



## CAC PTO BOARD MEETING

### Minutes for Tuesday, October 2, 2012 at 1pm

### Board Meeting No. 3

#### **ATTENDANCE:**

Wayne Rutherford, Susanne El Badrawy, Moya Ross, Karen Purinton, Neena Mehrotra, Suzanne van Harten, Suzanne Harrison, Dalia Radman, Allison Howes, Marijke van Liemt, Helga Meinardus, Verna Pinto, Mona Madi, Kathleen Jones, Katie Hart, Christine Beed, Ann Ferm

September minutes approved.  
Secretary voted in: Suzanne van Harten

Funding Guidelines and Application: New form approved and to be sent out week of Oct 7th to CAF Liaisons, Student Councils, Principals and made available on the CAC Intranet.

HS Funding Application: HS remainder monies (16,000le) approved. 12,200le to HS Counseling Dept and 3,800 to HS Student Council for new student lounge.

#### **REPORTS:**

1. Treasury: all receipts to be turned in to Treasurer. There will be a monthly report of finances to give insight of finance projections and spending.
2. ECC: "Welcome to Egypt" event was a success. Sherine, Marijke and Mona all shared with about 40 parents their expertise on living in Egypt.
3. Newcomers Felucca: Event was a success. Cost: 2000le. Next year this event will become part of the Welcoming Committee. So far there are 10 new families arriving in January. Welcome Committee to decide if what to do for new parents then.
4. CAF liaisons: see attached reports
5. Booster Club Liaison: see attached report
6. Board of Trustees: see attached report

Update: Communication Committee: New communication committee set up by Board of Trustees. Helga/ Moya to be PTO Liaison. First meeting report is attached. Helga asked how to increase facebook users and improve communication. Katie suggested the possibility for Yahoo-group; or one simple daily email with choice to what links to open for specific information and offers (place for parents to post what might be interesting for others).

Update: Vision and Strategy Committee: Katie Hart to be PTO Liaison, and first meeting has not yet been held.

Service Learning and PTO: PTO felt the school has responsibility in these matters. Service Learning is an essential part of the CAC curriculum as it affects CAC accreditation. Each CAF liaison should bring Service Learning problems to attention of the administration. PTO can help with a recognition night for Service Learning efforts.

Update: Halloween Carnival: PTO will not participate in organizing the Halloween Carnival. Suggested a costume swap, resale or donation for next year. Moya to decide.

By-Laws Review: Not enough time this meeting, will do in next one.

**MONTH AHEAD:**

ECC Events: ECC submitted their plans for the rest of 2012. It was decided that there will be no generic PTO gift for speakers and hosts. Costs of these gifts will come out of the committee budgets or from donations by participants.

PTO lunch 18th October is cancelled, as there are sufficient events on our calendar for October. A suggestion to hold a Thanksgiving picnic.

Update: Book Fair: everything going well. It will be a different set up to last year. It is important is that Booster Club does not sell spirit wear during Book Fair. Dates: 25-29 November 2012.

January Welcome Plans: Not enough time this meeting, will do in next one.

Any Other Business: MS Opening Ceremony will be Thursday, November 1st, at 9.45am. The US Ambassador will attend.

PTO Minutes will be posted every month on the PTO bulletin board at the old entrance and on intranet.

**NEXT MEETING**: Tuesday, 6th Nov at 1.00pm

**ATTACHMENT: 1**

**ES CAF MEETING, October**

ES CAF PTO Liaison

There is good communication between the ES administration and the ES CAF PTO Liaison.

A number of areas we are working on together are:

a proposed celebration of the opening of the new playground

A survey of literacy access in ES including PTO services

Working on communication between the various levels of volunteers and administration

Discussed options for more socials for ES students

Favorite Book Character Parade to support PTO book fair

Book swap

ES CAF have been establishing CAF Guidelines, meeting times and procedures and have held our first Community Forum and been introduced to the community.

**HS CAF MEETING, September 24**

Allison Howes, HS CAF PTO Liaison

Reminder of the first HS Coffee Morning on Wednesday, October 3rd - suggestion was made for different PTO committees to come to HS Coffee Mornings, a few at a time, introduce their activity and solicit volunteers.

With the change from CAT committee to CAF (Community Action Forum) there will be two Open Forums for Parents this year, the first on November 13th at 7:00 pm and the second March 6th.

