British International School of Houston Parent Teacher Organization

Board Members Meeting - Minutes

August 22, 2025

PRESENT:

President- Kym Kettler-Paddock
President (D) – Chanel Warwick
VP Neighborhood Parents – Bertrand Thierry
VP- Programs - Sez Bhatti
Treasurer - Ann Schade
Secretary – Thomas Herpin
Secretary (D) – Ije Bohni
School Rep – Jane Chastant
Communications Chair - Karen Lackenby
Communications (D)- Claire Allard
Fundraising - Martha Quintero
Fundraising (D) – Funmi Akanni
Uniforms Chair - Eva Maria Cardenas
Uniforms (D) – Cynthia Velasco
Hospitality Chair – Susan Lam
Volunteer Chair- Andrea Corredor
Hospitality Chair - Susan Lam

EXCUSED ABSENCE:

Treasurer (D): Bianca Wilson
VP Neighborhood Parents (D): Lindsey Glasco
VP Programs (D): Karen Perez
Program International Day Chair – Viktoria Denyer, Olga T
Winter Fayre Chair – Shelley Hargreaves
Volunteers (D) – Avni Karogal
Parents External Events - Vacant
Hospitality (D) – Belen Vasquez
The quorum is met. Meeting opened @ 8:45 am.

WELCOME

President: Kym Kettler-Paddock opened the meeting and welcomed all.

Officer Reports

a. **President: Kym Kettler-Paddock**
Motion: Kym moves to confirm committee chairs.
2nd: Thomas Herpin
Vote: Unanimous approval
Discussion: Winter Fayre is 11/22/25. We need additional storage space for the PTO as well as meeting/work areas. (D) Some parents are struggling with the all the new systems and logins. Ideas for a possible buddy system for new parents or a "help desk."
ACTION ITEM: Work with Jane on new work/storage space for PTO

b. **School Rep:** Jane Chastant
Discussion: Uniform supplier has generous return policy. Contact them with issues/concerns. Refer backorder questions to Jane who can check on status. 2,500 light blue shirts ordered and on the way. Thick white shirts incoming, sometime between October-January. School's office manager is Simone Valdez, Luis is no longer here. Send calendar items to Diane, but confirm with Jo Turner. There's been some confusion over "Flick." There may be fees based on how you register or add funds. Do it at the BOMA and there are no fees. While there are hiccups, you can talk to Sergio and he will sort it out. For any dietary restrictions, please go directly to Sergio. He will pre-make meals for kids and the students can approach him directly.
Motion:
2nd:
Vote:
ACTION ITEM: Sign for the used uniform store to remind parents that staff are parent volunteers. Upload school map to BISH app.

c. **Communications/Fayre: Karen** Lackenby
Motion:
2nd:
Vote:
Discussion: External extracurricular activities such as book club or board games. We have liability coverage we can use for these events/activities. Mr. Yaro (Y12 head) is looking to build out volunteer hours for kids. Build a college portfolio. Costs of various events such as gingerbread houses, hay rides, train, snow machine. Snow machine is exorbitantly expensive. (D) We can put

something in the PTO newsletter about parent groups and advertise parent led group events in the newsletter.

d. **Used Uniforms:** Eva Cardenas
Motion:
2nd:
Vote:
Discussion: There's been some confusion over PE uniforms with teachers pulling kids aside to talk to them. Confirmation that old uniforms are grandfathered in. Concerns regarding parent conduct at the used uniforms store. Some parents don't understand the staff are parent volunteers and are often rude. Great start to the year with four new volunteers and over $3k in sales. Online sales has proven a significant challenge and we are looking to deactivate while we troubleshoot. With more volunteers we can look to expand our hours.
ACTION ITEM: Print off new dress code catalogue and keep in the shop.

e. **VP Neighborhood Parents:** Bertrand Thierry
Motion:
2nd:
Vote:
Discussion: First parent neighborhood meeting next week. Low response rate to the survey. We can store things to Google Drive and should motivate neighborhood parents to use it. We can use Signup Genius for events.

f. **Volunteers:** Andrea Corredor
Motion:
2nd:
Vote:
Discussion: Remind parents of Whatsapp chat. Link is on newsletter. Need volunteers for the first book fayre. Usually need 2 people on the register.

g. **VP Programs:** Sez Bhatti
Motion:
2nd:
Vote:
Discussion: Winter Fayre coming up on 11/22. We need to start recruiting volunteers. Small meetings to start initial planning, larger meetings to follow.

h. **Secretary:** Thomas Herpin
Motion:
2nd:

Vote:
Discussion: Clarification of attendee names and roles.

i. **Treasurer:** Ann Schade
Motion:
2nd:
Vote:
Discussion: We closed out last years books and rolled over $52k. Approximately $31k for PTO, the remaining $21k for year groups. Work with Bertrand to explain standing rule on timeline for turning in expenses as related to accurate budgeting. We need volunteers for a financial reconciliation committee to help audit us.

j. **Fundraising:** Martha Quintero
Motion:
2nd:
Vote:
Discussion: Event on the 27th for a parents mixer. Ideas for fundraisers include raffles, Escape Room (there's a new one in Katy that can hold 60 people). Mexican restaurant across the street for refreshments. Bingo Loco, we can do food as well. Have music, glow sticks. We are mindful of themes as they can sometimes keep people away. Possibility of selling yard signs but need to collaborate with the school (Jane) so as not to conflict with their events.
ACTION ITEM: Speak to Sergio about catering food for event.

k. **Parliamentarian:** Stephanie Herpin
Motion:
2nd:
Vote:
Discussion: No items for meeting.

Meeting adjourned at 10:18am.