

The International School of Macao Parents' Association (TISPA)

General Meeting

Tuesday, 16th February 2016, 1:30pm

TIS – Secondary Library

Agenda

Present

David Spreadbury	Mel Varga	Sarah Luvisutto	Bec Walker
Karen Holmes	Chris Coates	Sandra Kuipers	
Mary-Anne Jasinski	Kat Scott	Connie Johnson	
Laura Clarke	Louise Phinney	Diane O'Keeffe	

Apologies: Howard Stribbell, Andrea Dryburgh, Louise Kewley, Phuong Ng, Kath Rose, Peta Houghton, Wayne Hsie, Judith Cunningham, Jessica Kaushik, Caroline Sauvant

Minutes of last meeting (12th January)

Distributed on-line. Two Corrections noted. Accepted as correct.

Welcome

Head of Schools' Report (Howard Stribbell absent) – David Spreadbury

- Mr Stribbell is currently in Phnom Penh hosting the Annual Alberta Accreditation visit at the school there. The TIS visit will be held next week. There will be parent/TISPA surveys, which are electronic. All students and staff members will complete the surveys as well.
- The school calendar is at the board for final approval. It should be finalised in March.
- The new TIS school App has been launched. Sandra and Louise will present this new tool later in the meeting.

Principal's Reports

Secondary (David Spreadbury)

- January diploma exam marks have been released and students are deciding whether or not to retake the exams in April. Mr Spreadbury has not analysed the results completely, however generally speaking the students continue to do very well. Provincial averages have not been released but they are expected next week during the accreditation visit.
- Experience Week parent meetings are happening at the moment. There was a bit of excitement with the Bali trip recently due to the bombings in Jakarta. A letter was released that Bali was going to be the next target. TIS is working with International SOS to address this concern and has been informed that the letter was a hoax and after evaluation and analysis, International SOS does not recommend canceling the trip. There will however be a larger presence of security. This particular school trip will not be affected as they are going directly from the airport to the boat and on to the dive resort. In general for travel to Bali, it is required to carry passports at all times and be aware of police presence. International SOS has assured TIS, after extensive evaluation and assessment, that it's fine and safe to send students on this diving trip.
- 2 student teachers arrived from the University of Alberta. One will be working with grade 9 social studies and the inclusive ed team and the other one will be doing high school grade 11 math.

Elementary (Mary-Anne Jasinski)

- Open House is this Saturday for families to find out more information about the school. There will be two presentations, one for elementary (9 am) and one for secondary (10:30 am). This Open House will not include Kindergarten this year. Ms Jasinski and Mr Chignall will be present to answer any questions concerning Kindergarten, should they arise.
- School photo retakes are on February 24th
- Dress down day is on February 26. This is a student-choice dress down day. Kindergarten theme is spots and stripes, Division 1 is Sports theme and Division 2 will be announced.
- Elementary positions have been filled. Three more school-wide positions or secondary positions are still to be filled. This process is going very smoothly and is showing that all the recruitment trips and meetings have paid off.
- March 25 is Pre-K Interview day. This is also the second day of all the student-led conferences for elementary. All Kindergarten student-led conferences will be held on Thursday after school.

TIS is expecting 1000 Pre-K Applications and currently have approximately 300. The rest of the elementary teachers, with the exception of Kindergarten will have a half-day on Friday.

TIS Digital Portfolio and TIS APP Presentation: (see attached)

Louise Phinney: Curriculum Coordinator

Sandra Kuipers: Web Designer

Mel Varga: IT Coordinator

Digital portfolios will start in form of a trial between now and the end of June, and in September, all students will have one. They will serve as a form of communication and to give the students the chance of being digital authors and having a positive digital footprint. They will have a unique URLs so it will be safe for them to use and can be shared with family members overseas as well. This program starts in SK-G3, who will be using an app called "Seesaw" and in G4-6, they will be using "Google Drive". This program is progressive and will collect work and documents all the way from SK to G6 and possibly beyond, if deemed beneficial.

