

PTF Meeting  
August 14, 2003

Present: Kaleen Graessle, Connie Garelick, Judy Lawson, Susanne Vernon, Phillip Hill, Lara Leigh Ewing, Kathy Baur, Angela Taylor, Erica Hughes, Judy Hughes, Wynn Gonsalvez, Denise Humphries, Trenah Herring, Deanna Epperson, Katherine Harper, Donna Baros, Libby Weed, Jennifer Clark, Judy Allee, Shelly Hawthorne, Anita Chambers, Donna Valdez, Chris Turner, Sharon Riley

1. The meeting began with prayer.
2. General introductions were done around the room.
3. The minutes from the previous meeting were approved.
4. Approval of Treasurer: (Kevin and Sharon will share job for now)  
Kaleen nominates Sharon  
Judy seconds nomination  
Sharon Riley is elected to position of PTF Treasurer
5. President's Report
6. Membership- Janet Holt
  - a. Need help with posters – Kathleen Harper volunteers  
22<sup>nd</sup> is deadline for classes to earn the Pizza Party  
29<sup>th</sup> is the deadline for classes to earn the Ice Cream Party
  - b. Directory will be out Sept. 15<sup>th</sup>  
Aug. 29<sup>th</sup> – deadline for directory  
Sept. 1<sup>st</sup> – deadline for advertisements
  - c. Teachers need applications and summer mail-outs  
Put forms in both offices (volunteer, membership, directory)
  - d. Friday letters – appeal for membership
7. Open House: Sell T-shirts: Trena Herring  
Parent Resource: Connie Garelick  
PTF table: Denise Humphreys
8. Volunteers
  - a. Jog-a-Fun  
Reward Coordinator: Suzanne Vernon  
Processing Coordinator: Angela Taylor
  - b. School Cookbook  
Appeal to alumni  
Send recipe forms to Alumji – give to Donna Valdez
  - c. Book Fair  
Teacher Wish List: Connie Garelick  
Volunteer Coordinator: Connie Garelick
  - d. Fall Festival Booth Coordinator: Judy Hughes
  - e. Silent Auction Clean Up (10/25): Phillip Hill
  - f. Procurement Coordinator  
Need this person to start in January. Would like to set a permanent date for Fall Festival: Ex: 3<sup>rd</sup> week of October
  - g. Church of Christ contacts (mention at Open House)  
Brentwood: Kaleen  
Westover: Anita  
Round Rock: Shelly  
Westside: Cindy Nestor  
University Ave.: Judy Allee  
Would like representatives from other local churches
  - h. Grandparents Day (5/7)  
Judy Hughes: Chairman  
Erica Hughes: co-chair  
Wynn Gonsalvez: will help breakfast coordinator  
Lara Leigh Ewing: decorations

- i. Passbooks (8/22): Representative will present at parents night  
9/16 deadline - \$20.00: do it fast, other schools are doing it soon  
Goal is \$12,000 profit for technology  
9/4 All School Chapel – present passbook sales
- 9. New Business
  - a. Chris Turner: playground for upper elementary  
Tag \$ for this: \$5700 available, some of the money from spirit items  
\$5400 came in from shirts (cost was \$2800), profit of \$2600  
Get order forms for shirts to teachers  
Membership \$2700 budgeted  
  
Bench for playground:  
Motion: Shelly proposed \$500 for 2 benches  
Sharon seconds  
Motion passed  
  
Chris motions \$4000 for playground  
Anita Chambers seconds  
Motion passed  
  
Trena Herring motions \$700 for trees  
Chris seconds  
Motion passed  
  
Consider adding to annual budget – playground entry, maintenance entry  
Donations at parent night for upper elementary playground  
NHS or other Groups might want to take playground on as charity
  - b. Directory – Shelly  
Needs data entry people  
Appeal in Friday letters to go to PTF website for email tree(will be announced at Parents night).
  - c. Children’s Ark parents need PTF info in order to join - Ark Orientation Tuesday – PTF Membership form and introduction (Kaleen to do this)
  - d. Parent Night – nametags, sit in front (Suzanne Vernon to do nametags)  
Judy leaves  
Donna and Libby left
  - e. Golf Tournament – Could benefit playground or Sportcourt?
  - f. School Supplies – went well, pre-package for next year
  - g. Mail out – good, form for teacher luncheon big success
  - h. Website – Steve  
Propose lifetime hosting company  
Budget next year – hosting fee is \$120/year  
Sharon to work with Steve
  - i. Janet moves to adjourn.