British International School of Houston Parent Teacher Organization

Board Members Meeting - Minutes

February 27, 2026

PRESENT:

President- Kym Kettler-Paddock
President- Chanel Warwick
VP Programs – Sez Bhatti
VP Neighborhood Parents – Bertrand Thierry
Treasurer – Ann Schade
Secretary – Thomas Herpin
Communications Chair - Karen Lackenby
Communications (D) – Clair Allard
Hospitality (D) – Belen Vasquez
Fundraising (D) – Funmi Akanni
Uniforms (D) – Cynthia Velasco
Volunteer Chair- Andrea Corredor
Volunteers (D) – Avni Karogal
Winter Fayre Chair – Shelley Hargreaves
Parliamentarian – Stephanie Herpin
Program International Day Chair – Viktoria Denyer

OBSERVING:

Summer Fayre Committee: Stephanie Brown

EXCUSED ABSENCE:

Treasurer (D): Bianca Wilson
Secretary (D): Ije Bohni
VP Neighborhood Parents (D): Lindsey Glasco
VP Programs (D): Karen Perez
Hospitality – Susan Lam
Parents External Events – Melyssa Wiseman
School Rep – Jane Chastant

The quorum is met. Meeting opened @ 8:41 am in conference room.

WELCOME

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

Officer Reports

a. **President: Kym Kettler-Paddock**
Motion:. Tom moved to pass three amendments as adjusted.
2nd: Funmi
Vote: Ayes passed, no nays.
Discussion: Thank you again to the international day team. A lot of work, minimized the drama, but there will always be some. Karen has already kindly put out the template for membership meeting next week. Stephanie please remind people to put slides in.
Roles to be filled: President, Treasurer. No incumbents.
Resolution sheets. Y13 leftover funds. Lots of debate previously over what to do with the remaining 1k. Suggestion was "just say where it goes, rather than providing options." We want to encourage Y13 to spend their money. We don't want to take it back unless we have to, so let's not imply refunds in any way. Replace "students" with "individuals." Intent is to have Y13 be responsible for their funds. Second resolution: add to last sentence " …45 calendar days after the purchase date, in accordance with Article 8, Section 10." Third resolution: Leave as is.

Still need to locate blue Vivisun trolley/wagon. It's ours, grab it and bring to PTO office. Ask Jane and Osmel (FMS). Other trolley we would like to purchase to assist with transport pizza warmers. Stainless steel catering trolley. That way we can leave the warmers on the trolley and not move. Susan will cover cost up to $200, Ije also if any overrun, so no budgetary request! Suggestion for parent business directory on PTO website. If you're a parent business owner, can pay to have your business listed. Would have a ready made directory of businesses to approach in the future. If we start this year, $20 as introductory price to run through end of this school year. Sponsors given option of being put on directory as part of the sponsorship. Last thing is phone number. Google workspace that we get free as a nonprofit. Can add a number for $10/month, but linked to a single person. Grasshopper $32/mo ($300/yr). As many people as you want on it. We want to avoid the issue we have with Square, because that goes only to Ann. Amazon Connect is another.

b. **VP Programs:** Sez Bhatti
Motion:
2nd:
Vote:

Discussion: Also thank the chairs Stephanie and Viktoria for great job working together and use of two gyms. We need to get the word out for Spring Fayre, get sponsors. (Karen) There is a slide in the membership meeting next week as well as in the newsletter. Parent and student vendors, not outside vendors. 10% return to the PTO. (Shelley) Fundraising for charity has no 10% obligation. There's a competition between primary and secondary. Decorating a spring basket. We have some volunteers for the rabbit competition. Photography competition for students. It's been posted in the newsletter. Prizes such as participation badges. Create some categories, create some rosettes. Karen is going to accept the submissions, create a canva, make them electronically available, make winner display. Winner certificates another great idea. Discussion of categories v. year groups.

