

PTF Board Meeting Minutes

September 3, 2019

9:30–11:00

In attendance:

Board Members – Kristen Reynolds, Jalon O’Connell Morton, Emily Bertrand, Karina Culbertson, Courtney Mitchell, Kendall Watson, Lisa Lee–Miller, Kelly Patino, Stacie Zabka, Monique Pride Brooks, Beth Klinger

1. Opening Prayer – Kristen
2. Room Parents – Kelly
 - a. Room Parents Meeting – September 10th @ 8:30am in Childcare Room; make sure all rooms have coordinators; make sure room parents have clear understanding of their responsibilities and roles and there’s ample and clear communication
 - b. Email Permissions on whether parents want to be included in Room parent emails
 - c. Handbooks updated, ready to email
 - d. Twice is Nice Tuesdays Dates – use Sign up Genius and send out emails if no sign up
3. Back To School Swim Night on September 27th from 5 to 7pm
 - a. Cost and Attendance – \$445 for rental; \$12 per person to be collected
 - b. Dinner: Pizza, some sandwiches or salad, drinks and dessert – Courtney and Kendall
 - c. Online registration is live as of today
 - d. Announcement fliers are going out in student folders today
 - e. Maximus of 120 people but if need arises, we could ask for bigger area
 - f. Set up & clean up – PTF
4. Ready Set Read! Read–a–thon on October 8 – 22nd
 - a. Karina and Emily to Coordinate and lead
 - b. Rally assembly on October 4th – PTF to attend
 - c. Create a book – yes; currently have all materials from last year
 - d. Costume – Mrs. Chespek
 - e. Prizes – same as last year for each level of funds raised: \$25 Krispy Kreme, \$50 Crazy Socks, \$75 Silly String the Principal, \$100 Chick–Fil–A Lunch, \$200 Sky Zone Pass; Free dress day for registering
 - f. Use same website as last year – good tracking system

5. Thankful Baskets, November 19th, after drop off
 - a. Stacie to coordinate and lead
 - b. Sign up genius – Emily
 - c. Keep it simple like last year
 - d. All PTF to help put it together after dropoff

6. Christmas Decorations, November 19th
 - a. put up decorations after Thankful Baskets are distributed
 - b. Use same decorations from last year

7. Box Tops – Kelly
 - a. New online app – download app and use barcode
 - b. Kelly to send email to all Room Parents for them to send out to class; get parents to go digital by scanning barcode on receipts; still collect paper version; free dress day for kids if parents download and register app
 - c. discussion on whether to continue box top collection or not; it's too tedious to count; not many turn in and not much money made; but it is money that is made without having to spend or do much – around \$400 made last year

8. Christmas Breakfast on December 12th at 8:30am– Kendall & Courtney
 - a. Food – will do the same as last year
 - b. Carolers – still to come
 - c. Wear Christmas ugly sweaters
 - d. Eblast and fliers to go out
 - e. Table clothes and Center pieces

9. Treasurer's Report – Jalon
 - a. Tithe PTF earnings at the end of the year; PTF to decide where to tithe rather than give that money to executive office
 - b. Check request for reimbursements – use forms
 - c. Don't forget receipts

10. Miscellaneous Items:
 - a. Gift to be presented to Emily to thank her for her service last year as President; \$50 budget – Kristen to buy serving platter
 - b. Gift for Jo for her recovery – \$50 giftcard to Panini Café; Kristen will buy giftcard
 - c. Gina Donnelly – passed away this summer; Donnelly family is very active at Village; PTF to donate \$100 to the Gina Donnelly Foundation to bless the Donnelly family
 - d. PTF to do more in blessing and meeting the needs of families; PTF needs to be consistent and fair in blessing all families in need at Village; PTF to seek ways to bless

families when there is condolences, sickness/or challenging family circumstances and a family is in need; Kristen will converse with Mrs. Chespek about the process, permission from family, ways to announce to all, means to find information whether it's through teachers or room parents

- e. Hospitality – Stacie is doing breakfast treats for Teachers and Aides at the teacher's lounge and aides lounge on late start mornings to bless them
- f. Parents Lounge – Lisa asked if there is a possibility for one; there is interest but not sure how to get one started
- g. Mother/son event – Courtney to speak with Tracy Nightingale; need to figure out date and confirm