

PTSO Meeting

Date: Tuesday, September 19, 2023

Time: 7:30 - 9:00 a.m.

Location: AUS PTSO Room

Facilitator(s): Khadijah

Attendees

Khadijah Al-Abdulmuhsen - President

Farah AlFadhlah - Vice President

Zeinab Nassrallah - Treasurer

Yasmina El Bouazzati - Secretary

Reham Abdelazim - ES Parent Rep.

Aseel AlMonaiees - MS Parent Rep.

Mijbil Al Ayoub - HS Parent Rep.

Minette Finney - PTSO Liaison

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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 |
|--|--|-----------|----------------|--------------------|
| Email Ms. Finney | <ul style="list-style-type: none"> ● Suggested changes/ amendments to bylaws previously discussed. ● List of sponsors to be approved. ● Inquire about ministry approval for events. ● Request Falloween to be changed to Fall Carnival or Fall Festival. ● Proposed events along with suggested dates from October to December. | | Khadijah | In progress |
| Falloween Decoration Brain Storm | <p>Creating a general idea, mood boards. Which areas are going to be covered. School reps (possibly only ES) are going to reach out to schools and ask in what way we could assist?</p> | | Yasmina | In progress |
| Update/Followup with Event Planner Meetings | <p>Farah met with Balloonyland. Awaiting a quotation. In the meantime, Zeinab will update on how much we have left from last year. Accordingly, we can make a plan for the coming year and plan to forward.</p> | | Farah & Zeinab | In progress |
| Share Sponsor Letter | | | Khadijah | In progress |
| Discuss Disaster Relief Drive | <ul style="list-style-type: none"> ● Najat Charity Organization <p>When time comes close this will be discussed more in detail and put in the minutes. For now general idea: Charity will brand PTSO positively. Association with them and getting exposure Many benefits: - They can help us with the QR code for donating</p> | | Mijbil | In progress |

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| | <ul style="list-style-type: none"> - HS students can actively volunteer - Can we involve ES? - Pushing global citizenship with school by donating <p>Bringing this up with school in January. Mijbil will contact the organization and ask for English and Arabic info. Involve Arabic and Islamic departments.</p> | | | |
| Assignments/ Tasks for each board member | <ul style="list-style-type: none"> ● Khadijah: Planning, communications with school, volunteers and over all management and support. ● Farah: Planning, communications with school, volunteers, media, graphics and over all management and support. ● Zeinab: All things finance related, planning, communications with school, volunteers, over all management and support. ● Yasmina: Meetings, agenda, notes, volunteers, and decorating committee. ● Reham: Communication with ES staff, Student counsel, and catering. ● Aseel: Communication with MS staff, Student counsel, and website update. ● Mijbil: Communication with HS staff, Student counsel, seniors, manage whatsapp group and sponsors. | | All Board | Launched |
| Update on Food vendors | Idea: As many parents may be business owners we could call | Might need to be discussed | Khadijah | Not started |

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| | <p>can only guide so that they get to the right admin.</p> <p>WhatsApp group off topic discussions: Mijbil communicates purpose of the volunteer group in case of violation. Suggestion could be changing name into PTSO VolunteerING. Putting purpose in group description?</p> <p><i>Handover ExCo</i> Shayma is possibly not available during planned handover on Monday September 25. To avoid any delays it can probably go through without her. Khadijah already has been given access social media etc.</p> <p><i>Coffee mornings</i> First week of October: Meet admin November: Anti-Bullying Approaching school for Mrs. Andrea Baker (spouse of 5th grade Science teacher Mr. Baker, she is a therapist at Kuwait Counseling Center. She has presented seminars / support groups for how to handle / respond to bullying) – > contact with counseling department?</p> <p><i>Event Tickets</i> Intention now is to encourage purchasing event tickets online and getting a QR code to scan at entrance by making online purchase cheaper. (Exact pricing needs to be determined) Another way to encourage online purchase is to share this possibility with the whole school community. Advertise it (classrooms, updates, etc) Necessary for this are at least 2 Android phones for scanning at the event. (Need to be purchased) Tickets will still be sold at the door.</p> | <p>Minette will send out communication with details</p> | <p>Khadijah</p> | |

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| | <p>Intention is to print tickets that are neutral so they can be used for other signature PTSO events this year.</p> <p>Activity tickets: 1 or 2 days prior to event have the possibility for kids to purchase at school to avoid crowding on day of event. Needs to be communicated / advertised / people need to be made aware.</p> <p>Games with prizes to win: Big stuffed animals / toys as prizes are always a big hit. Trying to get them sponsored from toy shops.</p> <p>Funko doll / characters would be very on theme for Fall Carnival. Trying to get them sponsored.</p> <p><i>Sports</i> Briefly discussed possible events in sports. As a school community taking part. As PTSO sponsoring. Getting exposure and fostering school spirit. Needs to be discussed more in depth and worked out more.</p> <p>Support school spirit games needs to be “upped”. What can we as PTSO do or contribute? Possibly starting conversations athletic department. Idea: Printing School shirts / hoodies, then as PTSO selling them. Suggesting that home games be advertised in principals updates and / or instagram posts etc.</p> <p><i>Sponsor / support different departments of school</i> Shortly mentioned / Discussed is allocating an amount in budget per</p> | | <p>Mijbil?</p> <p>Farah?</p> | |

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| | semester to support / sponsor different departments in school. Will be on first come, first serve base. | | | |
| | | | | Not started |
| Next Meeting Date/ Time | Monday 25 September handover | | | Not started |