



1. Call to Order Meeting 6:00

2. Opening Prayer

- Principal Koeppel

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 Koeppel-Principal

4. Approval of Previous Regular Meetings' Minutes

- 11 15 18 Meeting Minutes

5. 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, January 17
 - Thursday, February 21
 - Thursday, March 14 (Executive Board and Committee Chairs nominations)
 - No April meeting - Holiday
 - Thursday, May 9

b. Secretary

- November meeting minutes posted on our PTF web page.

c. Treasury

- Financial Statements-P&L, Balance Sheet
 - **Proceeds have been received from the Bob's Big Boy dine out event \$363.26. Amount not reflected on today's accounting.**
 - **Library expense has been processed \$918.71**
 - **\$7000 processed desk expense**
 - **\$1000 processed for teachers conference expense**
- Fall Festival P&L



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d. Principal's and/or Faculty Report

- After school Program "Chess" for K-2
- Tech Grant – Will incorporate interactive boards – a demo will be provided to all students and will be on display for parents.
- Bought 3D printer
- 8th grade Camp Arrowhead field trip coming up
- Sports
 - Basketball
- Spirit Week
- Open House – February 2, 2019

e. School Board Report

6. 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
 - **35 desks/chairs were purchased for 4-5th grade class. Expense amount \$7,000. Items will be delivered in two weeks.**
- 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 GAME NIGHT Fundraiser Committee-*Chair/s Jill Dukes and Vacant Position*

- Event Date: NEED NEW DATE, original date Feb. 28th, location Gym
 - **New Date: April 26, 2019**
- Theme: GAME NIGHT!
 - **Bingo Night**
 - **Need to secure prices and donations and marketing on Facebook**
- Need to coordinate 1st Planning Meeting-date, time and agenda.
 - **Planning meeting with Subcommittees is Wednesday, January 30, 2019 at 6pm – Wagner Hall**
 - **Sub Committee Members**
 - **Set-up and Take Down Chair- Jennifer Bartlett**
 - **Concessions Chair-Esther Lanier**
 - **Prizes Chair-Dolores McGee**



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- **Promotions Chair-Joy Lamay? (need to confirm)**
 - **Entertainment and Bingo Co-chairs-Jill Dukes and Jeanie DiMaggio**
 - **Finance Co-chairs-Sara Gabb and Mellissa Botero**
 - **Kids Activity Chair-VACANT**
 - Will vote at February PTF meeting on how to spend proceeds.
- d. Talent Night Committee-*Chair Vacant*
- Event Date: February 8th
 - **Location: Gym, Time: 7-8:30pm, Coordinator: Mr. Bauer, Participants will practice week before the event.**
 - Need to coordinate concessions
 - **Ms Gusman will purchase needed items at smart and final and will submit for reimbursement.**
 - **Day of Event Volunteers**
 - **Esther and Leo Lanier – Register**
 - **Need MC for event**
 - Talent Show open to kids and adults from school and church.
 - **Sign-ups for event are fine.**
- e. Library/Media Committee-*Chair/s Jesse/Jennifer Bartlett*
- New scanning software and equipment.
 - **Cataloguing of books is up to letter C**
 - **Open House - February 2, 9-12 noon – will train faculty and volunteers**
- 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 report for Antioch**

7. Old Business

- Amend PTF Board position criteria
- 35 Virco desks and chairs have been purchased.



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8. 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?
- 2-3 Dine Out Events to be scheduled-Bob's Big Boy, Pitfire or Jersey Mike's and Rita's Ice
 - **Additional idea - Dog House**
- Ralphs Rewards community contribution program
- 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