TIS APP:

This initiative is to increase parent communication. The goal is to reach as many parents as possible to push notifications, alerts and reminders, class blogs, news, weather information and other communications to the TIS community. Categories of interest can be selected during the initial set up (ie. Athletics, TISPA, Art, etc.) The absentee tool allows parents to notify the school directly from the app if a child will be absent, and sends a confirmation email back to the parent as well.

Next month, there will be a Chinese translation available for download.

So far, over 200 users have downloaded the app over the holidays and over 60 more in the last few days. At the Open House on Saturday, TIS will encourage more parents to sign up.

Karen Holmes:

Mrs Holmes will be taking over the summer school program this year and asked for input and suggestions from TISPA in regards to course ideas and offerings. In the past, summer school was generally well attended by children outside of TIS, with English as their second language. Courses were offered for 4 weeks at a time and feedback was requested on which time frame would be more

appealing. 1 week at a time would be convenient for families that are here all summer long but don't want their children in school all the time, as well as families who are traveling part of the time.

It was suggested that Mandarin sessions would be very appealing, for both native speaking children, and as a second language. A playful session that would include story time, painting, singing, etc in Mandarin.

Mrs Holmes will finalise the brochure in the next week so if anyone has any input or other ideas, please contact her directly.

Treasurer's Report (Andrea Dryburgh- absent)

Kat Scott

The last Pop-corn day made just over \$3,000, partly because we ran out of pop-corn.

Kat Scott mentioned that there are other sources to buy the pop corn in bulk, however, the quality and origin of the pop corn need to be inspected.

Healthy Ways Committee update: (Jacqueline Varga)

The committee has come up with ideas of incorporating other healthy options into the BBQ offerings at the TISPA events. What has been agreed upon in the last meeting is that a vegetarian option would be added to the menu alongside the existing hamburgers and hot dogs. (250 hamburgers, 100 hot dogs, 50 veggie patties). The source of the veggie patties will most likely be Mc Sorley's. Red and green apples will also be on offer, as well as corn on the cob on the BBQ.

Mrs Scott also mentioned her concern, shared by many other parents, in regards to the hot dogs and some of the sports drinks that are sold by Tiger Bites Cafe on a daily basis. The sports drinks are intended for adults who are involved in heavy athletics, not school children. They are even banned in schools in Australia, Europe and other places. (Aquarius, etc.) Mrs Scott recommended that TISPA and TIS come up with some suggestions on what kind of drinks and products should be on offer at Tiger Bites. Mrs Holmes added that the bottled water is also a questionable item to have for sale as the school provides water. Mrs Holmes has also had another inquiry in regards to food sold at Tiger Bites from another parent and will meet with the parent and Susan who is the liaison with Future Bright. Mr Spreadbury suggested that the food committee at TIS could also be involved.

At the new Kiosk, fresh fruit smoothies were made and sold, alongside the usual offerings. Another great way to reinforce healthier food options at TIS!

Traffic Concern: Mrs Scott mentioned that new ways of communication need to be sought out to deliver the message to parents in regards to using "Kiss n' Ride" in the mornings for drop off. Especially for the Kindergarten students. TIS has pushed out information about this, recommending parents to use "Kiss n' Ride" and that they don't need to be registered for it, however, there is still a large number of cars pulling up at the front and causing traffic back ups, safety concerns and hostile environments for staff on patrol duty. Mr. Coates interjected and introduced himself as heading up student services until the summer when he will take over as Secondary Principal. Mr Coates expressed a strong concern in regards to safety of the students at the front drop off. His suggestion is that all Kindergarten students are told to use "Kiss n' Ride". Division 2 and High School do not cause an issue. The question is how to communicate this to the parents of Kindergarten. It was determined that a hard copy newsletter will be drafted and distributed in the communication bags in English and Mandarin, as well as an email from the teachers directly with the same message, plus further postings

on the class blogs. Signage could also be included at the front gate "For Grades 4-6 and High School Drop Off Only". Taxis were brought up as well, however they don't seem to be the major issue. Mrs Scott thanked all the staff, teachers and volunteer students who patrol every day, especially in the rain!

