

PTF Meeting Minutes September 4, 2007

The PTF of Providence Christian School (PCS) met on September 4 to discuss the budget, review our duties for the upcoming Open Houses and first PTF meeting, clarify honoring staff on their birthdays and discussing the Holy Smoke BBQ. Also reviewed were the upcoming parent coffees and Father/Daughter/Son events.

Attendance:

J. Lovell, F. Dallas, L. Willis, D. Scott, K. Kiser, M. Davis, P Hicks, J Gardner.

Absent: L. Davis, L. Alverson, J. Wirt

Topics Discussed:

1. Jim Lovell requested that we open the meeting with reviewing the budget. Leanne Alverson had balanced the treasury and interest income and had submitted it for review. Jim noted the goal (per Julie Tippet) for the Innisbrook sales was 10K. Innisbrook sale funds will go to the PTF while Citipass book sales go to the school. **Jim** will contact Julie about marketing the Innisbrook sale and discuss when she will have the preliminary sales numbers.
Another clarification was made about who would pay for the pre-school New Family Dinner. Michelle Davis stated that the teachers had covered it in the past. Kiser noted that the purpose of the PTF was to support the teachers. It should be financial responsibility of the PTF to provide the dinner. The board agreed.
2. Dr Dallas explained that the PTF board would be responsible for 3 of the 4 Open Houses. The dates are; Tuesday, October 16 at 7Pm, Sunday, October 21 at 2PM and Sunday, January 27 at 2PM. The school will be responsible for the one on Thursday, November 8 at 9AM.
3. Katherine Kiser reported that she had received 22 order forms for sweatshirts. The final date to order is September 17.
4. Back to School Night will be Tuesday, September 11 at 7PM. **Jim** will lead this meeting. **Dr Dallas** will welcome the families and then turn it over to Jim. He will introduce the board and explain the importance of the Innisbrook sales and will explain the Giving Trees. The treasury report will be reviewed by either Jim or Leanne Alverson. The families will then be dismissed to their classroom.
5. Jennifer Gardner and Katherine Kiser discussed the staff birthday celebrations. All agreed that the gifts should be the same for everyone. The possible exception would be the gift for the male staff. It was decided that all staff will all receive gift

cards to Ben and Jerry's and a birthday card. **Jennifer Gardner** stated she would buy the card all at one time for ease and readiness.

6. The PTF board is needed to lead the various committees involved in the Holy Smoke BBQ. **Jim Lovell** will e-mail everyone with the entire committee list, but he noted the committees include Food, Set-Up, Interim Kid Activities and the Trike-a-thon. **Jim** will speak to Donna Moore about heading up the Donation of Services committee. She did an excellent job last year. Jennifer Gardner volunteered to head up the Jog-a-thon. The BBQ made 30K last year. The food made approximately 6K and it had been donated. The primary fundraiser was from the Jog/Trike-a-thons. Discussion centered on what the goal should be for 2008. This will be further discussed at a later meeting.
7. The Parent Coffees will be starting up in September. Michele Davis had the schedule; Pre-School coffees will be on September 25, 27, 28 and October 9 and 11. Elementary/Middle School coffees will be on September 21 for Kindergarten, October 5 for grades 1-2, October 12 for grades 3-4 and October 18 for grades 5-8. The reps for each grade - **Katherine Kiser** for pre-school, **Debbie Scott** and **Jennifer Gardner** for elementary and **Jenni Wirt** for Middle School will be at the coffees. **Paige Hicks** will contact the room parents for donations for the coffees (items such as baked goods).
8. The next meeting of the PTF board will be October 2, 2007 at 8AM.

Respectfully submitted,

Laura Willis