

PTF Minutes from 2/12/04

Present: Kaleen Graessle, Anita Chambers, Sharon Riley, Connie Garelick, Donna Valdes, Judy Allee, Susanne Vernon, Renee Craven, Kathy Baur, Marquita Moss, Libby Weed, David Bush, Wynn Gonsalvez, Chris Turner, Judy Lawson, Theresa Messina

1. Meeting began with prayer. (Kaleen Graessle)
2. Approval of Minutes: Judy Lawson motioned approval, Theresa Messina seconded.
3. Financial Report: (Sharon Riley) \$27 expense for uniform resale, \$10.25 interest income, \$65 donation received (united way), \$80 addition to passbook income plus \$75 not posted yet, \$11,400 paid to school for wish list, \$978.64 spent for PE equipment, \$86.18 and \$47.28 spent on coffee for Jan/Feb. Sharon says this is way over budget and we need to look into purchasing coffee at Sams.
4. Development Needs: (Donna Valdes) Jog-A-Fun flyers are out requesting volunteers. Please tell anyone you talk to to be a counter because that is where the shortage always is. Currently have 13,000 letters out and BCS has received \$21,000 in prepaid donations so far. Donna still needs refreshment coordinator.
5. President's Report:
 - a. The items on the secondary wish list have already been ordered and received excluding the multimedia projector. Elementary has not done their order yet but will be doing it soon.
 - b. Bill Stewart Memorial – Mr. Coyle and Mr. Hejl are working with Ben Baisdon to get wellstone to school. It is actually in Austin and Gladys Stewart is helping coordinate and provide history for this memorial. Still need to prepare mounting and so we don't have final figures for this.
 - c. Communicator – will be going out the day after spring break 3/22/04. PTF meeting scheduled for Thursday before spring break 3/11/04. Therefore Kaleen has set the deadline for information to be given to her by 3/1/04. Main theme for Communicator will be call for volunteers for upcoming events through the end of the year.
 - d. Teacher luncheon – last one slipped by us but will be rescheduled for the half day March 10th. This will be a great time because the entire staff can eat together because it is a half day. The luncheon will be put on by the 9th – 12th grade. Looking for coordinators and Kathleen Choe and Jenny Stupka are suggested.
 - e. PTF database – Kaleen wants an information sheet filled out for every event. This will make it easier for new volunteers to take over positions. Kaleen has template she will send out to PTF list but please start putting information on paper.

6. Standing Committees/Nominating Committee – Kaleen announces she is pursuing a teaching position at BCS and therefore will have to give up Presidency at the end of the year. Anita Chambers has agreed to run for President, vice president is open, Sharon Riley agrees to seek reelection for Treasurer and Connie Garelick agrees to seek reelection for Secretary. All positions are open for anyone who would like to run. Kaleen will open election up to parents through Communicator. We need to get standing committee chairpersons because they will help make up the board. These chairpersons would also be on the nominating committee. Theresa Messina agrees to search web for information on Standing Committee operations. Marquita suggests that a Teacher be present at meetings to help keep communication open between PTF and staff. She would be willing to provide substitute for teacher representative. David Bush adds that Lynell Tutor and Linda Riedesel have been a huge help in communication with secondary. Those agreeing to serve as Standing Committee Chairmen:
- A. Membership – Judy Allee
 - B. Fundraising – Chris Turner and Judy Lawson
 - C. BCS Program Support – Renee Craven
 - D. Communication – Kathy Baur
- The Service Committee Chair position is still open. The following names were suggested: Pam Branscum, Cindy Steinbart, Jane Ciarfella, Jeanette McIver, Sylvia Burcham

7. Upcoming Events.
- a. Open House Dinner: (Susanne Vernon) Spaghetti Dinner will be held in conjunction with bookfair on Tuesday 4/6/04. Sylvia Burcham and Katherine Harper are heading up bookfair. The bookfair will be open on Monday, Tuesday and Wednesday but this year it will close at 7 pm on Tuesday in time for the PTF meeting. Sylvia will check with extended care about reserving space. Gift Certificates will be offered this year at bookfair. Marquita suggests we send David Bush emails about upcoming events to make sure they are included in Secondary announcements. Also thinks it would be good to send information to school website through David or Libby.
 - b. Cookbook: (Judy Allee) coverproof is due today and our title is “from THE HANDS that prepare our food and our children.” Will be ready for purchase at Open House. The cost is \$15.
 - c. Faculty Dinner: (Anita Chambers/PamBranscum) working on theme, menu and gifts.
 - d. Grandparent’s Day: (Renee Craven) The theme this year is “The Wizard of Oz” and the invitations are being printed. Renee looking for Committee Chairs. The cookbooks will be available at the breakfast.

8. Meeting adjourned/Next meeting 3/11