

PTSO Meeting

Date: Tuesday, 9 January 2024

Time: 7:30 a.m.

Location: AUS PTSO Room

Facilitator(s): Khadijah

Attendees

Khadijah Al-Abdulmuhsen - President

Farah AlFadhalah - 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 ... students and educators”

The Purpose of the PTSO

- A. To foster and ...the school community.
- B. To develop a ...of student welfare.
- C. To recruit and ... parent education events.
- D. Support in lieu ... and much more

Agenda

Project	Notes	Action(s)	Person(s)	Status
WW Cleaning fee		300 KD - Khadijah will go to finance today to wrap this up.		In progress

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PTSO Souq	<ul style="list-style-type: none"> ● Charge entrance fee 1KD? ● What to include in participant email (bring table, change, payment due by, assign space, electrical outlet needed, set up time, bring own extension cord..) ● Parent consent form for middle and elementary students ● How do we collect the fees? ● Send it out email this week ● Post signage on 14th ● Put up Flyers on 18th ● Post on insta on 25th ● Whatsapp on 26th ● Ask school for chairs 	<p>Ask for donation instead of entrance fee.</p> <p>In the week before set up in the PAC and have everyone come and pay around lunch time.</p> <p>We decide where everyone will be placed. Make a list and mix everyone.</p> <p>If the event starts at 10. We will come in at 8. Have vendors come in at the same time. PTSO come in day before and put paper on table with name or number.</p> <p>MS and ES students: send a consent form to parents. (9th grade and below)</p> <p>Signage throughout school to advertise.</p> <p>Waiting to hear back about chairs. (Borrowing 88 chairs)</p> <p>Ask for admin to help at the day. (Avoiding kids roaming school)</p> <p>Mention in the email to bring cash and enough change.</p> <p>Staff didn't get email. There are still 5 spots available. Minette will</p>		In progress

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		<p>communicate.</p> <p>Have them only have 2 people per booth otherwise it is going to be too crowded. (More people can help set up)</p>		
Coffee morning	<ul style="list-style-type: none"> Wendy- Feb social emotional learning Amani Abulhassan - college prep. 	<p>Coffee morning - Either the 5th or 12th February. It will depend on availability of the PD Suite.</p> <p>We don't have to do anything. Only communicate to parents.</p>		In progress
Athletic Canteen	<ul style="list-style-type: none"> Saturday 20th 8-3 What to sell? Knet with router? Shift schedule 	<p>Khadijah is going to contact coach Gavric for more details.</p> <p>Meal packets didn't work last time so only sell individual goods.</p> <p>Less fatayer. More Junk Food.</p> <p>TO DO: Make shift schedule.</p>		In progress
Friendship Day Cookies	<ul style="list-style-type: none"> What is the quote from bake me happy? 	<p>Bake me happy was asking about design and quantity. Around 650 pieces.</p> <p>Aseel will get back her today.</p>	Aseel	In progress
Mubarakiya Trip		<p>Go again with AWARE center. Or another one Mijbil will inquire.</p> <p>On Saturday 17th February.</p>		In progress
Sports Day		<p>Give out ice cream.</p> <p>Just stick to ice cream sandwich and rockets.</p> <p>Location is Mishref (so far).</p>		In progress

Project	Notes	Action(s)	Person(s)	Status
Any Other Business	Ms / Hs coffee event. Still waiting for Minette to check with admin and student council.			In progress
Next Meeting Date/ Time				Not started