

2012 年 OIS PTA 議事録

Date	June 7th 2012	Venue	3 rd Floor Conference room	Time	8:45 - 10:30 am
Apologies	Tara Cheney, G10 rep, Mr. Steve Lewis, Michelle Hatch, Rumiko Baxter				
Attendees	John Searle, Kurt Mecklem, Cecilia Rawlins, Lyn Melville-Rea, Rumi Hara, Mijah Iwamoto, Mihoko Ozaki, Hyun Ju Kim, Stephanie Gillan, Ko,Eun Jung, Misako Shimada, Asami Tajiri, Yumiko Okada, June Sakamoto, Keiko Takahashi,				
Officers	Co-Presidents: Stephanie Gillan, Misako Shimada English Language Sec.: Rumiko Baxter Japanese Language Sec.: Mihoko Ozaki Liaison to SIS PA: Misako Shimada : Co-Treasurers: Mijah Iwamoto , Asami Tajiri				
School Reps	Headmaster: John Searle; HS/MS Principal: Kurt Mecklem; ES Principal: Cecilia Rawlins; Teacher rep: Lyn Melville-Rea Finance: Steve Lewis				

ITEM	Discussion	Action
MATTERS ARISING	The OIS pens and pencils cost 98,800 yen to buy. Sales so far totaled 72,250 yen. Further sales of 26,550 yen is needed to break even.	Another sales effort is scheduled for today at 3.30-4.30pm. Other sales opportunities include Movie Night and International Fair. Every effort will be made to sell all pens and pencils by the end of December.
A. Stationery Item		
B. Movie Night	Formal proposal was made to school heads to proceed with Movie Night and Farewell Party. Farewell Party was cancelled and moved to Movie Night due to lack of interest in past years. Purpose of Movie Night is to bring the school together, to enjoy the last day of academic 2012 and to bid farewell to students, families and teachers leaving OIS. Party to commence around 4.30pm in the courtyard before heading to the theatre at approx 6pm. License to show a movie in public depend on the movie selected. Which movie to show proved difficult amongst members. The decision best left to the students. Food stalls/booths to be set up and run by parents to offset cost of showing movie. The movie is free. Ms. Iwamoto suggested to get help from Student Council to involve the middle and high school students to truly unite the school.	Some movies were selected and students to pick most preferred. Ms. Gillan to approach Student Council.

C. Farewell Pary	Farewell mentions will take place around 5pm. Teachers, students and families leaving OIS will receive personal invitations. Every effort will be made to warmly bid teachers, students and families goodbye.	Ms. Gillan will make invitations and get names of teachers and families leaving OIS. In charge of preparation for Farewell Party are party team members; Ms Hara and Ms Sakamoto. Planning to start immediately.
D. SOIS Mail	Ms. Nishibe will send out another test mail on the 19th to all parents who are still on the Unregistered List. Ms. Shimada handed out the names from each grade to each rep and asked the reps to inform the parents to expect a test mail.	Ms. Gillan to write letter to explain to parents the importance of SOIS mail and to ask them to register.
SISPA Network Committee Invitation	SISPA Network Commitee has invited OIS families to become a part of their network program which aims to helps OIS/SIS families living in the same area share ideas, offer support, and plan get togethers. OIS parents are asked to contact SISPA for more information.	
F. School Shirt update	Shirts have been ordered and are expected to arrive shortly. Hopefully, they will arrive before the school holidays so parents can buy them and have them ready for the next school year.	
G. Author Visit	Ms Chieko Singh the new Librarian is working on the arrival of Ms. Holly Thompson.	Ms. Gillan to check on the progress and to offer more assistance if necessary.