HS will be organizing an exhibit called Celebration of Learning. Each HS department will have 1-3 exhibits on display about current areas of study, students will be on hand to explain their exhibits. Will be held in the Elementary Hall from 5-7pm on November 13th, right before the Open Forum for HS Parents.

Week without Walls - Currently 22 trips on planner, scheduled for Feb 22-28. Selection process will be in early Nov. with final selection to be made Nov. 21st, allowing three weeks for family discussions. This is the last year for using the alphabetical selection process.

Prom is going to be held April 19th, no news yet on whether there will be an After Prom activity. Homecoming will be held November 16th and is open for 9-10th graders as well.

There was a request from grade level reps for more after school/weekend activities on campus for HS students. PTO can be approached for helping to fund approved HS events. Booster Club is thinking about an "Open Court" night of sports activities. Stress level for HS Students is high, need activities that help with this.

**ATTACHMENT:2**  
**MS CAF MEETING,**  
from Dalia Radwan

**MS is still seeking representatives for each grade.**

Prime Trips: Trips are directly related to the curriculum. There is a service learning component in each trip.

- 6th grade: Parent meeting: Monday, October 22, 2012, 5:30 p.m.
  - o Cost of trip: 700 \$
  - o Luxor, December 4 – 6
  - o Flight are the biggest expense. Charter flights are hired to take ALL students.
  - o El Luxor Hotel, meals are included.
- 7th grade: Parent meeting: Tuesday, October 16, 2012, 5:30 p.m.
  - o Cost of trip: 850\$
  - o Marsa Alam, operated by Dayma Group
  - o Environmental education
  - o Similar to Dahab trip program
  - o Biggest expence: charter flight
  - o Staying at an Ecolodge
- 8th grade: Parent meeting: Monday, October 15, 5:30 p.m.
  - o Cost of trip: 500 \$
  - o Western Desert
  - o Explore Black Desert near Bahariya
  - o Explore White Desert near Farafra
  - o Camp in 3 different locations
- Cairo Based Trips: 100 \$

Board of Trustees decided that parents will pay for Prime Trips. There was no communication from the board to the parents, at least not any that was transparent. A payment plan may be a possibility for some parents.

Security Concerns: Principal is constantly checking with U.S. Embassy RSO. Libya is a concern for some parents of 8th graders. There are different approaches from different companies as to security standards and risks.

Medical emergencies were discussed.

No special insurance.

Afternoon Tea for parents on Sunday, October 7, 3:25 – 4:45 p.m., in room 115.

Moodle and Tech. training for parents and students.

Tech. training for new parents and students on Oct. 9, 3:30 – 5:00 p.m., room 115.

P E Uniforms: a new supply is on the way.

Principal's Coffee Morning: Topic: Library Orientation.

Coffee evenings for working parents. They will be conducted by principals and /or superintendent.

Any Other Business: Sail cloths to shade the 3rd floor.

Parenting tweens.

Upgrade for the CAC website on the way.

**ATTACHMENT:3**  
**CAC BOOSTER CLUB MEETING**

DATE: SEPT. 18, 2012

PURPOSE:

The first meeting of the year was well attended with 25 parents present, as well as Joelle Basnight, Fred Koval (new Athletic/Activity Director ), Wayne Rutherford, and Moya Ross. This year's Booster Club Board members introduced themselves. They are Stephanie Butter and Ineke Hodder as co-chairs, Tami Ables as vice-chair, Julie Ometoruwa as treasurer and Alice McHugh as secretary.

The Board clarified and extended their objectives. The previous year's Booster club defined themselves as "a group of parents who help support High School and Middle School activity and athletic programs that require international travel whether students travel to or from Cairo to attend events in the International Schools Sports Tournament (ISST), the Middle East Schools Activity Conference (MESAC), the International School Theater Association (ISTA), the Model United Nations (MUN), or the Association of Music in International Schools (AMIS) and 'other' associations. The Booster Club does this through organizing volunteer services and fundraising to help promote school spirit within the school." These objectives remain this year, with an added emphasis on promoting community and school spirit through a wide range of new activities.

