

AUS PTSO

Minutes of the Meeting

Date: 29th March 2015

Time: 1.30 p.m.

Meeting Called BY:	PTSO
Meeting Type:	Review/Planning
Meeting Facilitator's Name	Michael Seefried
Names of Attendees	<ol style="list-style-type: none"> 1. Michael Seefried, AUS 2. Kimberely Cunningham, AUS 3. Kimberely Seefried, AUS 4. Amani Abulhasan, PTSO 5. Asma'a Al Ghabgan, PTSO 6. Yasmin Al Sabah, PTSO 7. Maria Barrett, PTSO 8. Reem Al Rubaie, PTSO 9. Pakinam Nabil, PTSO 10. Rachel Eckelson, AUS

I. Discussion Topic: Review of Minutes of Meeting dated 23rd February 2015

Discussion Summary	The Minutes of Meeting held on 8.03.2015 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: PTSO email related issues

Discussion Summary	The email id PTSO@aus.edu.kw still has some issues which need to be sorted out. The google forms, which is an effective method of data capture are not showing up when mailed from the aus.edu.kw platform.
Conclusions	Amani, Pia and Mr Seefried will meet after Spring Break to discuss the issue with the IT section.

III. Discussion Point: Field Day

Discussion Summary	The Elementary and Middle School Field Days were discussed with reference to Parent Volunteers.
Conclusions	The Field Days were very organized and as such did not need active Parent Volunteer work. However, the PTSO will continue to support Field Days in the future.

IV. Discussion Point: PTSO booth

Discussion Summary	The option of placing a PTSO booth during the Parent-Teacher Conference Days of 1 st and 2 nd April was discussed in order to request parents to fill in the Volunteer forms, if they wished	
Conclusions	A booth at the entrance for elementary and one in waiting area for middle school was decided as the ideal places for placing the booths. It was also decided that the Parent Volunteer forms could be handed out in the class by the class teachers during the conferences.	
Items of Action	Responsible Person	
1. Volunteers for manning the booth.	Pakinam volunteered on Thursday 9-11am	
2. Cookies for PTSO booth	– volunteered by Yasmin	
3. Sending Parent Volunteer forms to Ms Cunningham and Mr Seefried	Pia	

V. Discussion Point: International Day

Discussion Summary	Information about parent's role to be conveyed by Ms Cunningham after her meeting with the International Day coordinator
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VI. Discussion Point: Teacher Appreciation Week

Discussion Summary	Ideas regarding Teacher Appreciation Week were next deliberate on. Ms Cunningham suggested that the PTSO can do something on May 5 th , Teacher Appreciation Day. Some ideas discussed/suggested are: <ol style="list-style-type: none">1. Lunch or breakfast for teachers.2. Gifts for teachers and co teachers3. 15 minute chair massage4. Edible gifts5. Vouchers for restaurants.
Conclusions	It was decided that the PTSO and student members would meet without teachers to decide what to do We also decided that we will use that day as an opportunity to raise awareness about teacher appreciation (especially if we won't have funds to get material gifts).
Items of Action	Responsible Person
1. Letter to be drafted regarding Teacher Appreciation Day – to be sent to parents by the PTSO	Mr Seefried, Amani and Pia

VII. Discussion Point: Art's Night and Spring Concert

Discussion Summary	It was informed that that these two events may now be on hold due to the construction related complications.
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VIII. Discussion Point: PTSO member on AUS Advisory Board

Discussion Summary	It was conveyed that the AUS school advisory board will be meeting in May and that usually the president of the PTSO is on such boards. This position will be clarified in a later meeting.
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The next PTSO meeting is scheduled for 19th April 2015. The time is to be decided on as this meeting is to be held with the Student Council members.

(prepared by Pia Dey Verma)