

## **Andalusia Islamic School**

### **PTA Meeting Minutes**

**October 3, 2014**

#### **Goals for the year 2014-2015**

This meeting was attended by the staff and parents in order to come up with initial goals for this year. In order to contact maximum parents, we will Insha Allah share this mail on the group and discuss it during Soccer Practice on Saturday.

In addition to this we have created a suggestion box on the website for parents to leave their comments who are unable to attend our meeting. <http://andalusiaschool.org/pta/>

1. Establish PTA Scholarship Fund account for kids who can afford their tuition fee.
2. Request Finance Department to make a Pay Pal Account for Andalusia so it is easy for parents to donate for different causes.
3. In order to promote our School and improve Parent Teacher communication, print Business Cards for all the Faculty Members.
4. Purchase Smart Boards for classes.
5. Requested all the teachers to come up with their Wish List of items that they are in of dire need but the school cannot afford at the moment. Last year parents donated generously towards class room needs, hope to repeat the same.
6. Purchase Educational Website Accounts for students to further practice from home for Middle & High School. Elementary School already has their ThinkCentral website.
7. Volunteers are needed for:
  - a. Tutor during and after School for all subjects
  - b. Class Assistants full or partial day.
  - c. Lunch Duty.
  - d. ESL – to be taught by Arabic or Urdu Speaking Parents

#### **PTA Meeting Agenda**

1. Keep it Positive. We are here to help only; in order to make conditions better for everyone – Parents, Teachers and Students. Our Goal should be the same. Organizations' Success not Individual's. Please arrange a meeting with the Principal or use Feedback form on the website to leave anonymous replies for the Principal in case you are having any trouble. Please don't mention personal problems in PTA meetings. Back biting is haram and forbidden in Islam and our meetings.
2. Agenda& Voting. There is a form on PTA page that anyone can use to leave a topic that they feel should be part of our agenda and discussed / be worked on in our next meeting. The individual can leave the comment anonymously

too. However we will vote in a meeting to see if everyone is interested in working on that particular issue or how critical it is.

3. "It's OK to ask for help". In past we have worked with teachers in all kinds of forms: Class organization/clean up, classroom supplies, technology, tutoring etc. Please let us know what you need help with. Please provide us with your wish list too, and we will Insha Allah work on it after the Principal approves it. In addition to that we have always been low on the number of volunteers. So it's a good time to start communicating with other parents and encourage them to become part of PTA.

4. Low Student Count: This has always been our issue. We all need to work on this goal as our top priority. The organization's survival depends on this critical issue. Most of our problems exist due to low budget and can easily go away if we collectively work on it. Business Cards for all the staff members is a good point to start with. Please encourage parents and students to use the school website, as it is a free way to advertise. Flyers and Brochures cost a lot of money.

5. MAS Conference: We are a small organization and can only succeed if everyone participates in all the events. We have to keep our differences on a side and work as one team. We need to actively advertise this conference and all our events to our students, parents and community members. (Handout flyers, personally invite them etc) Word of mouth is after all the best way to advertise.

**JAK**

**Andalusia PTA**