#### RESULTS:

The board explained that they made their money from selling spirit wear and listed the contributions they made to the school last year. These contributions ranged from school-wide gifts of fans and banners, to registration fees for activities like INJAZ, which is a junior achievement/entrepreneurship organization for HS. They also contributed sports equipment, travelling banners, senior gifts, Sports Night awards, pep rally items for MS and HS, and scholarships (which provide up to 50% of value of flights for those students whose families are unable to pay the full amount- on a case by case basis in conjunction with the Athletic office). The Booster club also organized 3 Sports Awards Night events last year and await the opportunity to once again assist with organizing housing of visiting students as well as organizing coach hospitality rooms and other activities at tournaments.

The meeting continued with a report from Fred Koval, Athletic Director, who mentioned that their web page is a work in progress and they are working on ways to best communicate schedules etc. CACMUN and NESDA speech and debate are the activities CAC is hosting this year. He ordered some new uniforms and asked for help with the possible sale and/or distribution of travel tracksuits.

Julie gave the treasure report with the final balance being \$9,441.53. She presented the first annual Treasury Report.

The meeting continued with an update on Spirit Wear purchases and sales. \*\*Spirit Wear will be sold after school on OCT.3 and 4. The Booster Club is trying to include a permanent spot to sell spirit wear in the renovation of the ground floor of the HS. The meeting concluded with Idea Brainstorming and Volunteer Sign Ups.

#### **ATTACHMENT:4**

##### **CHANGES OR RECOMMENDATIONS:**

SPIRIT WEAR sale Oct. 3 and 4

Permanent spot to sell Spirit Wear (manned by Booster Club volunteers)

Travelling team track suits

Fundraising Spaghetti Dinner

possible new activities (eg Kickball tournament or community Olympics)

new e-mail address : [boosterclubcac@gmail.com](mailto:boosterclubcac@gmail.com)

Christine Beed as liason between Booster Club and PTO

Next meeting 16 October.

#### **CAC BOARD OF TRUSTEES SESSION REPORT**

Date: Tuesday, September 25, 2012

Attended by Moya Ross and Karen Purinton

##### **Opening:**

Introduced new board members, Albert Fitts, Secretary; Bobbi Villella, Community Representative; Captain Frederick Landro; NAMRU Representative, Jeff Wedgwood BP Representative; John Beed, US Embassy Representative; Nora Jarra, Community Representative. New superintendent, Wayne Rutherford, New elementary principal Julie Jackson-Jin.

##### **Consent Agenda:**

Superintendent's report summarized issues related to the start of the school year. Enrollment is higher than projected. Search for new principal for the 2013-2014 school year will start soon.

Development office update: Susie reported on corporate sponsorship and alumni engagement.

Finance report: There are some outstanding corporate bills, however, there is no deficit in the general budget at this time.

Master Plan report: Opening of the new main entrance, elementary school ramp, and elementary playground. Elementary playground will be operational with some new additional items to be installed November and December. The MS building is nearly complete with a few minor details to be worked out. HS building is on hold indefinitely

Student council report: Reported on student council retreat and progress on recreation room.

Admissions report: We have 1200 students, 303 are new this year. Dania will have a complete report at the next meeting.

CACTA and Support Staff Report : Had not met and/or nothing to report at this time

PTO report: (full report was emailed to PTO Board and committees)

##### **Board Committee Reports**

Facilities, Finance and Education Committees had little to report since it's the beginning of the school year.

Trustee Committee Report: Will revise the Policy Guidelines this year. This includes the process in which parents and community members use to interact with the CAC Board. Parents and members of the community are to submit their requests to Imam Bishara 15 days before the Board of Trustees meeting.

#### **ATTACHMENT:5**

##### **COMMUNICATION MEETING**

DATE: Thursday, 27 Sept, 2012

In summary the purpose of this communication meeting was to assist and guide the Board of Trustees as it works to develop, approve, and implement a comprehensive communications strategy. This is an ambitious goal for the board, but given our diverse communications needs, our limited but demanding audience, and our need to communicate ever more efficiently and effectively, the Board felt this a critical area of focus for this year.

On Thursday, past work was discussed, issues and history shared.

RESULTS AND RECOMMENDATIONS: Formalize and put in a plan what needs to be done. Identify audiences and meet them where they live. A communications audit and brand summit How the school gets messages out: frequency, who is the audience, centralizing, and balance the need for push and pull of messages. Update the style guide Need for crisis communication strategy was identified. Ongoing committee: for the above and positioning CAC, attracting students and teachers. Find an easy way to communicate - which vehicle, guidelines, daily, monthly, new technology.