



Meeting Minutes

PTSH August 2015

Attendees

Sarah Kathawa (Chair), Lucrezia Schuler (Co-Chair), Maryanne King (Treasurer), Jaqlyn Taam (Secretary-not present)

Scribe

Lucrezia Schuler

Agenda

Old Business

- Treasurer Account
- Meeting Dates
- Volunteer Coordinator/ Volunteer Positions & Hours
- Room Parents
- Fundraisers
- Scrip

New Business

- Prayer group/ Prayer Group Leader
- Water Cooler
- Community Service Coordinator/ Events

Old Business



- Treasurer Account
 - Follow up with Alex Kathawa in regard to account balance, and access ability for current treasurer.
 - Overview for approval signers
 - Signers include; Alex & Nancy (Board members), Peggy Hobbs (Principal), and PTSH Group up to \$300
 - Consider a Quickbooks Excel to track money spending
- Meetings Calendar
 - 1st School Year Meeting will be September 16th @ 6:30pm
 - Repeated school meetings will be every 3rd Wednesday of the month. The meetings will alternate between evenings @ 6:30pm, and morning @ 9:00am. (The intent is to include everyone from various schedules)
 - Meetings will be limited to one hour, at which point if the PTSH needs further discussion we will move the meeting to another, discreet location.
 - Event Calendar, as well as Blog URL, will be given out on a magnet for parents.
 - Add tab on the school website to redirect parents to PTSH blog
 - Blog Add; Meeting Minutes, Events (Both School and Meetings), Volunteer Positions/ Log in option/ Expectations, PDF for print ease, Fundraisers, Community Service, Spirit Gear Order Redirect, Paypal Tab for Donations, Prayer Request Tab, Scrip
- Volunteer
 - Volunteer Coordinator- Lucrezia Schuler, Hours to be tracked by Alicia Grubbs
 - Automate Reminders through Email
 - Positions Needed Immediately;
 - Class Parents
 - Provide Support through
 - 1. Birthday
 - 2. Favorite flowers
 - 3. Favorite snack
 - 4. Favorite Starbucks drink
 - 5. Favorite local restaurant
 - 6. Hobbies
 - 7. A few examples of gifts that you always enjoy and can use :-)
 - 8. Holidays/ Teacher Appreciation Day
 - Auction Lead- Lynn Christenson
 - Rummage Sale Volunteers
 - Info Table for PTSH Members with pamphlets
 - Sales People
 - Set up/ Clean up Crew
 - Recess Duty
 - Arrive 12 noon-1:00pm
 - Two Parent Volunteers Everyday
 - Walk school grounds previous to recess



- Include a Laminated PDF; check off walking ground, what is, and is not, allowed on recess
- Vacuum
 - Possibly have students vacuum rooms for personal accountability
- Bathroom Volunteers
 - Both Bathrooms, Once a week
 - If no Volunteers are available, a bathroom tax will be added to tuition. \$100 a week divided between families
- Fundraiser Assistants
 - Will be contacted at time of event with request for needed roles, (stuffing envelopes...etc)
 - Rummage Sale
 - Auction; Auction Coordinator- Lynn Christenson
 - My School Color Run (?)
 - After \$12 per participant, 100% profit goes to school.
 - Moctezuma Fundraiser
 - 20% Profit "Take Over Night"
 - October 28th
 - Child Care held @ school
 - Papa Murphy
 - 4949 Borgen Blvd NW
 - B102
 - Gig Harbor, WA 98332
 - 253-857-0015
 -
 - Otis Spunkmeyer
 - >\$5000 in sales
 - Principal Peggy Hobbs will dye hair blue(!) if we meet our goal!
 - Yankee Candle
 - Spring
 - \$10 each candle sold, 40% profit
 - See's Candies
 - Easter
 - Coupon App
 - Spirit Gear Direct
 - 2 week kick off, then all year
 - Link to order on PTSH Blog
 - Scrip
 - See below
 - Amazon
 - <https://dollarsforschools.wordpress.com/affiliate-marketing/amazon-school-rewards-program/>
 - Food Box Tabs



- Scrip
 - Mrs. Hobbs to be lead Scrip Sale in mornings
 - Simplify business we purchase scrip through
 - Need lead sales rep for event functions and manage the process (Gretchen Masee?)
 - Accounts will kept in Office at all times for sales
 - Have sales available at PTSH meetings

New Business

- Prayer Team
 - Maryanne King Prayer Coordinator
 - Create a Prayer Team that dedicates 5 minutes a day to pray for our school. (The goal being an hour a day)
 - Distribute prayer cards for prayer requests
- Water Cooler
 - Volunteer to bring in one water cooler a week to the office. Approximately \$5 a week, perhaps more than one volunteer if requested.
 - Check into lifewater.org for % donation
- Community Service Assistants
 - Food Drive to FISH Bank- Holidays
 - Adopt a Family for -Holidays
 - Parks Appreciation Day, Park Clean up April 25th

Next Meeting

Sept 16th @ 6:30pm

Next Meeting Agenda Items



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- Fundraisers
 - Volunteer Roles; what is fulfilled/ still needed

