

PTSO Meeting

Date: Monday, 09/25/2023

Time: 11:00 a.m. - 1:00 p.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

Minutes

Project	Notes	Action(s)	Person(s)	Status
Party Planners	Party city: quotation without live actors, only haunted house and decoration of the entrance → 2000KD Balloony land: Is waiting for us to give them)	Farah	In progress

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	<p>additional information. They will be handling everything. So naturally the price will be higher.</p> <p><i>Volunteers:</i> It is hard to keep up with HS volunteers. Not reliable. Makes them less suitable for a live actor role. (Past year has proven this)</p> <p>Arcade games and bouncy castles we have to go through everything and decide</p> <p>Nomad games (a new business) perhaps willing to sponsor vouchers? Go kart maybe for future events</p>			
Printer	<p>-All printed materials for event</p> <p>Two eligible places for taking all our printing items. Need to compile a precise list of what needs to be printed and compare quotations. → Mijbil one printer → Reham & Farah the other printer</p> <p>LIST OF WHAT NEEDS TO BE PRINTED: Events tickets: admission & activity Banners Sponsors Raffle</p> <p>Video announcement Only advertising non scary things</p>		Farah & Reham	In progress
Budget / finance / event sale	<p>Discussed is putting a cap on entry ticket sale → 1,500 tickets. Wait until last moment to close the online sale. Price 4.5KD at the door. 3.5KD online. Starting sale of tickets two weeks before events. Starting sale of activity tickets 2 days before. (Monday and Tuesday) To sell activity tickets ask if we can use the waiting area at gate 1. Then during lunch MS / HS at PAC. Last year admission and activity brought 10,954KD. Around 1,700 people attended. 7-9</p>		Zeinab	In progress

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	is peak hours.			
Food Vendors	<p>Gia did not respond. Start looking for a new vendor. Perhaps is going to be approached. Brainstorming about Asian, Inquire Aseel - burgers & hot dogs</p> <p>Big Foot Johnny's - pizza, chicken wings, Canadian desert</p>		Reham	Not started
Parent Businesses	<p>AUS PTSO Business Catalog / directory: Approach parents as PTSO (through WhatsApp group, instagram, and PTSO email) to let them know that we are compiling a directory of parent businesses that could support PTSO events and initiatives. The directory will serve as a reference for any future PTSO events. Promoting and supporting from within the school community before reaching outside. Will compile a letter and a google form that can be shared. Needs to be seen by Minette for approval.</p>		Khadijah	In progress
Meeting with Islamic Department (re: contest sponsorship)	<p>Minette: School has budgets for these kinds of things. Islamic department should stay within these parameters and not come to PTSO for funds. Minette will communicate this with them. There needs to be one line, transparency, and no direct requests. School needs to be able to keep a tally. For example Islamic department should come to her and she will filter. She mentions she will create a form which can be utilized.</p>		Aseel & Farah	In progress
Meeting with Minette PTSO By Laws	<p>Changes / add ons to By Laws: Minette: In short suggested changes to By Laws are not possible. For example: Key position require some knowledge of school and how everything works. It wouldn't be inclusive if you'd exclude new parents to key positions on board. Even if new parents wouldn't know their way around there would be other ways, or other resources they could utilize and still succeed.</p>			Launched

