

The Kings Christian School
PTF Minutes
Tuesday, August 9, 2016

I. Call to Order and Sign In

Attendees: Antoinette Snyder, Sandy Forrest, Lisa Bronkema, Janice Skeens, Kim Lawlor, Melissa Hamilton, Leslie Haddock-Allen, Shamira Ijames, Dwayne Ijames, Jane Fort, Wendy Hunt, Lisa DiFazio

II. Open in Prayer – Michelle Scanzano

III. July Meeting Minutes - Approved

1. After each meeting, minutes will be typed and sent to Jane for approval. Discussed publishing all minutes on website (PTF's page) with a link in the Knightly Knews.

IV. Events to Discuss

A. Teacher's Back to School Lunch – Wednesday, August 31st at 12 noon

1. Sign-ups filled at meeting: Food, Set-up, Clean-up, Pictures, Music & Décor
Most items filled. Need 1 person for clean-up and someone to bring lettuce, tomato, onion
2. Point Person – Michelle Scanzano

B. Boo Hoo / Ya Hoo – Wednesday, September 7th (First day of school!)

1. Menu – yogurt, bagels/muffins, granola bars, fruit, coffee, juice
2. Sign-up Genius – discussed using this as a way to get volunteers/donations. We will utilize this for events this year, but not for the boo-hoo breakfast. Trying to bless families with this event. Discussion to continue about PTF working budget.
3. Will have prayer time/intro to prayer group – Kim L.
4. Will have PTF table with calendar of events, someone present to answer questions and receive sign-ups
5. Melissa Hamilton will be there throughout event

C. Family Picnic – Thursday, September 1st

Table Reserved

1. Man the Table – one hour increments. Melissa H., Michelle S. Need 1 more volunteer if possible
2. Literature
PTF Form
Flyer with Prayer Dates & Times
3. Balloons are being ordered from the school already for the event. Will use these.

D. General Event Information

1. Discussed the use of sign-up genius for getting event volunteers in addition to the previous method of compiling lists from beginning of the year forms. Positive response. Discussed who we will send to-potentially all who have previously volunteered or expressed interest and new families. Kim Lawlor will set these up for events?
2. Discussed need to develop/review budget for all PTF events.
3. Briefly discussed need to review current scholarships-to be discussed at a future date
4. Discussed having PTF presence at all pertinent school events. Name badges available to identify PDF.

V. Prayer Group Update

1. Very few people have been attending in the past. Several others have expressed interest but couldn't come at previous times. Kim will gather a list of those interested in participating at start of school events and ask those individuals what days/times work best to try to get more people involved.
2. We will have a sign up list at PTF table at Boo-Hoo Breakfast and back to school nights.
3. Discussed having prayer on volunteer list but these have already been printed

VI. Recruiting

A. New Families

- * Admissions (Mimi Magill) providing list to Michelle who will contact and invite to PTF

B. Admin Packets

- * PTF Flyer in new family packets. Already stuffed.

C. Knightly Knews/PTF "News Bulletin"

1. Monthly updates with link to PTF web page. Lisa B is agreeable to put together monthly.
 - a. This would include photos/summaries after events as well as information about upcoming events

D. Grandparents – Day time help, ways to get them involved. PTF presence at this event as well (December)

E. Dads –Targeted events for dads "Doughnuts with Dad", specific volunteer needs. An idea to think about.

F. Back to School Night/Events – representation at school-wide events with a manned table

1. Back to School Nights: Elementary 9/13 and MS/HS 9/22 – need time to speak about prayer and room coordinators as well as general invitation to PTF

VII. Administrative Update

- A. Jane Fort/Lisa DiFazio: under new leadership structure, they will be our contacts and will be present at meetings. Discussed how this will be helpful to keep everyone on the same page and eliminate need for some back and forth communication.
- B. Committees – Will try to develop a list of working committees for next meeting so as we get volunteers we can place them in areas where they can be best utilized. Also will help distribute work load and keep everything from falling on only a few people.
- C. Discussed use of slack app as way to communicate about PTF info. Michelle will send invite to those in attendance to try out.
- D. Need to identify an editor for all communications going out.
- E. All PTF communications must be approved by Jane before being distributed.

VIII. Next Meeting

- A. Tuesday, August 30th 7pm
- B. Officer Elections will be held for the following: President, Secretary, Treasurer: those who plan on running must email Marilyn Martinez with intent to run prior to the next meeting
- C. If there are any items to be addressed at the next meeting, please send to Michelle so they can be placed on the agenda prior to the meeting

Notes: _____

Trust in the LORD with all your heart
and lean not on your own understanding;
in all your ways submit to him,
and he will make your paths straight
Proverbs 3:5-6 (NIV)