UNIVERSAL ACADEMY OF FLORIDA · PARENT TEACHER ORGANIZATION

# PTO Parent Meeting Minutes

> **Date:** Friday, October 23, 2026
> **Time:** about 8:50–9:35 AM
> **Location:** UAF Assembly Room
> **Presiding:** Sr. Dana Qutb, President · **Recorded by:** Br. Ali Ismail, Secretary (the meeting was recorded, as announced at the start)

**Board present:** Sr. Dana Qutb (President), Sr. Miada Abu Amr (Vice President), Sr. Amal Abukhdeir (Treasurer), Br. Ali Ismail (Secretary), Sr. Amira Shalash (Communications), Sr. Naureen Bukhari (Events & Hospitality)
**Also present:** Sr. Eman, Principal, and UAF parents
**Refreshments:** coffee and pastries; the m3ajanat were donated by Ramallah Market.

## Welcome and Introductions

Each board member introduced themselves. Sr. Dana walked through the agenda and asked parents to sign in on the sign-in sheet or with the QR code, and to write down questions for the end.

## Meeting Format (Br. Ali)

Questions were held until the end; paper and pens were on the tables. The meeting was recorded so minutes could be shared.

## Our Vision and Goals (Sr. Miada)

Guided by our faith, with Allah first in everything we do, the PTO works to:

1. Keep parents informed
2. Enrich student life
3. Bring parents in
4. Build our community
5. Support our teachers and staff
6. Fundraise for the long term

## Communications and Parent Engagement (Sr. Amira)

- **Parent survey:** coming to parents' email soon, to learn what events families want and how they want to hear from the PTO.
- **WhatsApp community:** the school's class, club, and group chats are now under one WhatsApp community. Join only the groups that fit your family, and keep chats about school.
- **Calendar:** one place for all events is coming, so parents don't have to search through messages.
- **Homeroom parents:** one homeroom parent per class, to help the board share information and organize events. Parents can volunteer on the membership sign-up.

## Upcoming Events (Sr. Naureen)

- **Tea with Teens:** Friday, October 30, in the morning, for 11th and 12th grade students and their parents, with Dr. Isra. A Tea with Teens for 9th and 10th grade is planned in a couple of months.
- **PTO Parent Social:** Friday, October 30, 10 AM–1 PM at Arwa Coffee, before parent-teacher conferences. 15% of purchases goes back to the PTO.
- An events calendar with both school and PTO events is coming. RSVP links go out on WhatsApp and by email.

## PTO Finances and Membership (Sr. Amal)

- **Events the PTO pays for or plans:** Donuts with Dad, the UAF annual Iftar, Teacher Appreciation Week, the staff appreciation luncheon, the Eid Carnival, and Munchkins with Mom. The PTO will talk with the administration about a more inclusive name for the parent events, which the school counselors suggested.
- **Ideas in the works:** parent meetings every two months, a multicultural heritage festival, parent socials at local businesses that give back a share of sales, parent merchandise (shirts), family bingo and trivia nights, and food trucks that give back a percentage.
- **Membership:** $50 per person, individual (not per family), from November 1, 2026 to July 31, 2027. Benefits:
- Discounts at more than ten local businesses that have committed so far, with more on the way. The card has the member's name, can't be passed to someone else, and businesses may ask for ID.
- Two volunteer hours.
- First access to volunteer sign-ups.
- The members' WhatsApp group.
- Voting rights when a vote comes up. Anyone is still welcome at PTO events.
- Sign up with the QR code on the membership flyer. A parent asked what the sign-up form means by "household name"; it means the family's last name.
- Sr. Miada's membership card design was shown. A replacement fee for lost cards was suggested but not decided.

## PTO Website (Br. Ali)

Br. Ali showed the PTO website: events, a thank-you list of everyone who helped (84 people helped with Donuts with Dad), sponsors (Ramallah Market for today's food), meeting minutes, and photos. He will add a place on the site for parents to send feedback and ideas.

## Questions and Discussion

- **What worked last year, and what will change?** Sr. Dana said the board reviewed last year's events, is keeping what parents liked and updating the rest, and is fitting as many events as the school calendar allows. Br. Ali added that every event should serve one of the six goals, so the board can measure whether it's working. The board is now tracking each event (a review was done after Donuts with Dad) and keeping records for future boards.
- **Alumni parents:** a parent suggested involving UAF alumni who are now parents. There is an alumni WhatsApp group; the board will follow up with the parent who raised it. A PTO Instagram is also

coming.

- **Membership and voting:** a parent was concerned that members "pay to vote," and suggested that partner businesses pay a sponsorship or marketing fee (for example, most of the funding from businesses and a smaller share from members). The board said the membership is meant for its benefits and for giving back to the school, that members put in time as well as money, and that it values long-term relationships with businesses. The board thanked the parent and will look into the idea.
- **Committees:** a parent suggested committees under each board member to share the work. The board said homeroom parents are meant to do this, and welcomed parents who want to help.
- **Include the fee in tuition?** A parent asked why the $50 isn't part of tuition. The board said it wants membership to be each family's choice, and the PTO is separate from the administration, so that isn't the PTO's decision.
- **School app:** a parent asked about the school's app. The board said that is the administration's area.
- **Fundraising ideas from parents:** paid childcare during parent-teacher conferences; a special lunch day; pre-ordered meals (for example, rotisserie chickens) to pick up after school; selling things families already buy. Parents were asked to put ideas like these in the parent survey.
- **Tracking attendance:** a parent suggested using sign-in lists to thank attendees and to help with fundraising.
- **Working with other schools' PTOs:** a parent noted that last year two schools held their carnivals on the same day. The board is aware and will try to avoid conflicts, though the school calendar is very full.
- **Calendar:** Sr. Amira and Sr. Naureen have approval for a monthly calendar of PTO events, with RSVP and sign-up links.

## Closing

The board thanked everyone for coming and invited them to the Parent Social on October 30. Parent meetings are planned every two months; the next date will be announced.

## Action Items

| Task | Owner | Due |
|---|---|---|
| Send the parent survey (after Sr. Eman's approval) | the board | |
| Monthly calendar of PTO events with RSVP and sign-up links | Sr. Amira, Sr. Naureen | |
| Add a feedback and ideas tab to the PTO website | Br. Ali | |
| Follow up with the parent about involving alumni parents | the board | |
| Look into business sponsorship fees as part of membership | the board | |
| Talk with the administration about inclusive names for the parent events | the board | |
| Decide on a replacement fee for lost membership cards | the board | |
| Post these minutes on the PTO website once approved | Br. Ali | |

## Next Parent Meeting

To be announced.

*Status: Draft, pending board approval.*