British International School of Houston Parent Teacher Organization

May 6, 2025 Membership Meeting #4: Minutes

Present:
President- Kym Kettler-Paddock
Treasurer - Ann Schade
VP- Neighborhood Parents- Lindsey Glasco
VP-Fundraising- Martha Quintero
VP-Programs Delegate- Sez Bhatti
Secretary- Lori Worley
Communications Chair- Karen Lackenby
Communications– Claire Allard
Hospitality- Susan Lam
Used Uniforms chair- Eva Maria Cardenas
Volunteer Chair: Andrea Cooredor
BSH - Barry Scrymgeour
BISH - Jane Chastant

The quorum met with approximately 24 members present.
Meeting opened at 08:33 am.

Announcements and Initial Business: Kym

Big THANK YOU To Board Members. Committee Chairs, Neighborhood Parents, specific event volunteers and members of the Nominating Committee

Today we are voting by paper ballot for official PTO Officer positions of President, VP Neighborhood Parents, VP Programs, Secretary and Treasurer

In the Fall we will vote for Committee Chairs
We are currently working with the school regarding the SY25/226 calendar and it will be finalized in June.
Based on parent feedback we are currently discussing changes to the following:
9/25 - Parent Mixer (change date and change theme from Quiz Night)
11/25 - WF (unchanged)

2/26 - International Day (change date)
4/26 - Summer Fayre (change date)

AGENDA

The agenda was presented via powerpoint.
**See PTO website for powerpoint*

Nominating Committee: Shelley

Members of Nominating Committee: Shelley, Sylvana & Funmi
Nominees introduced, time given for members to cast votes and turn in ballots to be counted.
**Votes will be tabulated while meeting continues

Treasurer: Ann

Current and proposed budget for SY 25/26 presented
PDF of PTO Budget is posted on the PTO Website
$70,000 current total balance
Next year's budget will be smaller than we have had this year because we aligned our income with expenses
For SY 25/26 we expect income to be approximately $64,280
We will have approximately $20,000 to roll over from this year to next
Our Fundraising supports PTO events and programs
We have a large turnover of funds throughout the year
Budget and funds per year group are posted on PTO website
Any remaining funds at end of year are rolled over as classes progress to next year group
Sponsorships are available - we advertise at school, on the PTO website, and at the events.
Families can also make donations and we advertise their sponsorships
10% of PTO Budget comes from donations
In SY 25/26 every year group will receive $300 from the PTO
Graduating year groups will receive additional funds
Motion to vote on SY 25/26 PTO Budget (Kym)
2nd (Claire)
Vote: unanimous
SY25/26 PTO Budget Passes

Programs: Sez

SF (Summer Fayre): Will be held June 12 from 3:30-5:30pm (2nd to last day of school)
Rain or shine!
ALOHA Hawaiian theme
$25 per wristband for full access to all inflatables and games

Children under 3 years old are free
Children ages 4 years old and up must purchase a band
First 100 wristbands purchased will receive a small bulldog plushie
We have space for sponsors!!
We need volunteers!!
Use Sign-up Genius to volunteer
MS & HS students can volunteer
Parents and teachers can volunteer

Neighborhood Parents: Lindsey

Remaining meetings: May 21; June 11 - End of year party
We post PTO information in the BISH newsletter
We are also sending out a weekly Parents newsletter on Monday of each week and ask that parent lead for each year group post the newsletter in your respective year group chat in the BISH APP

Used Uniforms: Eva

We now have an on-line store accessed via PTO website in BISH app
Items are categorized by primary/ secondary clothing requirements
We provide a tax receipt for donations
*Any donations to PTO (through Future Fund, etc) will receive a tax receipt.
Donations come in weekly
This school year total sales (so far) $8,798.20

Fundraising: Martha

PTO Quiz Night was held on March 15 - 67 tickets sold
Our annual fundraisers are International Day; WF; PTO Quiz Night; SF and other activities throughout the year such as selling concessions at plays and sporting events
The PTO is a 501(c)(3) - donations are tax deductible
We have passive fundraising opportunities and receive 20% of proceeds
We have provided QR codes for these passive fundraising opportunities: Kroger, Name Bubbles, Mabel's Labels
We accept donations and sponsors for PTO events and activities

Hospitality: Sez (for Susan)

May 5-9 "ALL STARS SPORTS" Teacher and Staff Appreciation week going on now
Thank you to the volunteers for your time and donations

Volunteers: Andrea

We need volunteers to sell concessions for Matilda May 21 & 22
We have sign up genius available for volunteer sign up for SF

Communications: Karen

Communications publishes the PTO Newsletter, and submits information weekly to the BISH newsletter
We maintain our Facebook PTO Group: Bishouston PTO: Please join. Current families only. Will post about events, activities, and volunteer opportunities
It helps to create community.
It is separate from the current Bish Parents FB group that is for selling items.
When joining, you must answer the questions.
Please message admin if you have trouble joining.
PTO Website is where we share information
Our ways of communicating are:

- PTO Website - gives access to fundraising, FutureFund (where you contribute funds to year groups and where you have access to year group class directory), uniform store
- School Newsletter
- Year group chat
- Screens throughout the school

The VOTE Tally is complete
Motion to approve the election of SY 25/26 Board Members
Motion: Avni
Second: Shelley
Vote: unanimous
Approved

PTO year is from July 1 - June 30
All committee chairs & delegates will be approved in August
Everyone is welcome to participate in the PTO
All parents and teachers are automatically made members of the PTO

The meeting was adjourned at 9:17am.