

**Our Savior Lutheran School Parent-Teacher Fellowship Board Minutes
August 29, 2006, Our Savior Church Mission Center Conference Room**

1. **Prayer:** The board opened its meeting with a prayer.
2. **Members present:** Lasar Hurd-McCabe, Jenny Cox, Melissa Lott, Carol Walton, George Evensen, Laurel Tappe, Faith Cheong-Perkins, Pam Laszlo, Megan Schapperd, Christine Jeffson.
3. **Minutes from Aug. 1, 2006 budget meeting:** The minutes were approved as a true and accurate record.
4. **Treasurer's Report:** Lasar reported that there had been no activity with the account since the last meeting, leaving the committee with a balance of \$2,650. Carol, however, must be reimbursed for a \$17.50 expense, and Faith will be reimbursed for purchasing cookies for the school's Open House earlier in August.
5. **CPR Report:** Carol reported that all Classroom Parent Representative positions have been filled. She will be moving in mid-October, however, so the committee will need to find a replacement for her by the beginning of October to allow for a training period before Carol leaves.
6. **Hospitality Report:** Faith announced the winners of the ice cream party competition: In the Preschool through Kindergarten competition, Preschool Room 203 won with 93 percent; and in the Grade 1 through Grade 8 competition, Grade 3 won with 93 percent. She will now contact the winning teachers and let them decide when to have their ice cream parties.
7. **Fundraising Report:**
 - A. **Update on Foodland/Thrivent:** Laurel will draft a letter to be sent home to parents informing them of the Foodland/Thrivent program, and will contact the organization to get more brochures to be sent home as well. She will also explore whether information on the program can be included in the online version of the Parent-Saint newsletter. Mr. Evensen said he has been informed of similar programs involving Macy's and Safeway, and would like the school to participate in that as well this month, if possible. Any questions parents have regarding the Foodland/Thrivent program can be directed to Laurel.
 - B. **Update on Sally Foster:** Lasar reported that she has collected all of the Sally Foster packets, and will now begin inputting the orders. She requested help with checking the orders to ensure they are input correctly, and with tallying the money received.
8. **Old Business—Inclusion of church representative, student representative on PTF Board:** Jenny said that at the last meeting, she had questioned whether the PTF should have a church representative and student representative at the board meetings. After thinking more on the issue, however, Jenny felt it was unnecessary to pull a student out of class to attend a meeting. Pastor Gowen, likewise, felt his presence at the meetings was unnecessary. The committee concurred, and the board will remain as it is.
9. **New Business:**
 - A. **Confirm dates of future PTF General Meetings:** The next PTF General Meetings will be in January, to coincide with the Science Fair, and in March, to coincide with the Speech Festival.
 - B. **Decide on PTF involvement in Book Fair:** The PTF will not be involved with this year's Book Fair, as it has in years past—the Book Fair will be an independent event.
 - C. **Proposal for LCD projector:** Mr. Evensen approached the board for funding to purchase a new LCD projector, which would primarily be used in the 8th-grade classroom. Currently, the school's only LCD projector is in the computer lab, and it must be removed every time the 8th-grade class needs to use it, inconveniencing both teachers. He estimated the school would need at least \$500 for the purchase. The board will consider his request and discuss it at a later date.
10. **Date, Time of next board meetings:** The next board meetings will be held at 1:30 p.m. on Sept. 26 and Nov. 14.

Respectfully submitted,
Christine Jeffson

PTF Board Meeting Minutes

August 1, 2006, 1:45 p.m.

