

Our Savior Lutheran School Parent Teacher Fellowship Board Minutes

Tuesday, April 24, 2007

1. Prayer: The board opened its meeting with a prayer.

2. Members present: Lasar Hurd-McCabe, Melissa Lott, Laurel Tappe, Meghan Schappert, Pammella Laszlo, Christine Jeffson, Elizabeth Goodwin, George Evensen, Lori Newman, Tim Benesh.

3. Minutes from the March 27, 2007 meeting: The minutes were approved as a true and accurate record.

4. Special “thank you” to those who helped with Evening in Aiea: Meghan expressed her appreciation to everyone who helped with the Evening in Aiea fundraiser earlier this month.

5. CPR Report: Melissa said that she still needs four volunteers to watch the classrooms for the Teacher Appreciation Luncheon, set for May 9. Because of a glitch in the PearlRidge gift certificate kiosk, Melissa was unable to get the teachers’ and aides’ gift certificates to be distributed at the luncheon; therefore, Pammella will attempt to purchase the certificates.

6. Treasurer’s Report (bulletin board project m/s/p): The account balance is currently \$6,507.03, and Lasar said that 14 of 17 teachers have turned in their department donation receipts. After cutting one final department donation check, Lasar said, the PTF will have about \$1,000 in remaining budgeted expense, including the Teacher Appreciation luncheon and gift certificates, OSLS Olympics and D.A.R.E. shirts for the 5th-grade class. Mrs. Ito has opted not to purchase the organizer that was approved for her classroom, so that line item has been zeroed out, Lasar said. After subtracting a \$2,000 carryover for the next school year, the PTF has \$1,961 remaining to spend on microscopes and the bulletin board project. The microscopes are estimated to cost approximately \$150 apiece, and the bulletin boards about \$250 (eight bulletin boards at \$31 each). The committee voted to approve \$250 for the bulletin boards, and Lasar said Mr. Root should be able to install them this summer (see 7A and 8C for new budget items).

7. Old Business:

A. Microscopes for 7th- and 8th-grade classes: Pammella said that two sample microscopes she ordered should arrive on May 29, giving Ms. Roberts time to evaluate them prior to the end of the school year. If they meet her needs, the school and the PTF have agreed to purchase 10 and split the costs. The PTF will set aside approximately \$650 to contribute toward the purchase.

B. Teacher Appreciation Day (Tuesday, May 8) Thank-you bouquets: As an additional way to say “thank you” to OSLS’s teachers, Meghan suggested that the PTF send a letter home with the students, suggesting that they all bring in fresh or hand-made flowers on Teacher Appreciation Day, Tuesday, May 8. Meghan will draft the letter, and Melissa will deliver it to the classes on Friday, May 4. Board members will bring in vases from home to keep the flowers fresh.

C. Teacher Appreciation Luncheon: The Teacher Appreciation Luncheon has been scheduled for 11:40 a.m. to 12:40 p.m. on Wednesday, May 9. Set-up will begin at 11 a.m. that day. Meghan passed around a sign-up sheet for the board members to bring various Mexican-themed food items, as well as volunteer for set-up and clean-up duties. Pammella will create personalized gift-card holders and a display board for the occasion.

D. OSLS Olympics, May 4: Melissa said that the school needs donations of water, coolers and ice for the OSLS Olympics on Friday, May 4. The teachers in charge of each “country” will send home letters to their teammates’ parents, requesting donations.

8. New Business:

A. Slate/Positions available for next year's board: The following people have volunteered to serve on next year's board:

President: Elizabeth Goodwin

Vice President: Lasar McCabe

Secretary: Christine Jeffson

Treasurer: Open

Fundraising: Open

Hospitality: Lori Newman

Classroom Parent Representative: Melissa Lott

Ombudsman: Laurel Tappe (See 8B)

In addition, Lasar and Pammella will jointly organize the Sally Foster fundraiser, and will request additional help if needed. Pam expressed concern that few parents know about the board's vacancies, or that if they do know about them, are not inclined to volunteer because they are unaware of what is involved. She suggested canvassing the upper grades for potential volunteers, since most of the current board members have children in the school's lower grades. Meghan suggested putting information in the school's newsletter, and talking to parents about the vacancies.

B. New Board Position—Ombudsman (m/s/p): Laurel said that she felt some parents don't feel comfortable approaching the teachers, administration or PTF members with complaints or concerns, or are simply unaware of whom to contact when they do have concerns. She suggested creating an "ombudsman" position to serve as a liaison between the parents, staff and PTF members, someone who would listen impartially to any complaints/suggestions that parents have to make, and who would report back to them on the matter. Mr. Evensen expressed his support of Laurel in the position, and the new position was approved by the committee.

C. Volunteer Luncheon (m/s/p): Lasar said that as a way to say "Thank You" to OSLS volunteers, Judy Nakamura will host a luncheon on May 17 at the school (specific location and time to be determined). Lasar proposed that the PTF budget \$150 for the event, which will be catered and organized by Judy. Judy will prepare the invitations, which will be distributed to the CPRs, PTF board members and any other volunteers who help out regularly in the school. The PTF voted to approve the event.

D. Hospitality Bin (m/s/p): Pammella suggested creating a "hospitality bin," in which the Hospitality Committee would keep all of its supplies for the functions it hosts during the year, such as paper goods, plasticware and decorations. The board voted to provide Pammella with the funds to create the bin.

9. Date, Time of next board meetings: The next meeting dates are as follows:

A. Budget meeting: May 8, 1 p.m.

B. Next board meeting: TBA.

Respectfully submitted,

Christine Jeffson