PTSO Meeting

Date: Wednesday November 9 ,2022 Time: 8:00 - 10:00 a.m.

Location: AUS PTSO Room Facilitator(s): Shaima Bin Hussain

Attendees

Shaima Bin-Hussain - President
Ebtesam Alshemmari - Vice President
Dr. Mashael AlOmar - Treasurer
Zeinab Nassrallah - Co-Secretary
Aseel AlMonaiees - Co-Secretary
Farah AlFadhalah - ES Parent Rep.
Reham Abdelazim - MS Parent Rep.
Khadijah Al-Abdulmuhsen - HS Parent Rep.

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
Fiesta	What's the status?	Signed the form	Shaima & Mashael	Done Reps. will collect payment.
Kitab & Mohammad	What's the status?	Signed the form	Khadijah	Done
Finalize entrance tickets details	Online, date December 10, time 10-4?, price 3.5kd, cap at 2000, add more ticket details such as no ticket for under 2, shows included, no refunds, no ticket sales at the door etc.	Use for all online ticketing going forward (Eventat)	Khadijah & Shaima	
IT	Contact IT with finalized ticket details.	Eventat	Khadijah & Shaima	
Falloween cafeteria damage	Will PTSO be charged for the cafeteria damages?	-		
Food for volunteers	Going forward, offer volunteers a light snack buffet during big events and follow up with a thank you brunch?	Approved Start planning	Khadijah, Zeinab, Farah	
Board task assignments	Every board member will be assigned tasks they will be responsible for regarding events.		Volunteers: Khadijah Zeinab Mashael Food Vendors: Reham, Shaima Event Planner: Farah, Reham Sponsor: Ebtisam Aseel Media: Khadijah Farah	

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Food vendors	Toby's, Shalaweet, Casper, HBR, Back burner, twisty crispy, hot chocolate, water, ice cream cart? What fees will we charge? Previous board charged around 100 for big restaurants and 50 for coffee shops			
Shows	Choir, band, Host for games, raffle, DJ, live band, Elementary? (Ask Mr Henry)	Spin instead of raffle	Choir & Band Farah	
Cookies	Ask culinary class to assist with making cookies	If culinary doesn't work Radisson Blue as back up (Houses) or Aseel's contact can sponsor.		
Santas	Recruit 2 Santas (Mike from uniforms and 5th gade teacher?)	Ask parents if they would be willing to donate a suite	Mike: Khadijah Mr. Jollifee: Farah?	
Oriental trading company	Order santa costumes, crafts, toy giveaways, and hats for volunteers (they also have some in city star)	Ask Pereria about account. Have school order.	Shaima	
Self defense & women in social media	What is the proposal?	Women in social media talk to high school Self defense workshop for high school girls	Shaima	
Coffee morning	Nov 20 Meet the counselors	PD suite 9-11 arrange for snacks and send out email & social media announcement	Khadijah Farah	

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Movie in the Park	Nov 26 ? decide on vendor etc. Should we limit the tickets or do it for Pre K to 1 st grade only? How will we be selling the tickets?	Eventat 200 tickets Pop corn Cotton candy Nachos drinks	Ask Ms. Al Falah about The parent partnership's role? Volunteers? Khadijah 3:00-5:30 Farah & Zeinab The whole time Shaima? Ebtisam? Aseel? Mashael?	
Basketball tournament	Jan ?	Will discuss at a later date		
Volunteers	Formed a decorating committee, will send out a portal email, will contact admin for staff and student volunteers	Khadijah		
Sponsors	Send out letters to sponsors ASAP Khadijah will ask dabdoob for 10 wrapped toys for raffle and mascot. Send out thank you letters to Falloween sponsors.		Ebtisam Aseel	
Event Planner	Make a final decision on event planner	Party City		
Rewarding security etc around Ramathan	Will give them monetary reward			
Alternate event planner	Event line (Hassan Ouwaida)	Meet Thursday morning 8:30/9:00	Ebtisam Khadijah Zeinab	
Next Meeting Date/ Time	**Wednesday November 16 2022**			