dr. Sara Morris*

**School  
Delegate**

**Parliamentarian**

Claire Allard  
Yasmin Wilkinson

# Governance Structure

## Sub-committee Team – Non-elected Roles



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Secondhand  
Uniforms

Eva Maria  
*Liz Carroll*

Fundraising

Martha Quintero  
*Yasmin Wilkinson*

Volunteers

Monica Peral-Ratliff  
*Ola Ikygbagbe*

Hospitality  
Chair

Susan Lam

Communications

Karen Lackenby

Program Chairs –  
Int'l Day, Winter  
Fayre, Summer  
Fayre, etc.

According to our bylaws, these Committee Chairs will be nominated at the August 29, 2024, PTO Board Meeting.



# Role Responsibilities

## **President:**

- Preside at all meetings of the association.
- Coordinate the work of the officers and committees of the association.
- Serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

## **VP Programs:**

- Assess members' and students' needs for programs.
- Identify potential programs and present information to the board.
- Coordinate PTO programs and liaise with sub-committee chairs
- Preside in the absence of the president (in their designated order).

## **VP Neighborhood Rep:**

- Main point of contact/liaison for neighborhood rep school program
- Develop standardized roles and responsibilities within the program in partnership with the neighborhood reps.
- Collaborate with the school to identify main calendar opportunities for reps to support within the neighborhood.
- Ensure the reps have an appropriate budget to execute agreed activities for the school year.
- Manage FutureFund set up along with the Treasurer.

## **School Delegate:**

- Main liaison between the PTO and the administration- must be a member of staff
- Provide guidance and support on agreed programs for the school year





# Role Responsibilities

## **Treasurer:**

- Have custody of all the funds of the association.
- Present a written and verbal financial report at executive board and membership meetings and as requested by the executive board or membership.
- Maintain books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy.
- Make disbursements in accordance with the budget adopted by the membership.
- Present a preliminary annual report, i.e. budget to actual, at the last membership meeting; complete and file all necessary tax documents; and present books of account and records to the financial reconciliation committee.

## • **Secretary:**

- Preside at all meetings of the association.
- Prepares, presents and maintains the minutes of the meetings.
- Coordinate the work of the officers and committees of the association.
- Serve as an ex-officio member of all committees except the nominating and financial reconciliation committees.

## • **Parliamentarian:**

- Maintains a copy of governing documents of the association and brings them to every meeting.
- Is familiar with the governing documents of the association and is ready to assist in their use.
- Maintains a position of impartiality.



# Sub Committee Role Responsibilities

## Communications

- Work with the school administration and PTO board to identify communication needs.
- Maintain the PTO website.
- Provide submissions to the weekly BIS Houston newsletter
- Work with Events and other Committees on their communication needs

## Volunteers

- Work with the PTO board/ Programs/Fundraising to identify volunteer needs for events/programs.
- Communicates volunteer needs with the community.
- Create and maintain a list of willing volunteers.
- Recognize and thank volunteers regularly.

## Hospitality

- Work with the School Administration and PTO board to plan teacher appreciation activities.
- Work with the School Administration and PTO board to welcome new families
- Recognize and thank Staff members



# Neighbourhood Reps

- Each Year Group has several Neighbourhood Representatives
- Any parent or guardian in a year can be a Neighbourhood Rep
- The role of the Neighbourhood Rep is to:
  - Share PTO communication through BIS Houston's parent app groups
  - Answer parents' questions about class activities as best they can
  - Collect money (via FutureFund) for class parties, gatherings, and activities specific to that year group
  - Support Heads of Year with exit points and celebrations
  - Organize Leavers Boards



# FutureFund

- The PTO uses FutureFund to collect money from Year Groups because we are a registered non-profit and need transparency in the collection and spending of funds
- All donations are entirely voluntary.
- Putting class funds into FutureFund also prevents these funds from being considered taxable income for Neighbourhood Reps.
- FutureFund earns money by taking a % from each credit card transaction: the PTO budgets funds to cover those charges so that each Year gets all the money donated to it.
- FutureFund allows parents to share their details with other parents via the directory (this is completely voluntary).
- When registering your child/ren, you can also indicate any interest you have in learning more about volunteering for various events.





