



Parent Teacher Association Handbook

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1. Welcome

Welcome to the International School of Busan PTA! We are excited to have you join our vibrant community of parents, teachers, and students. Together, we strive to enhance the educational experience and foster a supportive, inclusive environment for all.

The PTA assists in the orientation process for new families, fosters students' development through community service activities, builds community by organising social events, provides volunteer opportunities, strengthens the relationship between home and school, and shows appreciation to school faculty and staff.

2. Guiding Statements

Vision Statement

Our students will be digitally literate, life-long learners who are empowered to contribute creatively and responsibly to a sustainable future.

Mission Statement

We are a diverse, supportive and caring community of learners committed to developing knowledgeable, open-minded and principled global citizens.

To achieve this mission, the ISB Community align themselves with these **values and beliefs**:

Diverse: We are unified and respectful in our diversity.

Supportive: Our learning environments are structured so that students are challenged, included and purposefully engaged.

Caring: We take care of our physical, social and emotional wellbeing. We take care of each other like family. We take care of the environment.

Knowledgeable: We believe that all learners should be equipped with the skills needed to interpret and analyse information effectively in order to be well-informed and make balanced, rational decisions based on evidence and credible research.

Open-Minded: We respect and value the languages, cultures, traditions and personal histories of all members in our community and listen for understanding.

Principled: We strive to be honest, fair and to respect the dignity and rights of everyone.

Global Citizens: We are committed to understanding the multiple perspectives of local and global events and issues. We take learning into the real world, engage in meaningful service learning and challenge ignorance, intolerance and injustice.

3. PTA Structure and Roles

Chairperson

- Leads the PTA, presides over meetings, coordinates the work of officers and parent volunteers.
- Meets regularly with the Head of School or the Teacher Representative, as and when required, to schedule events and activities.
- Approves purchases (jointly with the PTA Treasurer for amounts over KRW 1,000,000).

Co-Chair

- Assists the Chairperson, acts as Chair in their absence.

Events Coordinator

- Organises and manages PTA events.

Treasurer

- Manages PTA finances, maintains accurate financial records, prepares financial reports.
- Submits payment slips and makes cash deposits to the Finance Department
- Approves purchases (jointly with the PTA Chairperson for amounts over KRW 1,000,000).

Secretary

- Keeps records, handles correspondence, records and distributes meeting agendas and minutes.
- Shares information about PTA events and activities with the Head of Community Relations.
- Ensures that the [ISB Community Calendar](#) is populated correctly with PTA events, activities and meetings.

Concessions Coordinator

- Manages concessions at PTA events, coordinates volunteers and supplies.

Teacher Representative

- A teacher representative is appointed each year to act as a liaison between the students, staff, and PTA committee.
- Staff or students needing support for school events should make requests to the teacher representative with at least two week's notice.

4. PTA Operations

Joining the PTA Committee

All parents are automatically members of the PTA when they join the school. At the end of each school year, the school emails a form inviting parents to serve on the PTA committee for the following year. If there are multiple candidates for a committee position, the Head of School will organize an election to fill the vacant positions.

Election Process

- **Quorum Requirement:** At least thirty percent of the eligible member votes (one vote per student per family) must be received.
- **Voting Method:** The election will be conducted digitally, with a voting form emailed to each family.

Financial Operations

- The PTA has a current account managed by the Finance Department. At the beginning of the school year, the PTA is provided with a KRW 5,000,000 float, which must be returned at the end of the academic year.
- To claim reimbursements, request purchases, or request cash to make purchases, a payment request form must be completed. These forms should be submitted to the Finance Manager and must be countersigned by both the PTA Chair or Treasurer. The form should be signed by both the PTA Chairperson and Treasurer for amounts over KRW 1,000,000.
- A credit slip must be completed for any cash deposits. Both credit slips and cash deposits should be submitted to the Finance Manager.
- Accurate records of all expenditures must be maintained.

Meetings and Communication

- The PTA committee meets with the Head of School in August at the beginning of the year to discuss the year ahead.
- The PTA schedules meetings in the morning on the last Wednesday of each month.
- A teacher representative is appointed annually. Staff or students needing support for school events should submit their requests to the teacher representative, providing at least two weeks' notice.

5. Goals and Objectives of the PTA

- **Plan and Organize Community-Building Events and Activities:** Foster connections and strengthen the school community through various multicultural and social events.
- **Encourage and Provide Opportunities for Parental Assistance and Involvement:** Engage parents in school activities and provide avenues for meaningful participation and volunteer opportunities.
- **Recognize and Address the Needs of the School's Diverse Community:** Ensure that the unique needs of all community members are acknowledged and supported, assisting in the orientation process for new families.

- **Create a Sense of Community Within the School:** Build a welcoming and inclusive environment where everyone feels connected and involved.
- **Recognize and Support ISB Faculty and Staff:** Show appreciation and provide support for the dedication and efforts of the school's faculty and staff through various initiatives.

6. Contact Information

For more information or to get involved, please contact the PTA Chairperson via email (pta@isbusan.org) or join the Community Facebook Page.

7. PTA Committee Members for 2024-2025

Chairperson: Emma Grann (Swedish)

Co-Chair: Eun Pak (Korean)

Events Coordinator: Claire Byczek (French)

Treasurer: Tove Torbergsen (Norwegian)

Secretary: Andrea Nikcevic (American)

Concessions Coordinator: Caitlin Fitchett (American)

Teacher Representative: Amanda McCloskey (British)

Appendices

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