

PTF Minutes
8/13/04

Present: Connie Garelick, Anita Chambers, Sharon Riley, Denise Humphries, Jenni Barker, Kris Rhodes, Lynn Petrik, Michele Alcantar, Sylvia Burcham, Cissy Johnson, Jan McClellan, Vicki Goodrich, John Thorse, Judy Allee, Celeste Scarborough, Teresa Messina, Susanne Vernon, Jennifer Clark, Kathy Baur, Judy Lawson, Angela Taylor, Shelly Hawthorne, Andrea Rader, Chris Turner, David Bush, Marquita Moss, Donna Valdes

1. **Opening** - Connie Garelick
Meeting began with prayer.
2. **Approval Of Minutes**
June Meeting- Motion to approve by John Thornton, and seconded by Judy Allee. Motioned passed.
July Meeting- Motion to approve by John Thornton, and seconded by Judy Allee. Motion passed.
3. **Financial Report-** Sharon Riley
Sharon presented the financial report updated through August 12, 2004. Few expenses have come in. Spirit items profit is looking very good.
4. **Welcome Lunch - Vicki Goodrich**
Vicki Goodrich reported that the teachers were very appreciative. There was just enough food provided. Perhaps we should plan for a little extra next year.
5. **Tears & Cheers - Connie Garelick**
There was a good turn out with approximately 30 people, and no tears!
6. **Job Descriptions - Anita Chambers**
It would be very helpful to have written descriptions available for all positions, to give to all new volunteers. If you have coordinated any events, please give Anita a brief summary regarding what you did, how you did it, how much you used, etc. so she can compile that information into a PTF manual.
7. **Calendars – Anita Chambers**
Kathy Baur is currently working on distributing them. If they don't go home today, they will by next week. Due to a misunderstanding in selecting the type of binding, we were billed \$1300.00, instead of our budgeted \$700.00. After discussing the problem with Mr. Franco, he volunteered to donate the printing of the directories (\$1000.00 budgeted item) so we will come out ahead.
8. **Directories – Anita Chambers**
(See calendars)- We plan to send them to Mr. Franco for printing on Aug. 28th. All advertising needs to be submitted to Anita by Aug. 20th.
9. **Playground** - (Marquita Moss) -
Regarding New (Upper Elementary) Playground - Currently, City Ordinances will not allow us to build anything within 50 ft. of the property line. Funds for its construction have been earmarked from the Sprint commercials.
Regarding Old (Lower Elementary) Playground - Playscape needed to be taken down because the structure was 15 yrs. Old. The climbing ladder was not age appropriate. Mrs. Moss would like a wooden playscape built - not plastic. PTF donated \$4000.00 at the end of last year for the playground and those funds will be used, if necessary, to work on this playground first. Mrs. Moss has a meeting with a parent, Lynn Petrick, who is a playscape designer on Monday. No estimated timeline for completion.
10. **Spirit Items - Sharon Riley**
Items will be on sale at Parent Night, Thursday. Discussion regarding additional shirt colors in long-sleeved for the kids because the color of the short sleeved ones is not available for long-

sleeved shirts. We voted, and decided to go with a dark color for the kids' shirts, and the same blue as the short-sleeve for adults. Anita wanted everyone's opinion regarding a bear charm bracelet as a possible new Spirit item. Mr. Bush suggested this might be a good fundraising item for the cheerleaders. The information will be forwarded to Lara Leigh Ewing.

11. Passbooks – Kathy Baur

Mrs. Moss reported that the administration has decided to continue offering the \$20 incentive to secondary students this year. Sales begin Friday, August 20 and continue through September 16. They are \$20.00 per book, and 1/2 of the proceeds are going towards Technology. There was some discussion regarding out of area sales. Kathy said that all information regarding out of area sales should be in our sales packets. There was some discussion regarding excessive losses of Passbooks. Kathy explained that BCS has one of the highest return rates and while we certainly need to make every effort possible to have all passbooks accounted for, we do not need to be too concerned since Entertainment is pleased with our returns.

12. Parent's Night -

Group discussed moving the time of Parent's Night to an earlier time than the 7:30 pm that has been announced since it is held on a school night and there is a PTF meeting scheduled immediately prior. Mrs. Moss mentioned that one of the things we had discussed last Spring was having Parent Night begin at 7:00 pm and have a PTF report as part of the evening's program.

13. Homeroom Reps – Jennifer Clark

Jennifer still needs volunteers for 2nd grade - Mrs. Gregersen, 3rd Grade - Mrs. B'Smith, and 6th grade - Mrs. Stewart. When these positions are filled, Jennifer will host a breakfast meeting for all homeroom parents to inform them of their duties and answer any questions.

14. Volunteer Report – Anita Chambers

A current volunteer coordinator list was circulated. There are very few "openings". Anita will distribute information from the volunteer form that went out in the summer mailings to coordinators asap.

15. Storage Summary – Anita Chambers

By September 1st, we need to know of any PTF supplies that you may have stored elsewhere, either at home, in your car, in a classroom, or wherever it may be, so we can document it! That way, if anyone needs something specifically, we will be able to find it quickly and we will not spend money when it is not necessary.

16. Fall Festival/Silent Auction

Donations / Procurement - Teresa Messina

Teresa is compiling a database of businesses that we have contacted during our donation drive. The goal of this list is to prevent us from contacting businesses multiple times and to let us know which businesses will not contribute. She is looking for volunteers to assist with this.

17. Meeting Adjourned

Next meeting scheduled for Friday, September 10 at 8:15 a.m.