

# PTSO Meeting

Date: Wednesday November 9, 2022

Time: 8:00 - 10:00 a.m.

Location: AUS PTSO Room

Facilitator(s): Shaima Bin Hussain

## Attendees

Shaima Bin-Hussain - President

Ebtessam Alshemmari - Vice President

Dr. Mashaal AlOmar - Treasurer

Zeinab Nassrallah - Co-Secretary

Aseel AlMonaiees - Co-Secretary

Farah AlFadhlah - ES Parent Rep.

Reham Abdelazim - MS Parent Rep.

Khadijah Al-Abdulmuhsen - HS Parent Rep.

## Emails

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## PTSO Mission

“Taking education to the next level through commitment, collaboration and communication among parents, students and educators”

### The Purpose of the PTSO

- A. To foster and nurture relationships among parents, educators and students for the benefit of the school community.
- B. To develop a closer connection between school and home by encouraging parent involvement in the promotion of student welfare.
- C. To recruit and coordinate volunteers, provide special recognition in awards ceremonies or through other activities, organize parent education events.
- D. Support in lieu of a Booster club, music, foreign language club, sports, theatrical productions and much more

## Agenda

<b>Project</b>	<b>Notes</b>	<b>Action(s)</b>	<b>Person(s)</b>	<b>Status</b>
<b>Fiesta</b>	What's the status?	Signed the form	Shaima & Mashael	Done Reps. will collect payment.
<b>Kitab &amp; Mohammad</b>	What's the status?	Signed the form	Khadijah	Done
<b>Finalize entrance tickets details</b>	Online, date December 10, time 10-4?, price 3.5kd, cap at 2000, add more ticket details such as no ticket for under 2, shows included, no refunds, no ticket sales at the door etc.	Use for all online ticketing going forward (Eventat)	Khadijah & Shaima	
<b>IT</b>	Contact IT with finalized ticket details.	Eventat	Khadijah & Shaima	
<b>Falloween cafeteria damage</b>	Will PTSO be charged for the cafeteria damages?	-		
<b>Food for volunteers</b>	Going forward, offer volunteers a light snack buffet during big events and follow up with a thank you brunch?	Approved Start planning	Khadijah, Zeinab, Farah	
<b>Board task assignments</b>	Every board member will be assigned tasks they will be responsible for regarding events.		Volunteers: Khadijah Zeinab Mashael  Food Vendors: Reham, Shaima  Event Planner: Farah, Reham  Sponsor: Ebtisam Aseel  Media: Khadijah Farah	

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<b>Food vendors</b>	Toby's, Shalaweeet, Casper, HBR, Back burner, twisty crispy, hot chocolate, water, ice cream cart? What fees will we charge? Previous board charged around 100 for big restaurants and 50 for coffee shops	Charge vendors 75 KD per station		
<b>Shows</b>	Choir, band, Host for games, raffle, DJ, live band, Elementary? (Ask Mr Henry)	Spin instead of raffle	Choir & Band Farah	
<b>Cookies</b>	Ask culinary class to assist with making cookies	If culinary doesn't work Radisson Blue as back up (Houses) or Aseel's contact can sponsor.		
<b>Santas</b>	Recruit 2 Santas (Mike from uniforms and 5th grade teacher?)	Ask parents if they would be willing to donate a suite	Mike: Khadijah Mr. Jollifee: Farah?	
<b>Oriental trading company</b>	Order santa costumes, crafts, toy giveaways, and hats for volunteers (they also have some in city star)	Ask Pereria about account. Have school order.	Shaima	
<b>Self defense &amp; women in social media</b>	What is the proposal?	Women in social media talk to high school Self defense workshop for high school girls	Shaima	
<b>Coffee morning</b>	Nov 20 Meet the counselors	PD suite 9-11 arrange for snacks and send out email & social media announcement	Khadijah Farah	

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<b>Movie in the Park</b>	Nov 26 ? decide on vendor etc. Should we limit the tickets or do it for Pre K to 1 st grade only? How will we be selling the tickets?	Eventat 200 tickets Pop corn Cotton candy Nachos drinks	Ask Ms. Al Falah about The parent partnership's role? Volunteers? Khadijah 3:00-5:30 Farah & Zeinab The whole time  Shaima? Ebtisam? Aseel? Mashael?	
<b>Basketball tournament</b>	Jan ?	Will discuss at a later date		
<b>Volunteers</b>	Formed a decorating committee, will send out a portal email, will contact admin for staff and student volunteers	Khadijah		
<b>Sponsors</b>	Send out letters to sponsors ASAP Khadijah will ask dabdoob for 10 wrapped toys for raffle and mascot. Send out thank you letters to Falloween sponsors.		Ebtisam Aseel	
<b>Event Planner</b>	Make a final decision on event planner	Party City		
<b>Rewarding security etc around Ramathan</b>	Will give them monetary reward			
<b>Alternate event planner</b>	Event line (Hassan Ouwaida)	Meet Thursday morning 8:30/9:00	Ebtisam Khadijah Zeinab	
<b>Next Meeting Date/ Time</b>	<b>Wednesday November 16 2022</b>			

