## 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**

1. 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](mailto: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

1. Secretary

* January meeting minutes posted on our PTF web page.

1. Treasury

* Financial Statements-P&L, Balance Sheet
* Fall Festival P&L

1. Principal’s and/or Faculty Report

* **Registration/enrollment 2019-2020 school year is here.$200 credit for all referrals**
* **Open House was success**
* **Activities: Basketball, School Spelling Bee (1-8th grade), Musical – March performances**
* **Faculty conference March 15 – School closed**
* **New versatile boards for classrooms – Spring Fundraiser**
* **Coach parent offering 1 hour seminar**
* **Official supplier for school uniforms – Dennis Uniform - Dennisuniform.com – locations: Glendale and Woodland Hills**

1. School Board Report

**6. Committee Reports**

1. 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 – **4-5th classrooms**
2. Spring GAME NIGHT Fundraiser Committee-*Chair/s Jill Dukes and Vacant Position*

* Game Night fundraising proceeds-profit Goal?

70%-$?, 20% General PTF Fund - $?, 10% Kathy Bayer Fund - $?

* Event Date: April 26th 7:00-9:00pm in the School Gym**.**
* Sub-committees:
* Set-Up and Take-down-Chair Jennifer B.
* Concessions-Chair – Esther L.
  + **Serving Chili, Create a “Taste Award” for best chili, Award: Gift Card, Judges: PTF, Church and Teachers. Need cashbox**
* Prizes-Chair-Chair- Delores M.
* Promotions-Chair- Jill D.- **Joy LaMay – Decorations and Photo booth**
* Entertainment and Bingo-Chairs/ Jill D. and Jeannie D. – **Mary Clemons MC, Rents will play**
* Childcare-Chair/s- Vacant – **Pre-school – 1st (Pre-school room), 2-4th grade (Wagner Hall) – Terri M. confirmed. Need to confirm Cynthia.**
* Check-in/Tickets Sales-Chair/s- Sarah G and Melissa B. – **Need cashbox**

1. Talent Night Committee-*Chair Vacant*

* Event Date: February 8th – **event was a success**

1. Library/Media Committee-*Chair/s Jesse/Jennifer Bartlett*

* New scanning software and equipment.
  + **Many parents/teachers volunteering during open house despite the rain**
  + **Next event to solicit volunteers – Easter for Kids**

1. 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

1. PTF Promotions Committee-Chair Jill Dukes
   * Create advertising content for PTF events and information. Help maintain PTF website and social media pages.
   * Spring Fundraiser promotions, Save the Date Flyer, Event Flyer, etc.
2. Grant Writing Committee – Chair/s Dolores McGee, Jennifer Bartlett
   * Technology grant update

**7. Old Business**

* 35 Virco desks and chairs have been purchased.

**8. New Business and Announcements / Questions**

* Teacher Appreciation Week- start planning ideas with RP and staff – **May 6-10th**
* 3nd Quarter After School Enrichment Program-Identify program - **Art**
* PTF Volunteer Appreciation Night-February 1st, f/u with Federal, other venue suggestions?
* 1-2 Dine-Out Events to be scheduled- Jersey Mike’s and Rita’s Ice etc.
* 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**