

**Westlake Christian Academy PTF Leadership minutes**  
**Wednesday, October 29, 2003 – 7pm**  
**Caribou Coffee House**

Meeting Participants:

Nancy Kent  
Trish Krass  
Pat Pickerall  
Julie Stroud  
Kathy Cibrario  
Julie Betori  
Dawn Nahorniak

General conversation:

- Cami VanDixhorn welcomed a new family
- Update PTF participant list – Dawn Nahorniak read the participants thus far
- Discussion centering around possibly finding an incentive for families to volunteer. Some schools require a \$50 deposit above regular tuition and fees which is refunded once the family/individual volunteers.

Julie Stroud updated the participants on the WCA web-based newsletter. Julie is working on a prototype. There will be a contest to name the newsletter. A cover for the newsletter is needed. Rick Betori must be a part of the newsletter. Some of the things which will be covered in the newsletter will be:

- Teacher feature (favorite restaurant, favorite movie, etc.)
- Family feature
- Sports updates

The scope of the newsletter needs to be documented. Writers need to be solicited and articles need to be submitted. PTF should request advertisers for the newsletter in the Academy News.

Tech support is working on a PTF link on the WCA website.

School Enrichment: Julie Stroud discussed bringing a fine arts event to the school which will be presented by individuals who have taken a class at the Art Institute of Chicago. Julie also researched bringing Chess instruction to Westlake. The instruction will cost approximately \$8-\$10 an hour. If a chess club is created, a teacher or parent will need to sponsor the club. Other possible school enrichment programs include presentations for historical events and career day.

Dahlia Yeung has volunteered for the Monthly Calendar. Please submit dates for each month's calendar to Dawn Nahorniak.

Nancy Kent is hosting a Room Parent meeting at her home on Thursday, October 30<sup>th</sup> at 9am. She will discuss room parent duties and coordination. The room parents will be the primary link to WCA families.

Discussed a phone tree for emergency school closings.

Upperclass sponsors need to meet with Monique Hines.

Nancy provided colorful folders for each committee member present.

Julie Betori discussed keeping a separate checking account for PTF. She will forge ahead with this effort. Julie also discussed creating a separate entity for PTF. PTF will also need a separate accounting report which will not be integrated with the school. The group discussed adding PTF audit to the treasurer's function. Julie discussed allocating funds left over from last year's room party fund. Julie will make an inquiry with Fabrie about setting up a PTF account.

The group discussed prioritization of fundraiser funds. Cafeteria tables are needed. A food warmer is needed. Pat Pickerall indicated that maybe WCA just needs to purchase the food warmer rather than waiting for fundraising dollars.

Kathy Cibrario discussed fundraising efforts. Kathy has a form to fill out so fundraisers do not overlap. Kathy circulated the fundraising letter. Discussed boxtops – dress down day for most collected. Liz Lehman inquired about Jewel Shop n Share. She is waiting for approval of the dates. Discussed possibly adding code numbers for things such as Schoolpop to the directory so it is easily accessible.

The group discussed requesting that the teachers put together a wish list for a giving tree describing the teacher's needs. A separate tree will be needed for the Pre-K & K mobile.

Nancy discussed writing a thank you note for grandparents for those who attended.

Kathy Cibrario will call Vince Schuhknecht about cartridges.

Meeting adjourned at about 9pm.