

AUS PTSO

Minutes of the Meeting

Date: 23TH February 2015

Time: 5 p.m.

Meeting Called BY:	AUS
Meeting Type:	Review Meeting
Meeting Facilitator's Name	Michael Seefried
Names of Attendees	<ol style="list-style-type: none"> 1. Michael Seefried, AUS 2. Kim Cunningham, AUS 3. Kim Seefried, AUS 4. Pia Dey Verma, PTSO 5. Yasmin Al Sabah, PTSO 6. Rachel Eckelson, AUS 7. Amani Abulhasan, PTSO

I. Discussion Topic: Review of Minutes of Meeting dated 5th February 2015

Discussion Summary	The Minutes of Meeting held on 05.02.2015 were reviewed.
Conclusions	A vote was taken on the by-laws of the PTSO and was met by a 100% in agreement.

II. Discussion Point: Parent Volunteer Form

Discussion Summary	The sample Parent Volunteer Form was appraised and suggestions for improvement of the same were made.	
Conclusions	It was decided that the form needed to be amended suit the needs of the academic year 2014-15. Further, the option of an online form may be explored. The suggestion for adding the Parent Volunteer form to the admission package was made for the academic year 2015-16.	
Items of Action	Responsible Person	Deadline
1. Online Parent Volunteer form to be created	Pia Dey Verma	
2. Volunteer form to be amended	Pia Dey Verma	

III. Discussion Point: Activities for the Academic Year 2014-15

Discussion Summary	The activities for PTSO for the current year was decided on for the PTSO involvement in the academic year 2014-15		
Conclusions	The following list of school activities were decided on <ol style="list-style-type: none">1. Elementary School Field Day – 12th March2. Middle School Field Day – 19th March 20153. Art Night – 29th April 20154. Teacher Appreciation week – 1st week of May5. International Day – 21st May 2015		
Items of Action	Responsible Person	Deadline	
1. Mail to parents for volunteering at the Field Days to be sent along with the newsletters.	Kim Cunningham and Michael Seefried		

IV. Discussion Point: PTSO Fund Raiser

Discussion Summary	The need for a PTSO Fund Raiser program was discussed.		
Conclusions	It was decided that Fund Raiser programs would be scheduled in the next academic year.		

The Next PTSO meeting is scheduled for 8th March 2015, at 1.30 p.m.

(Prepared by: Pia Dey Verma)