

PTSO Meeting

Date: Monday, 29 April 2024

Time: 7:30 am

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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Minutes

Project	Notes	Action(s)	Person(s)	Status
Teacher Appreciations Week	<ul style="list-style-type: none">Follow up on cash and check for Sajco. Check by wednesday or thursday.Juice confirmed & paid? Is already paid by Zeinab. Stand with umbrella.Styrofoam containers? Zeinab will order the day before.Printed meal vouchers Farah designed. Just printing by Zeinab.Assemble envelopes: Zeinab will print the name tags / stickers. By wednesday / ThursdayDeliver envelopes. Staff that is school wide deliver envelopes to Minette's office. Rest to designated office.	Gold comes in: 30, 66, 127 Kd 1st prize : 127+ 66= 193 Kd 2nd prize: 127+ 30= 157 kd 3rd prize: 30+66= 96 kd Action: Either wednesday or thursday come in and assemble envelopes. And		In progress

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	<ul style="list-style-type: none"> ● Compose email. Khadijah has written an email. ● Raffle prizes: Khadijah will purchase Al Shaya and X-cite gift cards over the weekend, Mijbil ● Print signs for menu, raffle prizes etc: ● Small table, ticket collection boxes, raffle barrel 	then take them straight to the offices.		
Career Day 21 may	<ul style="list-style-type: none"> ● Khadijah will attend a meeting on the 5th ● Supplies: pastries, something sweet, plates, napkins, cups?, 	Zeinab will get plates, napkins Ask for the coffee machine from the cafeteria. - Khadijah will ask Minette. Check how early the pastry places can deliver. - Khadijah		In progress
International Nurse Day	<ul style="list-style-type: none"> ● May 12th 	Zeinab will make something personalized. & flowers.		Not started
Appreciations for Kitab & Mohammad	Cash and something else. Still time to think of something.			Not started
Any Other Business	End of year ice cream for the whole school. - May 16th? Khadijah will ask Minette. Use activity tickets for MS HS students.			Not started
Next Meeting Date/ Time				Not started