

## August 9, 2018 PTF Meeting Notes

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- Meeting called to order – 6:09 pm 6:00pm
- Prayer/Introduction with Dr. Barber
- Introduction of Officers and all meeting attendees
- Adoption of Agenda
- Congratulations Erica Salter – she won the gift card from Connection Live! (everyone who signed up for something (girl scouts, ptf events, covenant fund, room parents, etc.) and who volunteered at connection live were entered into a drawing.)
- Adoption of Budget; Treasurer Report
  - Eboni reviewed this year's budget – items that have changed this year (we didn't mention all in the meeting – here are all of the changes):
  - Increased budget: covenant cares, welcome back gifts, teacher appreciation week & thankful Christmas party
  - Reduced budget: PTF supplies, daddy daughter dance and book fair (using ticket sales more), and field day
  - Eliminated budget for Moms in Prayer and Fathers in Fellowship – these groups will not continue this year
- Introduction & Welcome of Event Chairs/Co-Chairs - Thank you so much to everyone who has stepped up to be a chair or co-chair of one of our events.
  - Chairs needed:
    - Book fair dinner – both chair and co-chair
    - Muffins with Mom – both chair and co-chair
    - Mother / Son date night – Keke Benjamin needs a co-chair
    - Donuts with Dad – chair; Tampa Bell is our co-chair
    - Daddy Daughter dance – both chair and co-chair
    - Field Day – chair; Jessica Smith is our co-chair
    - K5 Graduation – both chair and co-chair
- Parent Involvement Volunteer Incentive Program
  - Class 1H and 2H (1H and 2H mean 1st half and 2nd half of year) competition – class room with the most volunteer hours wins – winner gets \$250 for a field trip or party (so \$250 first half, and \$250 second half)
  - Top volunteer (**by May 15**) at school will get a \$400 tuition credit
  - Guidelines:
    - PTF events only count (not room parent volunteers)
    - Must sign in /out – chair to validate hours
    - PTF to log hours in online from the sign ups and follow up each event with a “results” announcement email
    - Chairs | co/chairs, room parents, etc. will receive 2 hours credit toward the competition
    - Qualifying hours chart added below

## Qualifying Events

First Half	Max # Hours Applicable	Second Half	Max # Hours Applicable
Connection live	3	Donuts with Dad	8
Box tops*	9	Box tops*	12
Book Fair Dinner	8	Grandparents Day	8
Muffins with Mom	8	Teachers Appreciation Wk	8
Mother Son Date night	10	Field Day	10
Thankful Christmas Party	8	Attend PTF Meeting	2
Attend PTF Meeting	1	K-5 graduation**	1
	<b>47</b>		<b>49</b>
Event chairs/co chairs & Room parents will get 2 hours credit for service		Event chairs/co chairs & Room parents will get 2 hours credit for service	
* 3 hours per session (3 sessions)		* 3 hours per session (4 sessions)	
		** since this is after deadline - volunteers who do advance sign up will get 1 hour of credit	

- Parent Involvement page on the website
  - Volunteer Sign-Up Links
  - PTF Page
  - Box top info
  - Teachers Favorites
- Upcoming Events
  - **August – Back to School Picnic – Friday August 17<sup>th</sup> – CCS event (not PTF) – Dr. Barber wanted us to remind you all – This year will be family activities – game night!**
  - September
    - Covenant Cares Drive: Monday 9/10 – Friday 9/14
    - Book Fair Dinner: Friday, 9/14; time: TBD
    - Book Fair: Monday, 9/17 – Friday, 9/21
    - Fall Break: Monday, 9/24 – Friday, 9/28
  - October
    - Muffins with Mom: Friday, October 6th, 8:30 – 10:30 (four 30-minute sessions)
    - Half-Day: Friday, 10/19
  - November
    - Covenant Cares: Operation Christmas Child: Monday, 11/5 – Friday, 11/15
    - Mother/Son Date Night: Saturday, 11/10; time: TBD
    - Thanksgiving Break: Monday, 11/21 – Friday, 11/25
  - December
    - Thankful Christmas Party for faculty and staff: Monday, 12/17
    - Half-Day: Wednesday, 12/21
    - Christmas Break: Thursday, 12/22 – Wednesday, 1/2/2019
- Open Floor for Questions/Discussion

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## Room Parent Orientation

6:30pm

- Introduction & Welcome of Classroom Parents
  - Review contents of Classroom Parent folders – **Review of responsibilities:**
    - Plan class fall social
    - Plan budget – each class will get one from Kate Marr (make sure money is set aside to make a small donation to teacher appreciation week and the thankful teacher/staff Christmas party (as well as save funds for field day swag)
    - Attain dates for the year from your teacher and share with the rest of your parents
    - Encourage all parents to participate in PTF events to help the class win the volunteer incentive program
    - Attend PTF meetings
    - Ensure all parents send in box tops – glued or taped to the sheets provided
    - Attend (or get a proxy) Muffins with Mom and Donuts with Dad
    - Help with field day planning
    - Send out communications to parents in your classes from Kate/PTF
  - Class social – schedule it by 9/21
  - Calendar planning (see above)
  - Budgets (see above)
  - Box Tops – First due date on Wednesday, 9/20
  - Volunteer hours
  - **Teacher Favorites - Classroom parents, please consider gifting aides and administration with gifts that are of a value similar to what is given to teachers**
- Adjourn – 7:09pm