

St. John Lutheran School
2008-2009 PTL Meeting
December 10th, 2008

Members present: Vanessa Baxley, Linda Bookbinder, Peggy Costanzo, Shawn Eberly, Karen Fant, Drea Fischer, Amie Gimenez, Brent Griffin, Stephanie Hagins, Allen Hall, Nancy Hall, Melissa Jones, Jennifer Kintzele, Linda Koontz, Norma Lopez, Katie Paraiso, Daphne Peterson, Angie Pye, Shaana Slaughter, Kelley Spears, Kris Strouse, Denise Turman, Kelly Wise, Karen Zeedyk

The meeting commenced at 8:51 a.m.

Secretary's Report: The November meeting minutes were reviewed and approved.

Treasurer's Report: Katie Paraiso presented her report to the PTL. Katie informed all members present that the PTL is currently under budget for all line items in the budget with the exception of two items. Red Ribbon Week was \$700 over budget due to time constraints on ordering supplies for the week as well as a lack of records from prior years. Katie also thanked the PTL for their donation to the Genesis House for their donation (\$200) that was part of the overage. The PTL purchased five (5) winter coats for the children in Genesis House. The kids were so appreciative of the gifts that they slept in their coats. At a prior meeting with the PTL Board, all the line items (events, meetings, etc.) of the budget were discussed and established for the year, but Katie suggested another meeting for January. Daphne Peterson discussed the possibility of doing stockings from the sophomore class to the kids at Genesis House. Daphne, Katie and Vanessa Baxley agreed to discuss the project at a later date.

Katie stated that the other line item that was over budget was the Christmas Parade float. This item was approximately \$800 over budget. The Christmas Parade float overages were due to a couple of different things. There were some issues with not collecting enough donated items as well as a lack of data on costs for the project. Katie urged the PTL to adapt an atmosphere of communication, cooperation and volunteerism. She asked that if there were any questions regarding

an issue with PTL that the person with questions go straight to the organizer(s) for clarification. Karen Zeedyk suggested “drop dead” dates for each phase of a project. Vanessa Baxley commended the PTL for all the events and projects that have already occurred.

Katie also asked that any member who had receipts for reimbursement turn them in within a week after the event. She will close the books for the event after that week. The exception will be for the Auction – there will be a two-week period for turning in receipts due to the complexity of the event logistics. In order to streamline the collection of receipts, Katie asks that all members put them in the bank bag she will leave at the front office. Katie clarified that any purchase of \$300 or more should be made by consensus of the event committee.

Linda Koontz suggested that any one who has questions regarding an event or event planning go straight to Kelley Spears for any clarification. She also suggested that people submit a list of suggestions that may improve an event for subsequent years.

Administration Report: Drea Fischer thanked the PTL for the work that was done on the Christmas Parade float. She said, “it was a dream come true” and a “wonderful Christian witness” for all spectators. Drea said that she believed that the float meant a lot to many people, kids, staff, parents and created memories for the future. Drea also commended all the members who give of their time and spoke of how leadership can sometimes be a difficult thing. She said thank you for stepping up and to remember to “lift each other up”. The Christmas program will take place tomorrow night at 6 p.m. for K3 – 2nd grades and at 7 p.m. for grades 3 – 6. Drea also thanked Amie Giménez for bringing Owls of Ocala to St. John. The next “Principal Tea” will be on January 14th for the parents of the children in the 3rd, 4th and 5th grades.

Vanessa Baxley mentioned a survey that was sent home to all parents. It is the first part of a two-part survey. It is online and very easy. Vanessa emphasized the fact that it is a confidential survey. She asked that every parent complete it online before December 20th.

Volunteer Coordinator’s Report: Melissa Jones presented Rebekah Ulsaker with her going-away present. Kelley Spears told Rebekah how much she will be missed and thanked her for her dedication to St. John. Rebekah gave her last Volunteer

Coordinator's report. She said that she had to pick up the background checks from the Sheriff's office. There are 105 volunteers in the database but not all volunteers have all their paperwork. Mrs. Tillis has more volunteer packets. Please make sure you log in all your volunteer hours in the book at the Front Office.

Kelley Spears also asked that members begin to think of what events they would like to be involved in for next year and that the PTL start to try to fill chairperson positions before next year.

Kelley announced that Sally Foster had officially finished and Kris Strouse handed out a complete breakdown of the sales. The total profit from the Sally Foster fundraiser was \$3,639.50. Congratulations to Kris Strouse for a job well done!

- A. **Box Tops Report** – Please remember to turn in your box tops – there will be another big collection in March.
- B. **Campbell's Soup Labels Report** – No new information to report.
- C. **Saints in Service Volunteer of the Month:**
 - John and Barbara Roberson
 - Matt and Danielle Disimile
 - Melissa Jones

Many thanks to these amazing volunteers for all their hard work and dedication to making the Christmas Parade float spectacular!

Old Business:

- A. **Donuts with Dad:** This event was a great success! The only suggestion that was made was to have more chocolate donuts next time!
- B. **Bake Sale – (4th – 5th grades)** – Thank you to Donna Albright for coordinating the sale. The bake sale brought in \$213 for the PTL! The bake sales are usually set for the third Wednesday of each month. The parents of the 6th, 7th and 8th grade students will provide the January Bake Sale goodies.
- C. **Parade Float Wrap Up** – Kelley thanked all the volunteers for their time and support to make the float a success. One item of concern that was brought to the attention of the PTL was the cessation of St. John's school partnership with Sam's Club. Vanessa and Drea said they would

look into finding another school partner. Drea offered to purchase water for Jump Rope for Heart from Sam's.

D. PTL Christmas Gifts for Staff – Some clarification was made that gifts from the PTL will indeed go to all staff at St. John, including the church and custodial staffs.

New Business:

- A. **Candy Cane Grams** – Shawn Eberly said that she would be at the Christmas Program to try to sell the “grams” there and that extra packets were available at the Front Office.
- B. **Principal Tea (3rd – 5th grades)** – Clay and Donna Albright have graciously offered to host the Principal Tea at their home. Invitations and notices will go out to all parents of children in these grades.
- C. **Saints “Big Give”** – Kelley Spears asked the members to submit names of families in need to her by January 1st to start the process of the allocations. The names of the families will not be disclosed to the public.
- D. **Auction Update** – Karen Fant asked that all members interested in helping with the Auction stay after the meeting.

The meeting was adjourned at 10:46 a.m. The next PTL meeting will be held on January 21st at 8:45 a.m. in the C.O.C room. All parents are encouraged to attend.

Respectfully submitted,

Shaana Slaughter
PTL Secretary