It was asked if the Phone Tree can be eliminated, as TIS now has so many direct communication vehicles. Ms Jasinski said she would bring this up with Mr Stribbell again, now that the App is in place. Dog Policy at TIS: It was inquired if there was an official dog policy at TIS. On the weekend, many dogs are being walked on the large field. There have been other inquiries about this as well and there have also been issues with people bringing dogs to community days. Mrs Jasinski will look into drafting a dog policy.

Supervision during recess:

A concern has been raised in regards to the supervision during recess, as there seem to be many problems during recess with children in conflicts and fighting.

Mrs Jasinski ensured the group that there is a strong supervisory presence during recess but that constant reminders should be given to the staff as to what the responsibilities are, as well as strategies to identify potential conflicts and diffuse them before they become an issue. Phone use for staff on duty was mentioned and needs to be clarified. Mr Coates added that this is a big challenge in any school and that it's an ongoing challenge which needs to be managed diligently. It is imperative that staff members are reminded of their duties and responsibilities and should not be on their phones during patrol times. Admin is constantly tweaking and juggling schedules, and making sure that they stay on top of this very important matter, without burning out the teachers. It is a very important issue that TIS has to continue to stay on top of and be diligent about.

Events Report

Events since last meeting:

None

Upcoming events:

- **Dress Down Day - February 26th (Student choice: Kindergarten - Spots and Stripes, Division 1 - Sports and Division 2 to be advised)**
- **Community Day March 12 - International Theme**
- **Easter Raffles**
It was suggested that TISPA buy the chocolates this year instead of asking the students to bring in chocolates or donate 10 MOP. Mr Spreadbury clarified that the March dress down day will therefore be a normal dress down day, not a special fundraiser opportunity.
- **Disco**
Mrs Scott will contact Mrs Kiat for an initial meeting. This event was a huge success last year and very well attended. It was held in March and a date needs to be confirmed.

General Business

- Pop corn machine will be ordered by the end of the week. Jonas will help discard two of the broken ones.
- The new BBQ will be ordered by the end of this week and will be used for the Community Day. The old BBQ will be kept and stored for a while as a back up. The storage room has to be reorganised so the machines don't get damaged.

Confirm date for next meeting Tuesday, March 8th at 1:30 pm in the Secondary Library.

澳門國際學校家長會 (TISPA)
常務會務
2月16日 (星期二) 下午 1:30
澳門國際學校中學圖書館
會議議程

出席代表

David Spreadbury	Mel Varga	Sarah Luvisutto	Bec Walker
Karen Holmes	Chris Coates	Sandra Kuipers	
Mary-Anne Jasinski	Kat Scott	Connie Johnson	
Laura Clarke	Louise Phinney	Diane O’Keeffe	

缺席者: Howard Stribbell, Andrea Dryburgh, Louise Kewley, Phuong Ng, Kath Rose, Peta Houghton, Wayne Hsie, Judith Cunningham, Jessica Kaushik, Caroline Sauvant

上次會議紀要 (1月12日)

已於網上發佈。有兩處地方需要修改，更正後確實無誤。

歡迎各位

校長的報告 (Howard Stribbell 缺席) – David Spreadbury

- Mr Stribbell 目前正在柬埔寨金邊當地學校主持艾伯塔年度評審。本校的評審將於下週舉行，屆時會有家長／家長會的線上問卷，所有學生以及教職員均需完成。
- 校董會將於3月完成校曆表審批工作。
- 學校手機版應用程序已經啟用。Sandra 和 Louise 會於稍後進行介紹。

報長的報告

中學部校長的報告 (David Spreadbury)

- 一月份的文憑試結果已出爐，學生可考慮於4月重考。雖然 Mr Spreadbury 尚未檢查完所有成績，但整體而言學生一如以往表現優秀。艾伯塔省的平均分數值有望於下週調查員到訪時公佈。
- 學生體驗週家長會正進行當中，其中峇里島之旅基於早前發生的雅加達炸彈襲擊事件而備受關注。本校與國際 SOS 公司共同表達了憂慮，並獲知早前該封聲稱峇里島將是下個目標的信件內容不實。經過估價和分析，國際 SOS 公司不建議取消行程。該遊學地點將加張安全。遊學團是直接由機場到乘船地點並直達潛水勝地。一般而言前往峇里島旅遊，需要全程攜帶護照並由在場警員密切注意。國際 SOS 公司向本校保證，經過廣泛的評估和分析後，此趟行程是安全的。
- 兩名來自艾伯塔的實習老師，其中一人將協助任教初中三年級社會科以及融合教育，而另一人則會協助高中二年級數學科。

