

PTSO Meeting

Date: Monday November 14, 2022

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

Location: AUS PTSO Room

Facilitator(s): Shaima Bin Hussain

Attendees

Shaima Bin-Hussain - President

Ebtesam Alshemmari - Vice President

Dr. Mashael 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.

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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

| Project | Notes | Action(s) | | Person(s) | Status |
|---------------|--|--|--|-----------|--------|
| Fiesta | Have they been contacted to collect payment? | Give Ms. Pereira notice of vendor payment. Is this part of the | Send our concerns via email to Ms. Pereira | Shaima | |

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|--------------------------|--|---|--|-------------------|--------------------|
| | | bylaws? | | | |
| Eventat | Sent letter to Tayssir (IT) on Thursday with all the details of ticketing for movie night. | Heard back Sunday. Eventat can't customize for movie night. Tayssir can't help. Referred us to Ms. Pereira. Event Brite instead of eventat. | E net appears to be a good option. Not advertised on a public platform. Farah contacted them for information | Shaima & Khadijah | |
| Movie Night | We need a list of all elementary students. Students name will be checked at door so we can guarantee no outsider will be in. | | | | |
| Movie Night | Email should be clear Only parents are allowed and AUS Elementary students | | | | |
| Movie Night | Who will be attending the event and their time? Baking sale? | Khadijah: Setup- 5:30 Zeinab: entire event Farah: entire event Mashaal? | | | Not started |
| Movie Night | Set the price for popcorn, Ice cream, juice and water | Pop corn ½ Ice cream ¼ Baked goods ½ Drinks based on size | Add price list to email | | |
| Winter Wonderland | Event planner: Party City Discuss Event line offer. | Party City was chosen as planner through vote. | | | |

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| Winter Wonderland | Bouncy Castles, Arcades Shows Photographer Snow machine DJ/Mc Spinner | | | | |
| Winter Wonderland | Timing of the shows. Band & Choir and 5th grade | Sent and email to Mr Henry asking for details of 5th grade performance. (Khadijah) | School shows start at 12:00 to 1:15? | | |
| Sponsor | What's the latest update? Did we send any letter out? | Letter to Dabdoob was sent on Thursday (Khadijah) Was told they would contact Shaima to ask for some details. | Ebtisam has a list. She will add to the playlist. | | |
| WWL Decoration Committee | Meeting set up with volunteers today at 9:30 to coordinate with Art teacher. | | | | Not started |
| WWL Music | <ul style="list-style-type: none"> 5th graders participate in WWL (99 students) we need to know what time they want to perform, communicate with Ms. Periera no FREE entry for parents, students are allowed in WWL before 30 min from their performance, and need | | | | |

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| | <p>to leave after their performance.</p> <ul style="list-style-type: none"> • Updates on band & Choir • Will we be getting a live band? | | | | |
| Food Vendor | What's the latest update | | | | |
| Santas | Mike from Uniform and Jolliffe | They were approached and agreed to do a 3 hour shift each. Mike has a costume? | | Farah | Done |
| AUS Media Team & Social Media | Inform them about upcoming PTSO event (Morning meeting, Movie night, and Winter Wonderland) | School team has been informed. Will send out email invite for coffee morning, and announcement via whatsapp group and instagram) No social media announcements for the movie night. WW will be announced at a later date. | | Khadijah Farah | |
| Oriental Trading | Do we have access to a school account to order items? | | | | |
| Activity ticket, pricing, signs etc for winter wonderland | Do we have final designs? | | | | |

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| Volunteers | <p>HS counselor contacted to recruit HS students.</p> <p>HS, MS, ES admin contacted to recruit staff</p> <p>Will send out a msg on volunteer whatsapp group and a portal email to all aus parents either today or tomorrow</p> | | | Khadijah | |
| Coffee morning | <p>Sunday 9:00-11:00</p> <p>Who will attend?</p> <p>Who will bring what?</p> | <p>Farah</p> <p>Zeinab</p> <p>Khadijah</p> <p>Shaima?</p> <p>Reham</p> <p>Ebtisam</p> | | | |
| Next Meeting Date/ Time | | | | | In progress |