



AMERICAN UNITED SCHOOL  
KUWAIT

## AUS Advisory Board Meeting Minutes

29/11/2016

11:35am

Professional Development Room Grey 7  
2<sup>nd</sup> Floor

### Members:

#### Officers:

Mrs. Megan Sofge

Mr. Ashish Verma

Mrs. Amani Abulhasan

Ms. Jessica Berry

Chairperson (Public Relations Chair)

Vice Chair (Schlumberger Representative) (Absent)

Public Relations Liaison

Secretary

#### Voting Members:

Sheikha Mariam Mubarak AlSabah

Dr. Nawaf Jandoul AlDousari

Miss Janna Al-Sallal

Miss Zeina Al-Fulaij

Ms. Ty Lougher

Dr. Suja Aboukhamseen

Mrs. Molly Jung

Ms. Ghofran Zayed

Elementary Parent (Absent)

Elementary Parent (Absent)

Middle School Student

High School Student

Middle/High School French Teacher

Elementary Parent

U.S. Embassy Representative

Elementary Parent (Absent)

#### Committee Chairs

Asmaa Hagazi

Mrs. Zsofia Al Mulla

Public Relations (Absent)

School Improvement & Accreditation (Absent)

Ms. Nicole Clark  
Kevin Govender

School Improvement & Accreditation (Absent)  
Strategic Planning (Absent)

Non-Voting Members:

Jennifer J. Beckwith, Ph.D.

Founding Director

Mrs. Mona Fairley-Nelson

Associate Director for Teaching and Learning

Michael Winger

Assoc. Director for Educational Tech. and Accountability

Ms. Saroya Pendleton-Brown

High School Principal

Ms. Brenda Clements

Middle School Principal

Ms. Kristine Schofield

Assistant Principal-Middle School (Absent)

Ms. Taryn Pereira

Elementary Principal

Ms. Kelly Bufferine

Assistant Principal-Elementary

## Agenda:

- 1.) Vote on September's Meeting Minutes
  - Meeting minutes were approved
- 2.) Director and Associate Director's reports
  - December 8th is the Prophet's Birthday, therefore Holiday Program will be rescheduled for possibly the following week.
  - Look at calendar for next year:  
Eid will be during the first week of school in September  
Start date for school: September 10th
  - Will that affect the end of year school date? *Not necessarily because Ramadan will also take place next year. June 7, 2018 will be the end date.*
  - Next November is our Accreditation visit.
  - Middle and High School students are using a new ID Smart Card to track lunch  
In the future, this will be a Multi-functional Smart Card for use in the school store, track student attendance, purchase or payment of lost items, etc.
- 3.) ES/MS/HS Updates
  - December 9 Sinbad Play
  - December 12- 14 School Pictures
  - December 14 Last session of Real Programs
  - December 17th Winter Wonderland
  - Dec 15-18 Quarterly Assessment
  - Dec 20 early dismissal @ 11:00 and Jazz quartet performance @ 8:30
  - 7-HS students have been selected to attend the Harvard Ambassador Leadership Program in the US, July 2016
- 4.) Student Council Representative Report
  - Middle School Student Council Meets on Wednesday and High School Student Council Meets on Tuesday. (Sometimes they meet together).
  - To come: collection of gifts drive, suggestion box, reading buddies, AUS talent show
- 5.) PTSO Report
  - Falloween was successful for in-school and public event
  - Coffee Morning-very successful (25-30 parents that attended)
  - Register for Time-Slots to assist for Winter Wonderland (Dec 17)

- AWL is volunteering for Winter Wonderland
- 6.) Committees Update from SAB Members that are part of committees:
- Section A: In the process of seeing if the Mission and Vision should change.
  - Section C: Governance and Leadership. We are widely aligned in most areas. How do we measure if we are a 21st Century Technology school ? What is the definition of an AUS global citizen? How do we work to make someone a life long learner?
- 7.) Accreditation Committee Update-Mona Fairley and SAB Committee Members
- Ad Hoc Committee will be the School Advisory Board
  - Sept-Endicott Survey
  - Oct-Training for Steering Committees
  - Nov-Steering Committees finalize and continue to meet
  - Dec-Mar-Sub-Committee Meetings (2 hours)
  - Committees have been working to unpack standards
  - Largest areas are teaching and learning and results will be shared in Google Drive
  - What is an artifact? Ms. Nelson indicated artifacts listed on the unpacking document for each committee.
  - Next steps: all committees will complete the implementation process
  - Overall: We are ahead of schedule because most standards are partially or widely aligned.
  - Advertising was not the main reason parents searched out AUS as a possible school for their child. It was word of mouth, social media and Kidzania.
- a. Review list of committees and their members
- i. Discussed SAB Board Member and their roles
  - ii. Discuss Parent participation
    - Several parents indicated interest in being a part of the SAB. They will be contacted to join one of the SAB committees for reviewing the Endicott Survey Results. Meg will contact them to join either the Survey committee or the Procedural Guide committee.
- b. Review upcoming committee(s) meeting dates & times
- 8.) Review Endicott Survey Results-Michael Winger
- 833 respondents total
  - 263 students responded
  - We reached a high percentage of participation on the survey.
  - Section A: High agreement
  - Section B: Average to High agreement
  - Section C: High agreement
  - Section D: High agreement
  - Section E: High agreement
  - Section F: High agreement
  - Low points involves library use, students with special needs, student interest.
- c. SAB to define top 5- 7 improvement opportunities based on survey results (separate meeting TBD)
- 9.) Review MAP Results - Kelly Bufferine
- Results found at bottom of school website
  - From Fall Reports: Most of our grades levels are above the US National Norm.
  - Letters were sent about how the RIT score translates into where a child is.

- We should advertise the NESA results of the region to show how AUS has higher standards for students.
- 10.) SAB Policy Creation Discussion - Set meeting times
- Creating a procedural guide in terms of operation for the SAB
  - Meeting: Tuesday, January 24th 11:30
  - Parent University can be used for parent discussion on the process of accreditation and Endicott Survey. Mona will send date.
- 11.) Next General Meeting: February 8, 2017 at 3:30 pm
- 12.) Things to Consider:

**Important Dates to Remember:**

<b>December 8th</b>	<b>Prophet's Holiday-No School</b>
<b>December 11th</b>	<b>Winter Concert</b>
<b>December 17<sup>th</sup></b>	<b>Winter Wonderland</b>
<b>December 20<sup>th</sup></b>	<b>Early Dismissal 11:00</b>
<b>December 21st-29<sup>th</sup></b>	<b>Winter Break</b>
<b>January 1st-5<sup>th</sup></b>	<b>Winter Break Continued</b>
<b>January 19<sup>th</sup></b>	<b>End of Second Quarter</b>
<b>January 19<sup>th</sup></b>	<b>Steering Committee Meeting</b>
<b>January 22<sup>nd</sup></b>	<b>Beginning of 3<sup>rd</sup> Quarter</b>
<b>January 24th 11:30</b>	<b>SAB Meeting for Procedural Guide</b>
<b>February 8<sup>th</sup> 3:30 PM</b>	<b>School Advisory Board Meeting</b>
<b>February 23rd</b>	<b>National and Liberation Day Celebration</b>
<b>February 26<sup>th</sup></b>	<b>National and Liberation Day Holiday-No School</b>
<b>April 19, 2017 11:30 AM</b>	<b>School Advisory Board Meeting</b>

*Official end time: 12:43 pm*