



1. Call to Order Meeting 6:00

2. Opening Prayer

- Principal Koepfel

3. Welcome and Introductions

- Meeting sign-in and contact sheet.
- Meet the 2018/19 PTF Executive Board:
 - Sonja Carlson-President
 - Jennifer Bartlett-VP
 - Esther Lanier-Secretary
 - Rita Villa-Treasurer
 - Melissa Botero-Faculty Rep.
 - Jason McGee-School Board Rep.
 - Rendy Keoppel-Principal

4. Guest Speaker - Katherine Saltzberg. Parent Coaching Presentation

- Tips:
 - **Communicate effectively – use few words as possible with kids (leadership quality) - Say it one time. Do what you can when you can. Act calm and confident in speech. Punishment should not fit the crime.**

5. Approval of previous regular meetings' minutes

- 10 4 18 meeting minutes

6. Executive Board Reports

a. Administration

- New PTF Member Drive **"WE ARE FAMILY! Get up everybody and JOIN!"**
- 7 new PTF committees for 2018/19
- Our Parent Teacher Fellowship Mission Statement
 - **Promote**-Promote and support the ministry of the school and its staff.
 - **Communicate**-Communicate information on the school's ministry.
 - **Serve**-Provide service opportunities for parents and teachers.
 - **Enrich**-Organize educational programs, events and activities.
- PTF email: ptf@stpaulsfirst.org. Send us your suggestions.
- 2017/2018 Regular Meeting schedule:
 - Thursday, October 4
 - Thursday, November 15
 - No December meeting - Holiday
 - Thursday, January 17
 - Thursday, February 21
 - Thursday, March 14 (Executive Board and Committee Chairs nominations)
 - No April meeting - Holiday
 - Thursday, May 9

b. Secretary –

- Previous meeting minutes report
- September meeting minutes posted on our PTF web page.

c. Treasury **Rita Reviewed financial statements**



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PTF Regular Mtg Agenda 11 15 2018

- Financial Statements-P&L, Balance Sheet
 - Desk and chairs for 30-35 students roughly \$7000. \$2000 remaining balance – hold on spending until all expenses are cleared.
 - Future expenses: Air-condition in Gym, School Van, Uniforms, Science Center in-house fieldtrip
- Fall Festival P&L from last 2 years.
 - 5 Security cameras in Wagner hall and parking structure to be installed by 11/11/18. Library fund updated for replacing books. Need to allocate funds for board and faculty. No more spending until all pending expenses are processed. Need wagon.
- d. Principal's and/or Faculty Report –
 - Obtained 32 new chrome books and received donation of 25 ipads, Science curriculum to be renewed. Success fall sports report: Jr high girls undefeated. Faculty: Mr. Mindock robotics class. Incorporating new tech/interactive screens – looking at training and conferences.
- e. School Board Report

7. Committee Reports

- a. Campus Committee-Chair/s Vacant –
 - Will focus on improving the overall health, safety, appearance and sustainability of the facilities and grounds. A minimum of 2 projects will be completed by the committee.
- b. Fall Festival Fundraiser Sub-Committees
 - FF fundraising proceeds-Profit Goal \$6,000
 - 1. 70% 20 Virco desks and 20 chairs - \$4,000, 20% General PTF Fund - \$1,200.00, 10% Kathy Bayer Fund - \$600.00 - Desk and chairs for 30-35 students roughly \$7000
 - Sub-committees:
 - Food and Beverage Committee-Chair/s *Tilkians and Cusumanos*
 - Ticket Sales Committee-Chair *School Office*
 - Game Booths & Inflatables Committee-Chair *Sarah Bauer*
 - Raffle and Theme Baskets Committee-Chair *Dolores McGee*
 - Promotions Committee-Chair *Jill Dukes*
 - Event Setup & Breakdown-Chair *Position PTF Board*
 - Classroom Baskets-Chair/s *Room Parent Committee*
 - Prize Committee-Chair *Stephanie Turrini*
 - Bake Sale Committee-Chair *Preschool*
- c. Spring FUN RUN Fundraiser Committee-Chair/s *Jill Dukes*
 - Event Date: February 28th, location TBD – off site logistics, park?
 - Theme TBD
 - Need to coordinate 1st planning meeting-date, time and agenda. **November 29th at 6pm meeting to discuss ideas. Coordinate logistics, handle monetary donations, coordinate cheerleader (4wks)**
 - Will vote at November's PTF meeting on how to spend proceeds.
 - **Co-Chairs: Tom Azevedo & Alejandra Flores**
 - **Promotions Chair Jill Dukes**
- d. Talent Night Committee-Chair – **Mr. Bauer**



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- Event Date: February 8th
 - Talent Show open to kids and adults from school and church. – **Musical and non-musical talent, poetry reading**
 - **Co- Chairs - Lisa Poels & Claudia O'Brien**
- e. Library/Media Committee-Chair/s *Jesse/Jennifer Bartlett*
- **Co-Chairs: Monika Rodas, Elizabeth Maikowski, Debbie Martinez, Lisa Cusack, Lance Payne, Ann McDowell, Alejandra Flores, Elaine Olea & Sally Moawad**
 - New scanning software and equipment. – **books are being shelved. 2 weekends work – library is clean. Four parents have been trained. Need to train faculty. Six continuous volunteers to process and shelf new books**
- f. Room Parent Committee-Room Parent Coordinator/s *Jeanie DiMaggio and Joy LaMay*
- Room Parent packet with training scheduled.
 - Room Parents:
 - Preschool-Joy LaMay and Amber Jorgensen
 - K-4-Erik Panganiban
 - Kindergarten-Jessica Castillo and Corie DiJulio
 - 1st-Jeanie DiMaggio Dinu
 - 2nd-Lisa McDonald
 - 3rd- Monika Rodas
 - 4th-Jill Dukes
 - 5th-Karina Everly
 - 6th-Sarah Gabb
 - 7th-Dawn Berens
 - 8th- Sarah Gabb
- g. PTF Promotions Committee-Chair Jill Dukes, (PTF photographer) **Vacant**
- Create advertising content for PTF events and information. Help maintain PTF website and social media pages.
- h. Grant Writing Committee – Chair/s Dolores McGee, Jennifer Bartlett
- Technology grant update – working on obtaining receipts **1 Target FT grant applied for**
- 8. Old Business**
- Amend PTF Board position criteria - **Proceed**
 - Purchase new classroom desks - **Approved**
- 9. New Business and Announcements / Questions**
- 2nd Quarter After School Enrichment Program-Chess
 - PTF Volunteer Appreciation Night-February 1st, f/u with Federal, other venue suggestions? - **Need to look into restaurants/bars and get pricing options and availability – Jeanie DiMaggio**
 - 2-3 Dine Out Events to be scheduled-**Bob's Big Boy November 27**, Pitfire or Jersey Mike's and Rita's Ice
 - Ralphs Rewards community contribution program



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- AMAZON SMILE: Help support our school when you shop on Amazon.com. Instead of going to Amazon.com, go to **smile.amazon.com/ch/95-1684084**. Amazon will donate a percentage of purchases back to our school. You log in with your regular Amazon account and password.

10. Adjournment/Closing Prayer