# BIS Houston App Chat Codes

2024-2025 YEAR GROUP	GROUP CODE
EY 1	Bulldogs2039
EY 2	Bulldogs2038
Year 1	Bulldogs2037
Year 2	Bulldogs2036
Year 3	Bulldogs2035
Year 4	Bulldogs2034
Year 5	Bulldogs2033
Year 6	Bulldogs2032

2024-2025 YEAR GROUP	GROUP CODE
Year 7	Bulldogs2031
Year 8	Bulldogs2030
Year 9	Bulldogs2029
Year 10	Bulldogs2028
Year 11	Bulldogs2027
Year 12	Bulldogs2026
Year 13	Bulldogs2025



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# USED UNIFORMS

RE-USE RECYCLE REPURPOSE

*Opening Hours*

MONDAY

8:05 - 9:00 AM

THURSDAY

8:05 - 9:00 AM

[USED\\_UNIFORMS@BISHOUSTONPTO.COM](mailto:USED_UNIFORMS@BISHOUSTONPTO.COM)

NO EXCHANGES AND NO REFUNDS



# PTO Budget

- The PTO expects to have \$70,000 in income and to spend the same
- The PTO has not been asked by the school to fund any capital projects or classroom improvements
- The PTO reinvests all profits into school activities
- The PTO makes some money from the Summer and Winter Fayres but makes no money from International Day
- The only fundraising Parents-Only activity is Quiz & Curry Night



# PTO Survey Budget-Related Feedback

- The PTO received 46 responses from the PTO Survey
- All responses and data will be made publicly available in September after the Board has reviewed the survey
- Headline-level trends that relate to the budget:
  - Desire for a wider range of concession foods, including healthier options
  - Questions about the pricing for tickets and concessions
  - Questions about why the PTO raises money and how it spends that money





# PTO Budget - Income

INCOME	Heading Name	Category Name	Amount, \$	Comments
Income	Roll over from 2023/2024	Roll over from 2023/2024	22,000	Estimated Bank account balance at the end of the year
Income	Programs	Summer Fayre	9,000	450 visitors at \$20 per wristband each
Income	Programs	Winter Fayre	8,000	Excluding proceeds from concessions, expecting 400 kids to visit
Income	Fundraising	Quiz and Curry night	7,000	150 guests at \$45 per ticket
Income	Fundraising	PTO Star Night or similar	2,000	PTO Themed t-shirts, cheering goods sale proceeds
Income	Fundraising	BIS Houston pins	1,200	400 pins sold at \$3 ea
Income	Fundraising	WF Wonky bars	1,000	200 bars sold at WF, \$5 ea
Income	Fundraising	WF Ornaments	500	100 BIS Houston themed ornaments at \$5ea
Income	Fundraising	Concessions sales	8,000	2 musicals, 2 sport days, WF/SF + 2 random events, \$1000 per event
Income	Fundraising	Other fundraising	500	Kroger, Name Bubbles, True Earth and Mabel Labels
	Fundraising	Movies on the greens	2,000	NEW!
Income	Second Hand Uniform sales	Second Hand Uniform Sales	8,800	In line with current year sales
<b>Total income</b>	<b>Total Income</b>		<b>70,000</b>	





# PTO Budget – Expenses (1)

CATEGORY	Heading Name	Category Name	Amount, \$	Comments
Expense	Appreciation events	Teachers appreciation	6,000	Increased by \$1000 for additional staff members
Expense	Hospitality	Volunteers Appreciation	2,000	Same as current year
Expense	Hospitality	Welcome coffee	600	Twice a year, Fall term and Winter term, \$300 each
Expense	Hospitality	Monthly parent coffee	800	\$100 per month
Expense	Hospitality	BooHoo coffee	100	NEW!
Expense	PTO Admin expenses	PTO insurance	700	Same, includes PTO Today membership
Expense	PTO Admin expenses	PTO Future Funds fees	1,700	In line with current year
Expense	PTO Admin expenses	Sales tax	800	8,25% of Uniform sales, rounded
Expense	PTO Admin expenses	PTO Website	400	\$100 Domain renewal + \$150 WP forms + event tickets
Expense	PTO Admin expenses	PTO Amazon prime account	150	same
Expense	PTO Admin expenses	PTO Stationary	700	Stationary 150 + 350 craft supplies + printing, etc
Expense	PTO Admin expenses	Second Hand store	500	Collection bin, detergent, and stain remover
Expense	PTO Admin expenses	Registration fees	150	Same
Expense	PTO Admin expenses	PTO Branded supplies	1,000	Tablecloths, stationary, signs and flags
Expense	PTO Admin expenses	Disposable table ware	2,000	To be used for Teachers appreciation, International Day, etc
Expense	PTO Admin expenses	Sign up genius	300	To eliminate adds



