

PTF meeting Minutes
Wednesday, August 10, 2016

Present: Jillian Tripp, Allison Watters, Molly Blake, Brittney Carter, Halina Nawrot, David Bowden

Approval of minutes from June 6, 2016 meeting will be on next the meeting's agenda.

Treasurer's Report:

The treasurer's report was reported by Jillian Tripp.

Total profits from Dance and Silent Auction fund raiser was \$6,542.

Requests for Funding:

Equipment for soccer-

Jillian Tripp reported that two new co-coaches were hired for the school's soccer team. In order to help fund the costs of two coaches, it was decided that some of the money for equipment in the soccer budget will be reallocated to pay the coaches. Thus, the PTF is being asked to help pay for some of the soccer equipment for this year. They are not sure how much they will need but just in case uniforms were needed before the PTF could approve funding we approved the allocation of up to \$400.

Allison will look into the soccer clock and see if it can be fixed/replaced.

New Grill and storage-

Molly Blake has requested funding for a new grill for the PTF. She also suggests a new sheltered storage location for the grill be found first. The grill needs to be purchased before our Back-to-School BBQ on September 15, 2016.

Molly will ask EBS if they will give the PTF a deal on the cost. Molly is going to email Stacia Nevin and Aimee Claybaugh to see how they acquired the current grill. Molly is going to talk to Brian Clarke about storage.

Funding for grill was approved.

PTF projects/events:

PTF Funding form-

Allison Watters and Molly Blake are composing a form to make requesting funds from PTF easier. It will be available from Louanne in the office, on the PTF Facebook page and at the Teacher Appreciation Breakfast. Molly will revise the form and make sure that the teachers and staff all have a copy. Forms will be used to vote on at the PTF meetings. We will retain the original for our record and a copy will be put in the slot by office door for Louanne Higgins to deliver back to the teacher who made the request. Molly will also write a letter to the teachers

and outline what the PTF does and how we have plenty of money available to them should they need it.

Teacher Appreciation Breakfast-

-September 1st at 8am.

-Allison Watters is going to send an email out to all PTF members and ask them to bring in food.

-Jillian Tripp is going to ask 44North if they will donate coffee. Bucklyn Coffee will be asked if 44North can't do it.

Food items being made include-

Allison Watters will make granola, yogurt, and will bring blueberries

Jillian Tripp will make fruit salad

Brittney Carter will make banana bread

Molly Blake will make quiches

Back-to-School BBQ-

Thursday September 15th, 2016 at 5pm the PTF will host a BBQ for the school community. This year we want to promote the event more. Molly is going to make a sign that will be at the front of the school starting on the first day of school so everyone knows when the BBQ is and that they are invited.

Allison Watters is going to make a speech and all the other PTF members will stand up with her and introduce themselves. We want people to be more aware of what the PTF is and what we have to offer. We will talk about past PTF event/projects and how everyone is welcome to be involved.

Pre-approved to cover all costs.

Back-to-School Goody Bags-

Molly had the idea to make up goody bags for all the kids at the school, to be given out to the BBQ. All the kids in the school get a bag, so those that don't attend the BBQ will receive theirs from their teachers.

We will need 62 bags total

Bags will include:

- reusable canvas bag
- Stainless steel water bottle
- pencils (school has them)
- Key chain hand sanitizers
- healthy snacks

Molly Blake will ask for suggestions from Amy Bebell for what kids need.

Check Oriental Trading and Target for purchasing items.

Jillian Tripp will bring fabric markers, so kids can decorate their bags at the BBQ.

Permanent markers will be available for kids to write their name on their water bottle.

If someone would like to help Molly find appropriate items for the bags please contact her by August 24th.

Goody Bags were Pre-approved for up to \$500.

Welcome Letter-

Allison Watters is going to draft a Welcome Letter to be given to new parents before the first day of school. The letter will include helpful tips and important information for new parents. The letter will be sent to Halina for revision and will be sent out by Louanne Higgins.

To include- Welcome

A few fun or historical facts about the school

Names and contact information for important people at school (i.e. Halina Nawrot, Louanne Higgins, Barbara Grindle) for quick reference

School hours

Websites- for school, Facebook, PTF, etc.

Pick-up and drop-off system

How School lunches/snacks work

What sports are offered for which grades

Lego club

Next PTF meeting and a little about PTF

BBQ date/time

Other fun events in the first month of school

New things happening at school this year- maybe STEAM program

Introduce about new teachers

The idea is to add to the information that is given to parents in the handbook, not supplant it.

Back-to-School Letter and survey to parents-

Molly Blake had the idea to make a survey for new parents to gauge interest in the PTF. She will write it and present a draft at a later time.

First Day of School-

We would like to give the teachers a little welcome back gift to be put in their rooms for the first day of school. Allison Watters is going to pick up small vases and she and Brittney will find flowers to put in them for the first day of school. Other ideas were tossed around for other welcome back gifts.

Fall Fun Run-

Molly Blake suggests to do a Fall Fun Run fund raiser for next year. There will be an entry fee to run. Possibly start at Flye Point. Small fun run around field for kids first. We provided water, bananas, oranges (maybe get them donated).

At next meeting:

Elect new officers.

Review mission statement. Allison Watters will find it.

Approve June AND August meeting minutes.

Map out a calendar of events for the 2016/2017 school year.

ACTION ITEMS:

MOLLY will

- 1.) Get in touch with Stacia and Aimee about the old grill and with Brian Clarke about grill storage.
- 2.) Ask EBS or Home Depot if they would consider giving the PTF a deal on the grill.
- 3.) Revise PTF Funding Request Form.
- 4.) Write to all the teachers and staff at school with a copy of the form and outlining what the PTF does and how they may apply for any funding for ideas in the coming school year.
- 5.) Make some signs that will be hung up at school by the morning of the first day advertising the Back to School BBQ.
- 6.) Find all the items for the goody bags and talk with Amy Bebell about other bag items.
- 7.) Bring quiches to the Teacher's Appreciation Breakfast on September 1st.
- 8.) Write up a PTF survey for parents.
- 9.) Look into the idea of a Fun Run for the fall of 2017.

ALLISON will

- 1.) Work on a speech on behalf of the PTF for the BBQ.
- 2.) Bring granola, yogurt and blueberries to the Teacher's Appreciation Breakfast on September 1st and will purchase sugar, cream, coffee and juice if needed.
- 3.) Draft a welcome letter to new parents at the Brooklin School. She will then send the letter to Halina.
- 4.) Purchase small vases for back to school bouquets and find flowers for them.
- 5.) Find the PTF Mission Statement and bring it to the September meeting.
- 6.) E-mail parents about bringing something to the Teacher's Appreciation Breakfast.
- 7.) Look at the soccer clock and see if it can be fixed or needs to be replaced.

JILLIAN will

- 1.) Ask 44N or Bucklyn Coffee to donate to the Teacher's Appreciation Breakfast.
- 2.) Acquire fabric markers so kids can decorate their canvas bags at the PTF BBQ.
- 3.) Bring fruit salad to the Teacher's Appreciation Breakfast on September 1st.

BRITTNEY will

- 1.) Bring banana bread to the Teacher's Appreciation Breakfast on September 1st.
- 2.) Help Allison gather flowers for the back to school bouquets for teachers.

Next meeting will be Wednesday, September 21st at 6:30pm

Adjourned at 4:45pm