

The King's Christian School

PTF Meeting on July 26, 2016

Attendees: Lisa DiFazio, Lisa Arroyo, Marilyn Martinez, Michelle Scanzano, Cindy Khalil, Melissa Hamilton

Agenda Topics:

1. Meeting began at 7:05pm and was held in APR and Lisa DiFazio opened in prayer.
2. Activity 1- Boo-Hoo or Ya-hoo-
Michelle will get list of food from Lisa B. Lisa prepared flier.
Michelle recommended that a PTF recruitment table be available. Food donations come from parents usually from leadership team. There's no RSVP for this event.
Lisa will send flier for administrative approval.
Michelle suggested reviewing how it was done and talking to last year's volunteers.
Cindy will take care of paper goods.
Lisa A. will be present for set up.

Additionally, Cindy shared the issue about parents who do not pay. Lisa Arroyo recommended that for activities that require payment for food, parents should be sent a bill (for those that don't pay in advance).
Michelle suggested that parents should be given a one-time courtesy for such time.

3. Activity 2- Back to School with Teachers –August 31, 2016 at 12:00 noon
Cindy shared that lunch is provided for teachers. Michelle will identify a list for the menu for volunteer sign up and will review what worked last year.
Cindy will also create a menu list in preparation for the next meeting. Michelle suggested that menu be made at the meeting.
Menu for 50 staff
Soup
Salad
Rolls
Salads-, macaroni salad, chicken or tuna salad and egg salad, Caesar salad
Drinks – water and diet
Deserts- several options
Fruit
Cindy will provide paper goods.
Michelle will do food tags/ labels.

4. Volunteer Opportunities Form

Lisa B. prepared parent volunteer opportunity flier which goes into folder; It is on the website that people can sign up. Cindy K. suggested that the spot for office and classroom-help be removed. Also, Marilyn suggested that the name of the school should be added as header. Melissa recommended that the dates of activities should be listed on the form. Cindy stated that Vangie suggested that a PTF table be available during the August family activity. Melissa recommended that a sheet listing the PTF committee for individuals to sign up during the August family activity.

Additionally, Michelle took a moment to share that her background is in marketing. She works for Tavistock and also as wedding planner. Michelle also participated in PTF at her child's previous school. Michelle recommended that best practices for parental engagement and the reasons that benefit their involvement should be shared with parents, particularly in the high school. Also, the Knightly News should be used to share more information.

Topics for the next PTF meeting on August 9, 2016 should be:

1. Strategies to increase parental engagement.
2. In-kind opportunities i.e. chili cook off, raffles, etc.
 - a. Michelle suggested that more activities be done to raise funds i.e. Barnes & Noble.
 - b. Lisa F reminded the group to be careful about other fundraising activities.

5. Adjourn-Meeting ended at 8pm.