c. **International Day:** Viktoria Denyer
Motion:
2nd:
Vote:
Discussion: We had fun. Communicating with parents ahead of time helped. Gave people time to adjust. Next year I'm happy to lead again. Probably need to start a little earlier within PTO. October v. February, general consensus that February worked well. Start advertising more before winter break. Shelley: remind people it's free. A few comments from new families thinking they had to pay. With 2 gyms, 30 minutes isn't long enough. People put so much effort into their presentations and the kids have no time to spend at each table. We could run more year groups with 2 gyms. School could possibly improve the schedule for the kids to recognize the effort put into International Day. People feel discouraged based on investment because kids had so little time. Stickers to identify homemade v. commercial made food would always help. School can assist with the messaging because they know the families with dietary restrictions, and can assist with direct communication. A kid, even with a sticker up, may grab food.
Action Item: Establish a protocol or standard messaging on dietary restrictions.

d. **VP Neighborhood Parents:** Bertrand Thierry
Motion:
2nd:
Vote:
Discussion: We stopped using BISH App in favor of WhatsApp for neighborhood Parents. We stopped the monthly meetings, and will start the targeted meetings next week. It will be easier to deliver messages to the

neighborhood parents. Going to start putting flyers in used uniforms as new parents almost always stop there early on. Viktoria: School should include Np in the welcome packages. Yes, but that often hasn't worked as hoped. Parent buddies. Previously suggested idea that school initially seemed eager about but they never followed up. Vast majority of new families are very happy that we reached out. New families should opt in by default, but school won't do it. Stephanie Brown, discussion of her prior school's process with new parents. It was really helpful when we had a buddy reach out soon after learning of school admission. I will be leaving after this year so we need someone new.

e. **Secretary:** Thomas Herpin
Motion:
2nd:
Vote:
Discussion: Minor clarification of prior minutes.

f. **Treasurer:** Ann Schade
Motion:
2nd:
Vote:
Discussion: Completed the audit, will present the findings next week. Another parent on the committee, Alyssa, suggested switching to Quickbooks, could streamline things tremendously. She will be happy to look at it. We save receipts in several databases, but if we put into QB would make treasurer's life easy.
Action:

g. **Parliamentarian:** Stephanie Herpin
Motion:
2nd:
Vote:
Discussion: I am reviewing the suggested amendments.
Action Item:

h. **Used Uniforms:** Eva Cardenas
Motion:
2nd:
Vote:
Discussion: Kym to discuss more keys, between closed and used uniforms. Kym: Perhaps get badge access to our own spaces versus checking out keys.
Action Item:

i. **Fundraising:** Funmi Akanni

Motion:
2nd:
Vote:
Discussion: Will check with Martha. Sales were good on intermission items. Got some new items from Sam's. Thanks to Shelley and Karen for clearing out older inventory. All coolers are in the shed. Concessions doesn't need to go to the drama room. Can go to shed. (Karen) A whole $26 from spirit night. (Chanel) Would it be a good idea for school to get us a list of upcoming events to better plan for concessions? School could clarify what events they want us at for concessions, and which they don't. (Kym) Sit down with school early on to identify where they want PTO involvement. Sports night (Tuesday before and Tuesday after Spring Fayre) will need PTO concessions.

j. **Hospitality:** Belen Vasquez
Motion:
2nd:
Vote:
Discussion: Planning with Susan on Teacher Appreciation Week. May 4th-8th. Theme is superheroes. Planning to ask for volunteers in beginning of April. Planning meetings. Food almost sorted. Coffee too. We are thinking about gifts. We will have costumes.

k. **Volunteers:** Andrea Corredor
Motion:
2nd:
Vote:
Discussion: Just had We Will Rock You performance. Struggled with concessions volunteers, but that's common with Secondary. Book Fayre coming soon. I need to speak with Ms Boatwright about it. Let me know how many you need for SF. (Shelley) organize, have a meeting in Hub or BOMA to present on SF. Lots of new people tentatively interested, but don't know what it entails, so a meeting could help clarify it's a low burden.

l. **Communications:** Karen Lackenby and Claire Allard
Motion:
2nd:
Vote:
Discussion: Nothing new, working on website. GET HER YOUR SLIDES. Creating a file of passwords and backups so we have them in one place.

Meeting closed at 09:58am.