小學部校長的報告 (Mary-Anne Jasinski)

- 本週六舉辦的開放日可讓許多家庭更了解本校，當中兩場的課程介紹分別為小學（上午9時）及中學（上午10時30分），不包括幼兒教育。若現場有人對幼稚園級別有任何疑問，Ms Jasinski 和 Mr Chignall 將於現場解答。

- 2月24日安排重拍學生照片。
 - 2月26日為便服日。幼稚園主題為波點及橫紋；小學一至三年級主題為運動；四至六年級主題會於稍後公佈。
 - 幼稚園的職位空缺已補回，school-wide 及中學部目前尚餘三空缺。有關的招聘過程十分順利，反映了招聘之行及會談的成效。
 - 幼兒首次入學面試將於3月25日進行，當天亦是小學部 student-led conferences 的第二天。而幼兒教育階段的 student-led conferences 則安排在週四放學後舉行。
- 本校早前預計會收到一千份幼兒首次入學申請表，目前收到的表格近三百份。週五面試當天，小學一年級至六年級的老師們會享有半天假期。

TIS Digital portfolios 及 TIS 手機應用程式介紹（詳情見附件）

Louise Phinney: 課程協調員

Sandra Kuipers: 網頁設計師

Mel Varga: 資料協調員

Digital portfolios 測試將於6月底完成。9月份開始，所有學生均擁有其 portfolios 並可透過 URL 登入個人檔案進行管理，擔任編輯及創作一個良好的設計。由於每人均有屬於個人的 URL 網址，因此可安全地跟遠在海外的親友分享校園生活。此項計劃將在幼兒教育三年級至小學六年級實施，除了小四至小六學生運用「Google Drive」之外，其餘小學三年級或以下的學生會透過應用程式「Seesaw」進行檔案編輯及分享。此項計劃將逐步發展，從多方面收集幼兒教育至小學生的學習作品或文件。若成效良好，可擴展至更高年級。

學校手機應用程式：

推出此程式的目的為增加家校溝通，目標是讓更多家長得悉學校的訊息、提示、班博客、新聞、天氣訊息以及任何跟學校有關的資訊。程式可於初始設定中選擇喜好項目（如：運動、家長會或藝術等）。而「請假功能」則讓家長直接透過手機程式為孩子請假，且會在成功接數通知後回覆家長。

中文版應用程式下月可供下載。

假期至今，已逾二百個用戶下載該程式，過去幾天也有超過六十人下載。週六的開放日上，學校會鼓勵更多家長下載。

Karen Holmes:

Mrs Holmes 將負責今年的夏令營，並向家長會徵求意見。夏令營一直都很受校外以英語作為第二語言的孩子們歡迎。整個夏令營為期四週，最好是每週都能獲得家長對於課程的反饋。每週反饋不但適合一些沒有計劃外遊卻又不選擇讓孩子全程上學的家庭，也適合會外遊的家庭。有見意把普通話課程加進夏令營，認為無論是以普通話作為母語或第二外語學習的小孩，均十分適合。普通話課程寓學習於娛樂，包括了故事時間、畫畫、唱歌等。

Mrs Holmes 將於下周敲定小冊子的內容，任何想提供意見者，請直接與她聯絡。

財務報告（Andrea Dryburgh – 缺席）

Kat Scott

上次的爆谷日僅賺得\$3000元，部份原因是爆谷售光。

Kat Scott 提到一些可批量購買爆谷的途徑，但品質和來源尚待調查。

健康飲食委員會新訊息 (Jacqueline Varga)

會議上委員會提出了多項就燒烤活動的健康建議，表示上次會議已決定除了原有的漢堡和熱狗等食品之外，在菜單上再加入素食選項 (250 個漢堡、100 個熱狗和 50 份素菜餡餅)。素菜餡餅多半會購自 **Mc Sorley**。現場還會供應紅、綠蘋果以及玉米棒。

