

PTF GENERAL MEETING

November 4, 2003

MINUTES

Attendance: Kathy Cibrario, Nancy Kent, Lisa Jarratt, Maddie Chow, Beth Strickland, Vince and Dawn Schuhknecht, Liz Leman, Trish Krass, Julie Stroud

Meeting began at 7:15pm with prayer read by Nancy Kent.

Presidents Announcements~ First announcement was that the PTF 's mission and scope document was approved by Matt Roberts and the Board after some minor adjustments had been made to it.(Document was handed out to all in attendance).

A Directory of all PTF Board members was distributed. Dawn Nahorniak is in the process of compiling names and numbers of all committee members. This will be distributed in a directory form when complete.

Welcomed all those that had signed onto a committee.

Stated our current openings on the various committees:

Vice President(announced Julie Strouds resignation), Room Parent Coordinator, Upper class Parent Sponsor Coordinator, schoolpop.com coordinator, Individual Class Fundraiser Coord., Give Back to the Community Coord./members, School Enrichment committee members, Magazine Sales Coordinator/members.

Announcement was made that the School Board was looking for someone who would be in charge of calling local newspapers with events and happenings at WCA (Including listing the Honor roll students). This would also entail writing short articles that would go along with the happenings at WCA. The position would fall under the Marketing/P.R committee of the School Board. This is a priority need.

Conference Luncheon for the teachers on Thursday will be provided by the PTF. Each Roomparent volunteered to provide a portion of the lunch. They solicited the parents from their class to provide an item from their list. If anyone was available to help with set up please contact Pat Pickerall. All items need to be dropped off at school on Wed. afternoon or the morning of Thursday.

Calendar Dates: All committee members were asked to report pertinent dates that needed to be announced school wide to Dawn Nahorniak (PTF secretary). Dawn would in turn report them to Dahlia Yeung who is in charge of posting WCA's monthly calendar. Dawn will obtain school approval prior to reporting them to Dahlia. The dates need to be submitted before the last Monday of the month in order to get onto the next months calendar. This could include announcing your committees meeting times or stating fundraiser events/times. The PTF needs to establish dates of specific events/fundraisers that will be consistant from year to year. The goal is to set up these dates by the end of this school year so we can begin preparing and filling positions before the start of the next academic year.

"Keepsake Folders"—Each committee chair will be given a binder/folder to keep throughout the academic year . Each folder will contain an explanation of the Committee/Event or Fundraiser, as well as Chair/member responsibilities pertaining to

their committee. It will also include names of volunteers generated from the school's "Volunteer Guide" that is collected during (Re)/Enrollment. Each committee is asked to document their process and report their progress and results throughout the year. This collection of information should be bound, dated and added to the folder. This vital information will serve as a spring board for each committee in the years to follow.

Board Updates:

Secretary-(spoken from Nancy Kent)~Dawn Nahorniak has established a binder that will contain all minutes. It is available for all to view. She is also putting a Directory of all committee members/phone #'s in place.

Dawn will also be the record keeper of all PTF committee openings as well as of the names of those who have filled a position.

Treasurer-(spoken from Nancy Kent)~Julie Betori is establishing a separate account for PTF funds. She has been receiving "room party" fees from the elementary grades. Each class will have their own account total. It was mentioned that the PTF Financials will undergo an annual audit.

Board Advisor –Pat Pickerall not present to report.

Teacher Representative- Trish Krass had no updates to report

Fundraising- Kathy Cibrario gave report on each fundraiser.

Box Tops—We need a new representative. Renee Mies requested the need to step down. The first turn in date had been missed. The second date is in the Spring.

There was much discussion about how to go about collecting Box Tops, Campbells, and Inkjet cartridges. Julie Stroud suggested that since all of these had a common thread of home collection and turn in, that we should designate a specific day for turn in. The day could be called, "Turn-in Tuesday". Every Tuesday students would turn in their collections to their classroom. A monthly tally would be taken for each class and a winner announced. Kathy stated that Matt Roberts okay'd a dress down day for the winning class. Other options for a winner were also suggested. There was also discussion of who would do the counts. It was suggested that a roomparent could delegate a parent from each class to do a monthly tally. A decision on this needed to be further addressed by other parties not present at meeting.

The future allocation of the funds generated from these fundraisers were in question since in the past the money or products raised went directly to each teacher that participated in the program.

Trish stated she would consult with the teachers on their feelings pertaining to this matter. She would also relay the PTF's suggestion that maybe a larger or more significant item which would benefit all teachers could be purchased.

Liz Leman reported on Shop n Share. She said that Jewel okay'd our requested dates:

Dec.15-17th; the proceeds will benefit 11th and 12th grade

February 9-11th; the proceeds will benefit 10th and 9th grade

April 5-7th; the proceeds will benefit 8th and 7th grade.

She discussed how the program runs and ways to get people to participate. Promotion will be set in motion within the following month.

Original Works Fundraiser had a very successful ending. Acknowledged Dahlia Yeungs time and effort she devoted to collecting and entering the orders. The program generated \$1,142.75. A portion of the proceeds will serve as PTF seed money to aid in the cost of establishing the PTF. Three hundred and twenty dollars will go towards covering the cost of printing the new School Directory (a PTF project).

Dawn Schuknecht volunteered to chair the Magazine Sales Fundraiser. Kick-off date has been set for November 20th.

Announced that Shelley Kirby is chairing SCRIPT.

Vince Schuknecht will be chairing the Inkjet cartridge recycling. He stated that he has ordered return boxes to ship the cartridges in. There was talk about how to solicit the community and businesses for their empty cartridges.

Kathy informed all about the fundraiser request form that teachers/sponsors need to submit before proceeding with a fundraiser. This will aid in preventing duplicate fundraisers as well as having too many fundraisers going on at once.

There is a need for someone to promote Schoolpop.com

Committee Reports:

Classroom Services~Nancy Kent reported that the elementary room parents have met and were each given a Room Parent Guide Binder containing information to assist them in their role.

Events~Amy Carlson had asked the Board if the PTF would be willing to provide refreshments after the Christmas concerts. It was agreed upon that this was a good idea and arrangements will be made.

Grandparents Day was reported to be very successful. A thank-you card to each grandparent who came is being sent out.

The Spring Art Fair is being chaired by Beth Strickland and Sharon Roberts. Beth stated that there are conflicts in the school schedule this year that prevents them from being able to set a Spring date. Further information will follow once a date is resolved.

School Communications~It was announced by Trish Krass that the Bulletin Board Committee had met and had come up with a game plan. One of their projects will be a "Giving Tree" that will be created and displayed by the main office(where the Birthdays are currently displayed)The Birthday Board will be moved down the hallway. This tree will house "wishes/needs" of teachers for their classroom or for the school. WCA families are asked to take from this tree if they are able to provide the item.

Julie Stroud mentioned that she had met with April Jeffers regarding the School communication committee. She spoke of her ideas for a "WCA community" newsletter and had hopes of getting it up and running by January.

*School Enrichment~*Julie Stroud had researched the idea of offering chess classes to all students as an after school program. Her next step was to get the approval from Matt Roberts and to find a potential space at school for holding the program. This program will be funded by those in participation.

Give Back to the Community~ Nancy Kent announced Matt Roberts request for WCA to participate in the Spring Food Drive for Lake County. Information and a contact person was sent to all Principals of Lake County asking for their participation in this program. It was viewed by all as a great idea. Follow up to come.

Other Announcements~ Ideas for Fundraisers: Read-A-Thon

Work for Kohl's Program

These ideas will be shared with the PTF Board for potential development.

Meeting ended around 8:45.