PTSO Meeting

Date: Tuesday, September 19, 2023 Time: 7:30 - 9:00 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

Emails

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
Email Ms. Finney	• Suggested changes/ amendments to bylaws previously discussed. • List of sponsors to be approved. • Inquire about ministry approval for events. • Request Falloween to be changed to Fall Carnival or Fall Festival. • Proposed events along with suggested dates from October to December.		Khadijah	**Not started**
Falloween Decoration Brain Storm			Yasmina	**Not started**
Update/Followup with Event Planner Meetings			Farah	**Not started**
Share Sponsor Letter			Khadijah	**Not started**
Discuss Disaster Relief Drive	• Najat Charity Organization		Mijbil	**Not started**
Assignments/ Tasks for each board member	• Khadijah: Planning, communications with school, volunteers and over all management and support. • Farah: Planning, communications with school, volunteers, media, graphics and over all management and support. • Zeinab: All things finance related, planning, communications with school, volunteers, over all management and support. • Yasmina: Meetings, agenda, notes, volunteers, and decorating committee. • Reham: Communication with ES staff, Student counsel, and		All Board	**Not started**

Project	Notes	Action(s)	Person(s)	Status
	catering. • Aseel: Communication with MS staff, Student counsel, and website update. • Mijbil: Communication with HS staff, Student counsel, seniors, manage whatsapp group and sponsors.			
Update on Food vendors				Not started
Any other business				Not started
				Not started
Next Meeting Date/ Time				Not started