# PTO Budget – Expenses (2)

CATEGORY	Heading Name	Category Name	Amount, \$	Comments
Expense	PTO Fundraising	Concession sales	6,000	Includes pizza for performance crews, \$500 per each of 3 performances
Expense	PTO Fundraising	Quiz and Curry night	6,000	Includes drapes, game rents and food (Fish and chips)
Expense	PTO Fundraising	PTO Star Night or similar	1,500	Cost of t-shirts
Expense	PTO Fundraising	BIS Houston pins	800	Costs to make PTO branded pins
Expense	PTO Fundraising	WF Wonky bars	700	Includes the costs of the chocolate bars + Bulldog prizes and their costumes
Expense	PTO Fundraising	WF Ornaments	100	The costs of ornaments
Expense	PTO Events	International Day	2,000	Same
Expense	PTO Events	Lego Creations	200	NEW!
Expense	PTO Events	Estate planning	100	NEW!
Expense	PTO Events	Information session with Constable	100	NEW!
Expense	PTO Events	Fire department information session	100	NEW!
Expense	PTO Events	Support Learning Team information session	100	NEW!
Expense	PTO Events	Bollywood Dancing/Zumba class	100	NEW!
Expense	PTO Events	Summer Fayre	5,000	Includes 6 slides and 5 generators
Expense	PTO Events	Movies on the Greens	1,000	NEW!
Expense	PTO Events	Winter Fayre Expense	5,000	Includes additional slides and 5 generators
Expense	PTO Events	Year-end treats for the whole school	2,000	End of school Ice cream
Expense	PTO Events	Misc other PTO Events	1,400	Other random PTO Events



# PTO Budget – Expenses (3)

CATEGORY	Heading Name	Category Name	Amount, \$	Comments
Expense	Neighborhood budgets	Neighborhood Rep VP budget	2,000	NEW!
Expense	Neighborhood budgets	PTO Support to EY1	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to EY2	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y1	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y2	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y3	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y4	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y5	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y6	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y7	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y8	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y9	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y10	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y11	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y12	500	Increased by \$200
Expense	Neighborhood budgets	PTO Support to Y13	500	Increased by \$200





# PTO Budget – Expenses (4)

CATEGORY	Heading Name	Category Name	Amount, \$	Comments
Expense	Year-end Graduation	EY2 Graduation	500	same
Expense	Year-end Graduation	Y6 graduation	800	Increased by \$300
Expense	Year-end Graduation	Y9 graduation	800	Increased by \$300
Expense	Year-end Graduation	Y11 Prom	800	Increased by \$300
Expense	Year-end Graduation	Y13 Graduation	2,000	increased by \$500
Expense	Year-end Graduation	Y13 Graduation_stoles	1,500	NEW!
Expense	Year-end Graduation	Misc deposits for graduation venues	4,000	Y13 - \$1500, Y11 - \$1500, Y9 - \$500, Y6 - \$500. Not an expense, but needs cash to be allocated
<b>Total Expenses</b>			<b>70,000</b>	



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# Passive Fundraising



Label clothes, water bottles etc.

*and*

Support the PTO at the same time!

20% of proceeds are donated to the PTO



mabel's labels.

name bubbles

campaigns.mabelslabels.com  
Search for: **BIS Houston PTO (Katy)**

[https://www.namebubbles.com  
/?rfsn=7492131.1a2e483](https://www.namebubbles.com/?rfsn=7492131.1a2e483)



Buy "Mabel's Labels" or "name bubbles" labels which are waterproof, durable labels to help reduce classroom mix-ups and keep your items coming home!



*Kroger Rewards*



# Meeting Timelines

- Executive committee meets monthly to discuss activities
- Membership meetings:
  - September
  - November
  - March (Election month)
  - May (Budget approval for new school year)
- Subcommittee meetings:
  - Financial reconciliation
  - Nomination team – 1-2 months prior to elections





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# Events

- Coffee Mornings – Monthly
- Neighbourhood Rep Meetings – Monthly
- Membership Meeting (September 10, 2024)
- Quiz & Curry Evening (September 14, 2024)
- International Day (October 25, 2024)
- Membership Meeting (November 5, 2024)
- Winter Fayre (November 23, 2024)
- Summer Fayre (June 12, 2025)



# Volunteering

- Lots of roles are available!
- Sign up to find out more information about the various events and committees
- Every hour you can spend is valued!!

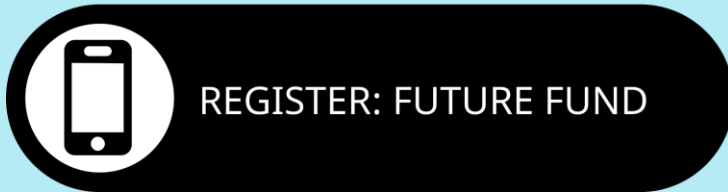


# Questions

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PTO Events



PTO Website