



International School of Paris

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How does the PTA work?

The association is run by the **PTA Executive Committee**. It is comprised of eight roles that are elected officers.

- President
- Executive Vice President
- Co-Vice Presidents (2) for Primary School (Ranelagh)
- Co-Vice Presidents (2) for Secondary School (Beethoven)
- Treasurer
- Secretary

Other members of the PTA who assist in running the activities of the Association are the Primary School Class Representatives (at Ranelagh) and Secondary School Grade Representatives (at Beethoven).

The Executive Committee is responsible for the administration of the PTA and its activities and funds. It meets every month to discuss and organize projects and events.

All parents can review the Executive Committee meeting minutes upon request. General meetings (open to all members) are held once per trimester, usually scheduled in October, March and June.

Who does what?

President:

- Serves as executive head of the association and presides over general meetings of the association.
- Calls and presides over meetings of the PTA Executive Committee.
- Appoints and creates special committees and chairpersons with the approval of the PTA Executive Committee.
- Establishes agendas for meetings and leads development of PTA annual calendar of events.

Executive Vice President:

- Assists the President in all executive duties.
- Assumes the duties in the absence of the President.
- Fills in as President should the office become vacant.
- Acts as Parliamentarian if needed.

Co-Vice Presidents (2) - Primary School (Ranelagh):

- Acts as the main liaison between the Primary School principal and the PTA Executive Committee.
- Co-ordinates the Class Representatives (who are a point of contact with the class parents and teachers).
- Makes reports to the PTA Executive Committee.
- Liaisons between Cross-Cultural Coordinator at Primary School (Marianne Freire) and Primary School Class Representatives to coordinate cultural celebrations at Primary School assemblies.
- Oversees coordination of Primary School PTA annual events such as bake sales, coffee mornings, Holiday Bazaar, Carnival, cultural celebrations, hosting beverage stands at Sports Day, et cetera.

Co-Vice Presidents (2) – Secondary School (Beethoven):

- Acts as the main liaison between the Secondary School principal and the PTA Executive Committee.
- Co-ordinates the Grade Representatives (who are a point of contact with parents, teachers & grade heads)
- Makes reports to the PTA Executive Committee.
- Oversees coordination of Secondary School PTA annual events such as coffee mornings, et cetera.

Secretary:

- Keeps and files minutes of the general meetings and the PTA Executive Committee meetings.
- Is responsible for the official correspondence of the association.
- Compiles and edits the "PTA News" section for the ISP *Contact* newsletter
- Manages updates to PTA section of the ISP website in coordination with ISP's webmaster.

Treasurer:

- Keeps financial accounts of the association.
- Presents an estimated annual budget for approval by the general membership at first meeting of each year
- Ensures that all funds paid relate to the aims of the association, are accompanied by receipts and are approved by the Executive Committee.
- Prepares monthly financial statements and presents them to the PTA Executive Committee and, when requested, to the general membership.
- Writes all checks for the association.
- Submits records for yearly audit, if required.

Class Representatives – Primary School (Ranelagh):

- Responsible for facilitating links:
 - Among parents - coffee morning (welcome new families at the beginning the school year and make occasions to get together), telephone tree (as necessary), et cetera.
 - Between teachers (school) and parents - assistance during class field trips or help find people to assist the trip, help to find people to assist the class for special classroom activities and school-wide celebrations such as Mother Tongue Day, International Day, et cetera.
 - Between the PTA and parents - make communication run smoothly between parents and the PTA (typically through VP) for important issues.
- Organize one grade-level bake sale for each grade during the school year
- Attend PTA Class Representative Meetings (every 6-8 weeks)
- Encouraged to attend monthly breakfast with the Head of School and ISP Leadership Team

Grade Representatives – Secondary School (Beethoven):

- Responsible for facilitating links
 - Among parents - coffee morning (welcome new families at the beginning the school year and make occasions to get together), telephone tree (as necessary), et cetera.
 - Between teachers (school) and parents - assistance during class field trips or help find people to assist the trip, help to find people to assist the class for special class activities, et cetera.
 - Between the PTA and parents - make communication run smoothly between parents and the PTA (typically through VP) for important issues.
- Attend PTA Grade Representative Meetings (every 6-8 weeks)
- Encouraged to attend monthly breakfast with the Head of School and ISP Leadership Team

What is the PTA?

The PTA is a registered non-profit organization.

Purposes of the PTA

- Provide support to parents and faculty members.
- Support school goals through volunteer service, fund-raising activities and enhanced educational opportunities for students.
- Provide a channel of communication between parents and the school; at the discretion of the PTA Executive Committee, provide a forum for discussion of important issues and where appropriate inform the school administration and Board of Trustees of the opinions of the members of the association.

Language is not a barrier...it is a great way to improve your French and English.

The **three main benefits** that parents and teachers receive from the PTA:

[1] PTA-Sponsored Events: *Connect with parents & school staff to get acclimated to ISP & Paris*

- **Coffee Mornings and Cheese & Wine Evenings:** Social get-togethers for parents & staff

- **Welcome Workshop:** Help to orientate new families at ISP with a workshop designed to answer questions about attending ISP and living in Paris. Ask questions and get advice.

- **Parent Partners:** Assist new families from a similar cultural or language background with advice on living in Paris and attending the ISP.

- **International Night:** The PTA's major social event of the year (held in November) for parents and staff, including refreshments, music and dancing.

- **School's Out, Summer's Coming Party:** End of the school year party held in June to celebrate friendships and say goodbye to those moving-on from Paris.

[2] School Support Programs: *Assist our children & teachers with your time and skills*

- **Class/Grade Representative:** The point person for assisting with communication between parents and teachers of a particular classroom or grade. Coordinate coffee morning social gatherings and help to get parents involved in school activities.

- **Volunteer to assist the ISP staff:** The librarians and teachers always welcome any assistance from parents (e.g. reading stories, shelving books, remedial assistance)

[3] Activities and Classes for Parents: *Have fun while learning & making friends*

Recent activities and classes have included: **Cooking** (Baking & Indian); **English Book Club**; **Language Conversation Groups** (English, French, German and Italian); **Ikebana**; **Nordic Walking**; **Tai Chi**; **Walking Tours of Paris**; **Yoga**

What can you do?

ISP is a unique diverse community that looks to its parent body to include special cultural celebrations within its school life. Please bring your special culture to the school. Many parents volunteer their time and talents for school activities and events:

- Volunteering for one of the PTA events, "hot lunches" or "bake sales";
- Accompanying class trips;
- Speaking to classes about your professional/cultural experience or asking friends with special areas of expertise to share their knowledge with the students;
- Contributing to the "PTA News" by relating news or ideas on subjects of general interest;
- Helping with costumes, props, set design and make-up for school plays;
- Cooking and baking for the school or class 'get togethers';
- Coordinating a social event for students/parents to celebrate school experiences;

How can you be part of the PTA?

All parents of students enrolled at the International School of Paris are members of the PTA. At the beginning of each school year, you will receive a PTA annual contribution form. Remember that the PTA can thrive only through the contribution of each and every one of you! Make checks payable to "ISP Parents and Teacher Association".

How can you participate?

The PTA needs your involvement. Our school needs everyone to contribute, in any way you can! This year we hope we can count on a large number of people. So bring your ideas and suggestions on how you can help and be part of the team!