

The Kings Christian School  
PTF Minutes  
Tuesday, August 30, 2016



- I. Call to Order and Sign In  
Attendees: Jessica Galvis, LaRonda Koffi, Lisa Bronkema, Cindy Khalil, Antoinette Snyder, Kim Fink, Jane Fort, Lisa DiFazio, Lisa Arroyo, Shamara Ijames, Melissa Hamilton, Kim Lawlor
- II. Opened in Prayer – Michelle opened in prayer
- III. Approved Aug 9<sup>th</sup> Meeting Minutes
- IV. Events Discussed
  - A. Teacher's Lunch 8/31
    1. Be set up by 11 am
    2. List reviewed and finalized for donations and volunteers
    3. Linens borrowed from Tavistock by Michelle, will be gathered and returned to her after event
  - B. Boo Hoo / Ya Hoo – Wednesday, September 7<sup>th</sup> (First day of school!)
    1. Menu:
      - a. Melissa/Jess - 1 dozen bagels each
      - b. Kim F -Muffin/pastry try (Kim F.)
      - c. Cindy - coffee cups, plates/napkins, tablecloths, granola bars
      - d. Michelle – Fruit, Water
      - e. Kim L – Creamer, OJ
      - f. Lisa A – Cream Cheese/Butter
      - g. Lisa B - Yogurt
    2. Set-up at 7:30 – Lisa A, Lisa B., Melissa. Also will talk to Vangie about starting coffee earlier
    3. Request emailed to Mr. Cruz for table set-up
    4. PTF Table : Flyers (events, prayer, volunteer forms) –Jane will make copies
  - C. Family Picnic – Thursday, September 1<sup>st</sup>
    1. Items to have: PTF Events Calendar, Volunteer Sign-up, Name Badges (Melissa)
    2. Table Coverage Melissa, Jess/Lisa, Michelle
  - D. Back to School Night – 9/13 (elementary) and 9/22 (MS/HS)
    1. Lisa, Michelle, Kim will speak briefly
    2. Table set-up with information
    3. Will have officers meeting 9/22 following first part of back to school night
  - E. Butterfly Ball Location
    1. April 28<sup>th</sup> – Confirmed would like at Tavistock. Need to confirm date due to construction.
    2. On tentative hold and waiting on sponsor confirmation.
  - F. Chili cook-off – need to discuss details and start collecting donations. To be discussed next meeting.

## V. Working Budget

1. How to handle scholarships vs. working budget
2. Potential for business donations for scholarships?
3. Possibly only offer 1 scholarship that requires all 3 categories

## VI. Box Top Coordinator –Kim Fink & Melissa Hamilton (assistant)

1. Monthly sheets – discussed doing away with sheets and instead have a container in each classroom. Lisa A has containers to donate. Classes may decorate. All grades.
2. We will do a September contest before submission date in October

## VII. Administrative/Leadership Team Update

1. All School Newsletter – PTF one full page each issue.
  - a. The group agreed we will have current events, past events and news each month. Pictures to be included.
  - b. First Issue is Sept. /Oct. – Teacher’s Lunch & Boo Hoo Pics, welcome blurb and upcoming events.
  - c. Items due no later the 9/1.
  - d. Forward event photos to Vangie to be included
2. Generic Badges – created for events/those helping. Uploaded onto slack.
3. How Volunteer Form works/PTF Events –we keep database from volunteer forms, then send list of names to appropriate person in charge of that area/event
4. PTF Events – PTF leader will be assigned to each PTF event to oversee and gather a team/delegate needs for each event. Event check lists and budgets to be created.
5. Clothing Bin – Jess Galvis/Shamira Jones will oversee; make sure chute is not blocked, call company when full.
6. Melissa Hamilton/Kim Lawlor will lead Chili Cook-off committee. Contact for talent has been made. Further discussion to be had at officers meeting
7. Slack Update/Feedback – a few have tried, successful so far but need to get more comfortable with use
8. New white board, then ID who will be responsible for updating and bringing in/out.
  - a. Lisa Bronkema Coordinator; Melissa, Antoinette helpers
  - b. Can elementary staff member be identified responsible to bring in/out at beginning and end of the day?
9. Elections completed  
President: Michelle Scanzano  
Secretary: Melissa Hamilton  
Treasurer: Cindy Khalil

## VIII. Close in Prayer – Lisa B. Closed in prayer

### **Next Meeting: Tuesday, October 11<sup>th</sup> at 7PM**

Notes: Most meetings will be the second Tuesday of each month at 7PM. Officers only meeting September 22 after back to school night.

*Love endures long and is patient and kind;  
love never is envious nor boils over with jealousy,  
does not display itself haughtily. 1Cor 13:4*