

THE PAB BYLAWS Sept 2008

A. Mission statement

The Parents Advisory Board supports the implementation of the school philosophy and aims to forge a sense of community at ISM in the following way:

Encouraging positive and constructive communication between school and families
Organizing and supporting activities that enhance family participation in school life including school linked charities

B. Organization

This year the PAB will experiment having two distinct PAB groups in Milano and Monza. Both groups will meet together on the first and last PAB meetings while the other 3 meetings will be held independently.

The PAB in Milano consists of five members and in Monza of 3 members, all of whom are parents of children who are currently enrolled at ISM

In Milano one member is elected to act as President and the remaining 4 represent parents in each of the following sections:

The Early Years section – Paravia Primary school

The Elementary section – Paravia Primary school

The Middle school

The High School

In Monza one member is elected to represent parents in the following sections:

The Early Child Section (Ramazzotti-Monza)

The Elementary School (Schiatti)

The Middle School (Vedano)

C. Elections:

In nominating candidates for election, an attempt should be made to reflect the range of nationalities and groups enrolled in school.

Elections for new members take place in May, so to allow new members to participate at the last PAB meeting of the year.

The term of office for all elected members is two years, starting in September and finishing in June.

Elected members may serve for up to a maximum of four consecutive school years.

The President is elected by the PAB in June to serve a maximum of 2 years term of office and does not represent any particular section of school. Ideally the President is chosen from the present PAB members.

One elected member is nominated to act as Secretary of PAB and one elected member is nominated to act as Treasurer

D. Business Meetings

1. The PAB meets five times each year with the Head and the Administration (General meeting) to discuss general topics of a whole-school character, question that cannot be resolved with Principals in each section and projects that are under development for possible implementation in future.
2. The PAB meets (Internal meeting) 2 weeks prior the General Meeting to discuss and prepare the agenda. The President publishes the Agenda one week before the General Meeting.
3. The Secretary takes the minutes of all PAB meetings.
4. The dates for all meetings are finalized at the first meeting in September.
5. **Meetings with Principals:** Each PAB member will meet regularly with their Principals to ensure good communication between the parent's representatives and the school. Issues raised at individual sites should always be discussed initially with the Principal. In most occasions the issues are clarified and solved at this level with no need of addressing the issue at the General Meeting. Issues not resolved with the Principal will be brought to the Internal and General meeting. The PAB rep will make sure that concerned parents are informed of issues solved at the Principal level. The PAB recommends the Reps to meet with the Principal on monthly bases (minimum). At the beginning of the year, the PAB rep should discuss with the Principal, the various site specific activities in which the PAB is expected to actively participate.
6. **Meetings with Class Reps:** the PAB rep should be in close contact with its Class Reps.

E. Initiatives and Events

1. The PAB supports school-organized events such as the Orientation day, Welcoming Cocktail Party, the International Evenings, school plays etc. While not specifically organizing these events, the PAB may coordinate volunteers help such as food preparation, organization of tickets sales and a range of other activities.
2. The PAB organizes Coffee Mornings in all sites. These are meant to enhance communication between parents and the PAB as well as helping the integration of new families in the ISM community.
3. The PAB may organize its own events, such as Fun Runs, Ski Races and Social Evening, in collaboration with the school. In this case, the school and the PAB plan and organize the event together.
4. The Gary Turk's Summer Fete is the major whole school social event. The PAB will supervise the Fete committee.

F. Written Communications

The PAB minutes will be written by the Secretary and will be distributed with the weekly bulletins prior having been approved by the President, the Head and the Administration. It is good practice that PAB circular messages, regarding school issues, be approved by the Head prior release.

The PAB may advertise activities and meetings on the school bulletins with the supervision of the site Principal.

The PAB, with the aid of the class representatives, should prepare a class list of telephone numbers and emails to facilitate communication between families.

The PAB will collaborate with the school in the regular update of the Welcome Handbook for new families.

G. PAB Budget

The PAB will be given by the School administration 2000€ to be used for all PAB events. The so called School Social and site specific events will not use the PAB Budget (See appendix for details). The PAB Treasurer will be in charge of the money and prepare a statement with attached receipts (fatture) on monthly bases and present it to the Administration.

H. APPENDIX 1: THE PAB BUDGET

I. APPENDIX 2: PLANS FOR PAB ACTIVITIES (Yearly)

J. APPENDIX 3: CLASS REPRESENTATIVES