

PTF Meeting Minutes August 6, 2007

The PTF of Providence Christian School (PCS) met on August 6 to review back to school activities and discuss funding for PTF activities (matching employer gifts, giving tree, etc).

Attendance:

J. Lovell, F. Dallas, L. Willis, D. Scott, J. Wirt, L. Alverson, K. Kiser, M. Davis, J Gardner.

Absent: P. Hicks, L. Davis

Topics Discussed:

1. There are several activities planned over the next few weeks as the 2007-2008 school year begins. Popsicles on the Playground will occur August 12 at 4 PM. Laura Willis confirmed flyers were mailed to the homes of new elementary/middle school students as well as to students repeating grade K. **Jim Lovell** will bring the popsicles, drinks, ice and coolers. **Laura Willis** and **Katherine Kiser** will bring large tents. There will be a teacher breakfast for the elementary/middle school teachers. **Jennifer Gardner** and **Katherine Kiser** will provide breakfast. The elementary/middle school orientation will be on August 16, 2007. Middle schoolers will begin orientation in the morning, while elementary students will begin their orientation at noon. Yearbooks, Innisbrook and Citipass books will be passed out at this time. Magnets and stickers will be offered for sale. The option of selling of school clothing was discussed. Katherine Kiser pointed out the artwork is already available and it would not be difficult to arrange. The board decided to proceed with this sale. This will also be an opportunity to begin signing up volunteers for various events; Room Parent, host/ess of school parties throughout the year and Junior Achievement. **Laura Willis** will be responsible for making a display for Jr. Achievement. **Michele Davis** will have the Citipass books ready to be handed out. **Lindalee Davis** will have a volunteer form that will include opportunities such as helping in the office, lunch room duty and assisting with Open Houses. Other members of the board will man the volunteer tables and assist parents with signing up for the events they are interested in. **Laura Willis** will have photos of the board along with a brief bio set up in the glass display case prior to orientation. First day of school is August 20th. Dr Dallas noted there is to be a staff meeting on August 28. Again, **Jennifer Gardner** and **Katherine Kiser** will provide a breakfast. The Preschool Orientation will be on August 30, 2007. It will be set up the same as the August 16th orientation - without Jr Achievement as that is only for 3/4/5 grades. First day of pre-school is September 4. Katherine Kiser also noted that there will be a new family dinner for pre-school students October 25.

2. Teacher Appreciation: **Katherine Kiser** noted that the Christmas lunch will now combine the entire school. No date has yet been planned. **Jennifer Gardner** will be setting up the Giving Trees. She asked Dr Dallas to let the teachers know that the trees will be available prior to the start of school as she does not have any requests to post at this time.
3. Funding: Debbie Scott asked Dr Dallas about matching contributions. If it is known who will match contributions, it could motivate more people to donate to the school. **Michele Davis** will create a flyer that states that PCS accepts matching gifts from employers and for families to check to see if their employer offers this. Dr Dallas noted that the school was able to upgrade their computers based on a matching gift.
4. Funding: Jim Lovell and Dr Dallas noted that the expansion to the playground is nearly finished. Mulch is in place and swing sets and a climbing apparatus will be added prior to the beginning of the school year. There was some discussion among the board if the budget was sufficient. Dr Dallas cautioned the board against ballooning the budget. She noted that the school and the PTF have different financial responsibilities. Jim Lovell stated that financially the PTF is in good shape and should be able to meet all of its responsibilities. Some board members explained that it would be nice to have a "cushion" in the event of unforeseen circumstances. Jim Lovell agreed that this is sensible. The budget for this year has been set, but the board can look into increasing it by a small amount for next year. Dr Dallas stated the decision had been made to keep Field Day and the Holy Smoke BBQ as separate events. Over 30K was raised by the BBQ. The goal will be higher for the next one, but that number has not been decided upon. The PTF will be asked to help with various committees that make the BBQ happen.
5. Reminder! The first **PTF meeting** will be Tuesday, September 11 during Back to School night. Jim Lovell will lead that meeting. **Open Houses:** There are four Open Houses scheduled; Tuesday, October 16 at 7PM; Sunday, October 21 at 2PM; Thursday, November 8 at 9AM and Sunday, January 27, 2008 at 2PM. The roles of the board members will be discussed further at our next meeting.
6. PTF Board Meeting Schedule: Monthly meetings will be held on the first Tuesday of the month at 8 AM. The next meeting is scheduled for September 4, 2007.

Respectfully submitted,

Laura Willis