Mrs Scott 提到許多家長表示很關注 **Tiger Bites Café** 每天售賣的熱狗和能量飲料，認為能量飲料的銷售對象應是運動量大的成年人，而非學童。事實上澳洲、歐洲等地的學校以及 **Aquarius**，也都禁止售賣。**Mrs Scott** 建議學校以及家長會就 **Tiger Bites** 在校內售賣的食品和飲料種類提意見。**Mrs Holmes** 亦提到在學校有提供飲用水的前題下，售賣瓶裝水的必要。另外，她又謂稍後會跟對 **Tiger Bites** 餐點有意見的家長，與 **Future Bright** 聯繫人 **Susan** 會面。**Mr Spreadbury** 建議健康飲食委員會一塊參會。

銷售車菜單添加了新鮮水果沙冰選項，為學校多提供一個健康食品選擇。

交通問題：**Mrs Scott** 認為要想一個新途徑讓家長了解利用“**Kiss n’ Ride**”接送特別是幼稚園學生的好處。本校早前已發佈訊息，歡迎沒有登記“**Kiss n’ Ride**”服務的家長使用車道上落，可是仍有大量車輛停泊在正門馬路上阻礙後方車輛前進，造成交通阻塞之餘亦對過道指揮人員的安全構成問題。即將成為中學校長的 **Mr. Coates** 謂夏天之前會一直負責學生服務事項，並表示十分關注學生在正門上落車的安全問題，建議規定幼稚園一至三年級的學生使用“**Kiss n’ Ride**”車道上落，小學四年級至高中學生則不受限制。問題是如何將此訊息通知幼稚園學生家長。經討論後最終決定派發中英通告、老師向家長發送電郵、以及在班級博客發表內容等方式一同發佈。而正門亦會貼出標示「僅供小學四年級至中學生上落」的字句。的士也被通知有關規定。的士的情況不足為患。

Mrs Scott 感謝所有教職員、老師以及志願學生每天風雨不改地提供過道指揮工作。

有人提議既然學校已提供了許多溝通媒介，手機應用程式亦已運作，是否可減少以人打電話通知家長的方式。**Ms Jasinski** 謂會與 **Mr Stribbell** 討論。

犬隻政策：會上有人問到是否有任何針對犬隻的政策，應付週末許多犬隻在草地上走動的情況。亦有人指出越來越多人同樂日當天帶同犬隻到場。**Mrs Jasinski** 會就此問題草擬犬隻政策。

小息糾察：

有指小息時間越來越多學生發生衝突和打架，**Mrs Jasinski** 深信糾察組在小息時間能起監察作用，但仍有需要不斷提醒教職員他們的責任以及洞察潛在衝突，並在爆發前處理好。值班員工使用電話的情況亦需要留意。**Mr Coates** 表示這是每所學校都會面對的大問題，且需要持續努力。教職員必需謹記個人職責，切勿在當值期間使用電話。校長一直不斷調動時間表，避免教職員的熱情會因會經常值勤而消磨掉，以保持教職員的最佳狀況。

即將展開的活動

自上次會議後舉辦的活動：

沒有

即將舉行的其他活動：

- 便服日 - 2月26日 (學生選擇: 幼兒教育階段 - 波點和橫紋; 小學一至三年級 - 運動; 四至六年級待定)
- 3月12日同樂日 - 國際性主題
- 復活節獎券
今年建議由家長會購買巧克力而非讓學生提供或捐贈10元。Mr Spreadbury 強調3月份的便服日會因此改為平常的便服日, 而非特地為籌款而設。
- **Disco**
去年的 Disco 活動十分成功, 參與人數眾多。今年3月份將再次舉辦, Mrs Scott 會與 Mrs Kiat 召開會議, 以落實活動日期。

常務事項

- 這個週末會訂購新的爆谷機, 而 Jonas 則會幫忙處理壞掉的兩台。
- 同樂日當天使用的燒烤爐會於週末訂購, 舊的那台會妥善存放到儲物室, 以作備用。

下次會議日期 會議已定於3月8日下午1:30於中學圖書館舉行