

# PTSO Meeting

Date: Monday, 8 April 2024

Time: 11:00 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

## Emails

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## Minutes

Project	Notes	Action(s)	Person(s)	Status
<b>Teacher Appreciations Week</b>	<ul style="list-style-type: none"><li>• May 5th-9th</li><li>• 200 Staff</li><li>• We can choose whichever day works best for us.</li><li>• Mentioned we were considering coffee station. Drink and sweet.</li><li>• Saj/ shawarma instead?</li><li>• Might offer a give away (Check what school will give out)</li><li>• Time: 11:00-1:00?</li></ul>	<p>Khadijah already informed Dalia that the budget is not the same as last year.</p> <p>Also, told her that it is exclusively for teachers and not like last year.</p> <p>They were counting on PTSO to provide lunch. Do shawarma and Saj juice station instead of coffee station.</p> <p>Farah will call Saj Co to see what days they are available.</p> <p>Budget for Teacher</p>		<b>In progress</b>

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		<p>appreciation</p> <p>(Max 300 KD for ice cream day at the end of year for the whole school.)</p> <p>Teachers, counselors, admin and receptionists.</p> <p>Pocket playground next to diwaniya as location. We have to inform es that kids can't play there that day.</p> <p>Have ready made meals for easy collection.</p> <p>Leave tickets including raffle tickets at the office so they have to collect them from there. Get a teacher list so we can make envelopes with their names on it.</p> <p>Farah will design tickets and have them printed.</p> <p>Budget for teacher appreciation 2665 KD</p> <p>Raffle for 10 people. 700 KD total Gift cards from Alshaya 2x 50 KD Xcite 2x 50 KD Gold coins (Mljbil will get it) 100 - 150 - 200</p>		

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		We have to decide on date. ( not may 7th)		
<b>Arts Night</b>	<ul style="list-style-type: none"> <li>● May 2nd 4:00-7:00</li> <li>● Already gave Ms. Jackson the form to collect the 200 KD from finance.</li> <li>● Anyone have any suggestions for artists etc to have booths during the event?</li> </ul>			<b>Not started</b>
<b>Career Day</b>	<ul style="list-style-type: none"> <li>● May 21st 7:30-10:30</li> <li>● See attached email</li> </ul>	They want us to cater as a coffee morning. Khadijah will contact Wendy to ask more specifics.		<b>Not started</b>
<b>Any Other Business</b>				<b>Not started</b>
<b>Next Meeting Date/ Time</b>				<b>Not started</b>