



## **MEETING MINUTES:** **Chandler Christian School PTF – Officer Meeting**

**Date:** 8/6/2010

**Time:** 3:15pm-4:15pm

**Location:** Chandler Christian School, Rm B

**Meeting Called to Order By:** CCS Administrator, Ruth Zappe

**Attendance:** 6 PTF officers and CCS staff

**Minutes:** no review of previous year's minutes

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Meeting called to order by Ruth Zappe at 3:18pm

Opening prayer by Ruth Zappe

### Opening topics

- No meetings occurred over the summer as in previous years since there is no president who typically drove that scheduling in the past.
- Presidential candidates?
  - Javen Bedal's mother is considering and praying about it
  - Tracy Munson said she's considering it after the school auction is complete

### Officer/Committee Reports

- President's report – none
- VP report (Cheron Lange)
  - Suggestions from Melanie for items to consider putting into the yearly PTF budget
    - Restaurant nights
      - Suggestion made to provide \$5 giftcard to each teacher who attends restaurant nights
        - 1. Motion made. Seconded. Passed.
      - Should try to get a pre-count of potential teacher attendees before each night
      - How much do we budget total for potential giftcards? \$150? (Trent needs to confirm this)
      - Tracy Munson owning restaurant night organization again this year
    - Birthday cards for teachers
      - Suggestion made to provide \$5 with card
      - Motion made. Seconded. Passed.
      - Budgeting \$300 for gift card plus card.
    - PTO manager
      - Costs ~\$300/yr
      - Lots of positive feedback on use of this tool
      - Had decided at end of last school year we would continue to use this. Current PTF staff agrees.
  - Spirit day planning for rewards fun
    - Trent providing tracking sheets to teachers (provided to teachers Thur Aug5), compiling totals for each month, and providing "brag sheets" which will be posted on bulletin board
    - 8 people on PTO mgr have indicated interest in assisting with Spirit Day reward activities
      - Trent voiced that he was unable to do work on Spirit Day tasks which required being on campus due to his work, so another official owner for on-campus tasks would be helpful
- Treasurer's report (Ann Lopez)

- Ruth provided handout copy which was pulled from PTO manager, but handout may not be latest because Ann updated it today
- Ann would like to formalize treasuring process
  - Keeping bank statements filed
  - Checks
  - Deposits
  - Everything in a nice organized notebook
- Would like to review at each meeting the transactions since the previous meeting
- Balance from Ann: \$4845.82
  - Storage costs not reconciled yet (~\$1200)
  - Teacher wishlist not pulled out yet (~\$2500 total)
  - This approximately matches the expected starting PTF budget planned at end of last year (~\$1200)
- Received check for donated cell phones
  - They supplied additional/new shipping labels for more cell phone donations
  - Give these to Tracy Munson
  - Ann communicated a couple unknown monies to Blanch (CCS office staff) who will look into these
- Communication report - No report
- Administrator's report (Ruth Zappe)
  - Mrs. Malarkey will be teaching dedicated pre-school class along with Mrs. Thomas
  - Ruth will go the board about the 1<sup>st</sup> grade class size
    - Parents have expressed concern amongst themselves about the size of the class (24)
    - Ann Lopez suggested relaying the fact that there is an aide in that classroom with Mrs. DeHaan to the parents
  - State of the School address Thur Aug12
  - Invitations have been mailed out for the auction
  - San Tan has 11 students in 6<sup>th</sup> grade

#### Unfinished Business

- none

#### New Business

- Future meetings
  - 6:30pm
  - Tuesdays
  - Sept 7 for 1<sup>st</sup> general meeting
  - 1<sup>st</sup> Tuesdays of the month
  - Alternating general/officer meetings
    - 9/7 general
    - 10/5 officer
    - 11/2 general
    - No December
    - 1/4 officer
    - 2/1 general
    - 3/1 officer
    - 4/5 general (officer nominations)
    - 5/3 general (officer elections)
- PTO Manager

- Liz Kuenning ([lippshatik@cox.net](mailto:lippshatik@cox.net)) is updating PTO mgr volunteering database
- Email addresses
- Room parents
- Trent's access and tasks
  - Had access last year, but unable to log in now. Will regain access.
  - Will input calendar updates
  - The LCD sign/marquee in the CCS foyer needs to be updated with current information.
    - Provide dates of interest to Connie McRite
  - Melissa Davis owns CCS website updates
    - Provide updates to her for any PTF info that needs to go on the main CCS links
    - Make sure there's a link to the PTO Manager from the CCS PTF banner link
  - Trent to put frozen Fridays on calendar
- Open PTF positions
  - President
  - Committee Chair Coordinator
    - Committee chairs are still reporting to Melanie
    - Maybe Melanie will be willing to officially fill this role? Ask her.
    - Cheron to send email to parents listing other open coordination positions
  - Teacher Liason
    - Christy Richmond filled this role last year
    - Is she still doing it this year? Ask her.
- "Bee Box" food deliveries – Jennifer Murphree told Ruth she was willing to coordinate this
- Tracy Monson coordinating some events
  - 9/27 – skateland 1<sup>st</sup> family fun night, 5-8pm – this was actually setup by the school
  - Jumpstreet (trampoline place)
    - Trying for February
    - Is this geared for younger kids or just jr-high+?
    - This needs investigation
- Everyone needs to re-enable their Fry's barcodes
  - Should also provide on a single sheet of paper barcodes for other stores – Basha's, Albertson's

Closing prayer by Sharon

Meeting adjourned at 4:45pm

Minutes by Trent Ainsworth