

Dear KIS Community,

With the end of this academic year approaching soon, my time as your PTA President and for our PTA Executive team is gradually coming to an end. It is a great honor for me to be with you this year, and my team and I are proud of everything we have achieved, despite the many obstacles we have faced. Nevertheless there are still several meetings and the celebration of the International Day ahead of us.

Our schedule:

April 27th	Open Nomination for next PTA Executive Team
May 10 th , from 1-3pm	General PTA Meeting
May 15th at 9am	Acceptance of nominees' will be completed for the PTA 2023-2024
May 25th	Election to the Executive Committee online & offline
June 7 th , from 1-3pm	Annual General PTA Meeting (tbc)
June 10th, from 12-4pm	International Day

With this letter, we start to collect names for our next election. I invite you to nominate yourself or someone for one of the key PTA Executive Committee positions by filling out [this form](#). Every parent is automatically a member of the PTA and parents are always welcome to become more active in helping strengthen our school community. Acceptance of nominees' will be completed on May 15th at 9am.

Below you will find more information about each of the positions and our [Constitution](#). Please feel free to reach out to myself or any other existing committee members if you have questions and want to find out more.

The PTA Executive Committee is an integral part of KIS providing community, communication and input into how the school operates and helping it achieve its full potential for students, parents and staff.

Some of you ask why should I be on the PTA Executive Committee ?

1. You can more effectively suggest changes at our school.
2. You stay fully updated and informed on what is going on at our school.
3. Your child feels a sense of pride to know that his/her parent holds executive roles in PTA.
4. You get to meet and work with wonderful people!
5. Everyone has different strengths and talents. Everyone has something unique to offer our school and our children!

President:

Presides at general PTA meetings and Executive Committee meetings. Coordinates the work of officers and committees of the PTA to ensure that the purpose and objectives of the PTA are fulfilled according to the Constitution and Bylaws. Maintains communication and relationship with the Head of School and . Oversees and distributes all formal communication about PTA business and activities to parents including but not limited to PTA minutes, notifications and What's App use. Liaises with the school staff regarding PTA events and schedules with the approval of the Head of School. The President is given a seat on the KIS Advisory board and acts as a representative of all parents. The President must fulfill the obligations of Board Membership. Support new KIS families.

Vice-President:

Supports the President in all of their roles where required. Fulfills the role of the President if they are temporarily unavailable. Plays a role in the day-to-day operations of the PTA, working out issues as they arise. Helps to formulate the long-range plan of the PTA. Attends and participates in all Executive Committee meetings and general PTA meetings. Helps to oversee all PTA community and fundraising activities.

Secretary:

The secretary prepares an agenda and attends all meetings where possible (PTA executive meetings, event organizing meetings, and general PTA meetings) and takes the minutes of those meetings. The Secretary is responsible for accurate minute taking and provision of those minutes to the President for distribution. The Secretary should also keep organized copies of the minutes and control that they are public on the Parent Portal. In addition, the Secretary should keep an up to date contact list of all members in the PTA executive team and class reps. Ideally this position is filled by someone who is Russian-English Bilingual.

Treasurer:

The treasurer keeps accurate records of the PTA accounts and keeps the Executive Committee and general members informed of the financial situation of the PTA on a regular basis. The treasurer is

responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events. The treasurer's duty is to ensure that the PTA acts lawfully and is managed properly.

Programme Liaisons EY(Main Campus and Edelweiss), PYP, MYP, DP:

Program liaisons are part of the PTA Executive Committee and attend all PTA meetings. There is typically one liaison for each programme division, (EY, PYP, MYP, DP), but EY has two liaisons-one for the main campus and one for the Edelweiss campus. Liaisons support the PTA and divisional principles and staff with disseminating class/program specific information and work with class representatives to handle general parental questions and concerns. When the school runs programme-specific events (eg PYP Sports Day) or activities, liaisons work with their class representatives to coordinate parent involvement, if requested by the school. Liaisons should meet with their divisional principals once a month to discuss news, activities, or needs and report back to class representatives and the PTA with the updates.

Event Coordinator:

This is a new position in the PTA Executive team.

Event Coordinator is the leader of all community events organized by the PTA during the academic year (f.e. Teachers Appreciation Day, Book Drive, Winter Fest, International Day, etc). He/she is responsible for organisation and coordination of the event team and all the parties involved (school staff, volunteers, outside providers and vendors), creating a scenario, layout, budgeting etc.)

NEXT GENERAL PTA MEETING

The next General PTA Meeting will be on 10th of May at 13:00 at the collaboration room. If you have any questions which you would like to highlight on the meeting please let your class representative or send your questions on ptachair@kisnet.org

INTERNATIONAL DAY CELEBRATION

Due to sanitary restrictions in Almaty we had to postpone the celebration of the International Day to June 10th (Saturday). We invite everyone to participate in this huge event! Our first organization meeting will take place on May 3rd at 13.00 at the collaboration room.

KIS ENROLLMENT IS FILLING UP!

The school administration kindly reminds parents to secure their child's enrollment at KIS for the 2023-2024 school year by **paying the first tranche of tuition by May 5th**. Across the school, there are limited spaces available and many classes already have waiting lists. By paying the first tranche of tuition by May 5th you are guaranteed a place. If you have any uncertainty about whether you are going to return next year, please contact Mr. OB immediately on osealey@kisnet.org

Sincerely yours,
PTA executive team

Liliya Germershausen, PTA President
Elizaveta Komissarova, PTA Vice-President
Mia Angelova, Secretary & Leader of Food Committee
Marina Shumskaya, Treasure
Jodie Meadows, DP Liaison
Fatima Khodabandeh, MYP Liaison
Marina Yakovleva, PYP Liaison
Aliya Boranbay, EY Liaison