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	<p>To prevent a candidate from rerunning for a function in board when candidate neglected duties before would require data and monitoring. Minette suggests to let the school community speak. The community will recognize faces and labor of board members and elect accordingly.</p> <p>A two year term could be problematic in case board member does not fulfill duties. This could be looked into more in detail. Only requiring 1 signature is not possible because it would be an accountability issue.</p>			
Meeting with Minette Handover	<p>PTSO email: only accessible by school. When parents send emails to PTSO it will be forwarded to Khadijah.</p> <p>Instagram: Khadijah already has access.</p> <p>PTSO Board WhatsApp group: Khadijah already has access.</p> <p>PTSO Drive: already accessible.</p> <p>School ID: Minette will follow up.</p>			In progress
Meeting with Minette Sponsors	<p>From suggested list bank is not possible since it is a rival bank.</p> <p>Rule of thumb so school can keep track of what kind of sponsorship PTSO wants to attract:</p> <p>Compile list of possible sponsors. Draft letters to sponsors from PTSO. Send to Minette for approval who in turn will send it to director. Director will possibly run by owners of school. Letter needs to be clear that it isn't soliciting for sponsorship. (Owners do not want the school to be associated with asking)</p>		Khadijah	In progress
Meeting with Minette Coffee morning	<p>Minette will notify Wendy about the first PTSO coffee morning regarding bullying. Khadijah will be in touch with Wendy for details. Possible date could be October 8. Minette will reserve the PD Suite for this. Suggested time is from 8 - 10. Coffee morning in November will be Meeting Admin.</p>		Khadijah	In progress

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Meeting with Minette Role of PTSO to school community	<p>Minette: Role of PTSO to school community is that it is a volunteer organization first and foremost. The school does not depend on it. When parents approach board members can take note, discuss among board members and then voice it to admin. We pass the message as communicator but we can't fix the problem. After passing the message it is done as far as role PTSO board goes. There will not be a follow up.</p> <p>All communications should be constructive. No bullying mentality.</p>			Launched
Meeting with Minette Falloween	<ul style="list-style-type: none"> - <i>Change of name / rebranding</i> The school will call it Fall Festival going forward. Just to avoid any too obvious connection to Halloween. - <i>Courage corner</i> will not be open during day to avoid students snapping photos or making videos and having parents complain. We could have the courage corner up until Sunday to allow students to come in. - <i>Timings</i> of Fall Festival will be as always from 5 pm to 9 pm. - <i>Entrance</i> will be gate 7. Just like Winter Wonderland. Will help with crowd control. - Vendors can set up right after dismissal. - There has never been a need for ministry approval. School won't ask for one now. 			Launched
Meeting with Minette Communication / contact with staff	<p>Different departments within school need to have a clear view of what they are supposed to do at PTSO events. It needs to be obvious that they are invited there by PTSO. (Example: music at Winter Wonderland last year)</p> <p>Decoration Pod Areas: Minette will be in touch with team leaders and pass info on to Khadijah. What do team leaders need from PTSO? What do they need help with? PTSO is not going to lead this. Teams need to come up with a plan. PTSO can ask and allocate volunteers on certain days and times. Most probably going to be</p>		Khadijah	In progress

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	through a Google sign up so everyone can see.			
Meeting with Minette proposed events for upcoming months	<p><i>Saracen Race</i></p> <p>Farah: Could we as PTSO show support for example for upcoming Saracen race? Printing shirts, reaching out to AUS community who wants to participate and have them wear shirts. Needs to be discussed more in detail about how and what exactly. For now Minette seemed in favor of the idea.</p>			Not started
Purchases	<ul style="list-style-type: none"> - Android phones - Printer <p>Zeinab will shop around.</p>			In progress
Any Other Business	<p>Mijbil:</p> <p>Idea: Honoring past board members. New board could call them, thank them in different ways. Past board members are a valuable source of information. Should be cherished and appreciated. They could even be asked if they would be willing to sit in a panel of advisers.</p> <p>What and how needs to be worked out.</p> <p>Reham: Canadian ambassador showed interest in PTSO school events. How could we utilize this? Is there some possible cooperation between embassy's and PTSO? How would we go about it?</p> <p>Minette: they could be invited by PTSO to events and show partnership. However, there needs to be a clear demarcation between PTSO and school. Settled on Reham letting Canadian ambassador know when events will take place and possibly send them link to buy tickets.</p>			Not started
Next Meeting Date/ Time	Tuesday October 3, 2023 After drop off			Not started

