

Parent Volunteer Organization (PVO) Meeting Minutes

Date: December 8, 2024

Time: 5 PM – 6 PM

Location: Media Center

Participants: Usman R., Mahmoud E., Asiya A., Syed A., Usman S., Samar O., Afsheen A., Soraya S., Zafer S.

Agenda

1. Welcome and Introductions

The meeting began with a warm welcome from the Principal, followed by introductions of all participants.

2. Purpose and Vision of the PVO

The group discussed the importance of establishing a clear purpose and vision for the PVO. The current PVO members agreed to collaboratively draft a vision statement.

3. Roles and Responsibilities

The following leadership roles were assigned:

- **Chairperson:** Samar Omeish
- **Secretary:** Asiya Ali
- **Treasurer:** Soraya Sekandari

4. Overview of Upcoming Events/Needs

The Principal shared potential upcoming events and needs. It was agreed that the PVO members would meet with the Principal on **Wednesday, December 11, at 5:00 PM** to review the school calendar and finalize plans.

5. Proposed Volunteer Opportunities

The group brainstormed potential areas for parent involvement, including:

- School events
- Fundraising activities
- Classroom assistance
- Field trip support
- Restroom assistance
- Pick-up zone assistance

6. Volunteer Expectations and Guidelines

The Principal provided an overview of volunteer expectations and guidelines, including:

- Background check requirements
- Communication protocols for coordinating with staff and administration

Next Steps

- PVO members will collaborate to draft the vision statement.
- Prepare for the follow-up meeting with the Principal on December 11.

Adjournment

The meeting concluded with expressions of gratitude for the participants' time and commitment to supporting the school community.