

PTF Meeting Minutes **January 14, 2008**

Attendees: Sondra Edwards, Sherri Miller, Donnie Martone, Kathy Theodore, Terry Cooke, Coleen Brown, Fran Bouwense, Lisa Benton, Cathy Connolly, Bill Connolly, Wendy Herzer, Ben Coopersmith, Jeff Paull, Cindy Weaver, Kristen McDonald, Kevin Geiser, Shawn Hathaway.

- I. **Opening Prayer** – Fran opened the meeting in prayer
- II. **Call To Order** – Bill called the meeting to order at 7:10 PM.
- III. **Officer / Committee Reports**
 - **Treasurer's Report** – Lisa gave the report noting that \$398 of shopping certificate income will be given toward the 8th grade class trip for sales generated in December.
 - **Shopping Certificates** – The church has sold their supply of shopping cards and approximately \$25 will be set aside for the benevolence fund. Sales at the school are steady and regular monthly announcements are being made at Washington A/G.
 - **School Committee Report** – The school committee was very happy about the provision of preschool playground equipment. They also requested a copy of finalized PTF bylaws.
 - **Scholastic Book Fair** – Daisy is developing a schedule of volunteer needs and has created flyers that have gone home with the students. This year's theme, "One Nation Under God" is an expansion of Scholastic's "Road Trip" theme and we'll conclude the week with a family event on Friday night, February 29th.
 - **Walk-A-Thon** – Terry will be holding a kick-off meeting in early February to organize promotional materials and make student packets to go home prior to Easter vacation. Terry is developing a theme for this year's Walk-A-Thon and we hope to work the theme into all the events planned that day. Terry will also be working on ways to increase the level of parent participation this year. We've budgeted \$500 toward supplies for this year's WAT which is a significant cut from the expenses we incurred from last year's event. A communication will go out inviting interested parents to the kick-off meeting.
 - **Ink Cartridges** – We recently received \$42.30 for a shipment of ink cartridges and we expect to receive another \$30.00 for a subsequent shipment.
 - **Box Tops** – There are only 2 distributions in the school year. We did not have enough box tops to submit in October, so we will send them out in April. Last year we received approximately \$300 from box top collections. Kathy informed us that if we shop online from a variety of merchants, we can earn more money for the school if we link to the stores through the box tops website. There is a link to the website on the PTF page of GSCA's site.
- IV. **Ongoing Business**
 - **Movie Night** – Next movie night is January 25th. Doors open at 6 pm. We will be showing Ratatouille. Flyers will be going home to GSCA/Preschool parents.
 - **Pre-School Playground Equipment** – Bill and Cathy will be contacting preschool parents to coordinate a group of people to pick up, clean up, and

install the new equipment. Anticipated date is first week of April, but we are waiting on Creative Basics to give us a more concrete timeframe.

- **Security Cameras** – A GSCA parent has volunteered his time to install the new cameras. Cindy is waiting to hear about an install date.
- **Basketball Uniforms** – The cost for new uniforms this year was \$400. We had only allocated \$200 but have enough reserve to cover the expense. New uniforms have not been delivered yet.
- **Cash Box in Main Office** – Lisa says the box is operable. If necessary, a new lock will be installed.
- **PTF Bylaws** – Cindy and Bill are working together to finalize the bylaws.

V. New Business

- **Emergency Procedures** – By the end of the month, Cindy will be sending home communications regarding emergency preparedness procedures. Cindy has been working with local emergency personnel to develop emergency drills, lock-downs, etc.
- **Wednesday Nights** – A concern was brought up regarding the front door being opened during Wednesday night church youth activities at the school. Cindy has addressed this before with youth leaders, but a solution has not been found. Fran will bring this issue to the next school committee meeting.

VI. Parking Lot

- **School Store** – The room is ready. We would like to open the store at the beginning of the next school year. Details regarding what/who/when the store should operate have not been finalized.
- **Tokens of Appreciation** – No update.
- **New PTF Treasurer Needed** – Our current Treasurer, Lisa Benton, will be leaving at the end of this school year as her son graduates. We are looking for a new Treasurer now who can start working with Lisa before the end of the year.

The meeting adjourned at 8:40 PM. Next meeting is **Monday, February 11th** at 7PM.