Our Savior Lutheran Church Mission Center Conference Room

1. **Prayer:** George opened with a short prayer at 1:53 p.m.
2. **Attendance:** Jennifer Cox-Chair, Carol Walton-CPR Coordinator, Laurel Tappé-Fundraising Co-Chair, Lasar McCabe-Treasurer, George Evensen-Principal
3. **Minutes:** We approved the July 18, 2006, Budget Meeting Minutes.
4. **Treasurer's Report:** We approved to separate the Foodland "Give Aloha" Fundraising reporting to indicate what was money given by donors and what Foodland gave.
5. **2006-2007 Budget Review:** We approved a \$20 increase in PTF incentives. We approved the 2006-2007 Budget, which we'll present to the General Meetings, August 9 & 10.
6. **Officers:** We approved Christine Jeffson for Secretary and Melissa Lott for Co-Hospitality Chair.
7. **PTF "Back-To-School Nights" General Meetings August 9 & 10:** Carol, Lasar, and Jenny will bake cookies for refreshments.
 - a. Mr. Evensen will open & opening remarks & Thank You to Mr. Lui, and general comments. He'll discuss fundraising efforts.
 - b. Mr. Evensen gives introduction for Sally Foster rep Lisa's-demo.
 - c. Jenny will introduce the Board Members and explain the upcoming Budget, activities, and spending planned.
8. **Board Membership:** Jenny will ask student and church volunteers to attend Board meetings.
9. **CPR report:** Carol reported that she has 2 CPR's for each class, except the smallest class, Room 202. She'll schedule a CPR meeting for the week-after-next week.
10. **Hospitality report:** No report.
11. **Fundraising report:** Laurel will produce a letter explaining Food Land, Thrivent, and Sally Foster Fundraising. Then, we'll send it home with the students August 8.
August 9th, Lasar will send home Sally Foster Packets with the students.
August 9th, the Sally Foster representative will explain the fundraiser to the students.
Lasar discussed the tax liabilities that we have with the state of Hawaii. PTF will pay the tax.
- New Business:** Ms. Nakamura, our school librarian, had suggested fundraising with Cinnabon coupons, Barnes & Noble-book wrap & gift cards, and combining a general meeting with a Book Fair Night. George pointed out that we are limited to one fundraiser.
12. **Next Board Meeting:** We'll meet September 5th at 1:45 p.m. in the Mission Center.
13. **Closing:** George closed with a prayer at 2:50 p.m.

PARENT TEACHER FELLOWSHIP BOARD MEETING 10:45 A.M. TUESDAY, JULY 18, 2006
LASAR MCCABE'S HOUSE, 'AIEA, O'AHU

- I. The meeting was called to order at 10:45 a.m.
- II. **Attendance:** Jenny Cox-President, Laurel Tappé-Fundraising, Lasar McCabe-Treasurer, and George Evensen-Principal were present
- III. **Board Meeting Minutes:** We approved the May 23, 2006, Board Meeting Minutes. We also discussed that although we had voted for two officers in absentia, C.K. had declined the VP office and that C. Jefferson was still undecided about the Secretary position.
- IV. **Financial Report:** Lasar McCabe reviewed the Financial Report. She discussed the income, which was the Sally Foster Christmas Supply Sale and Direct Donations, which were matched. We discussed the expenses and the way they were developed, administrated, and managed. Although she needs to write some more checks, she predicts that we'll have approximately a \$2,400 checking account balance as we begin a new school year and create a new budget.
- V. **New Budget:** We discussed the format for presenting the new budget. We'll show the 2005-2006 Actuals and the 2006-2007 Budget expectations. We budgeted \$4,000 for Direct Donations with Matching and \$5,000 for the Sally Foster Fundraising; thus, our 2006-2007 Budgeted Income is **\$9,000**.

We discussed and tentatively approved these 2006-2007 Budget individual expenses:

PTF Incentives/Ice Cream/Pizza.....	\$60
Classroom & Department Donations.....	\$1,700
Back-To-School Night (Snacks).....	\$50
Speech Festival Judges' Food.....	\$65
Speech Festival Pizza & Awards(April).....	\$150
Science Fair Pizza & Awards (January).....	\$150
Olympics.....	\$2,200
Teachers' Appreciation.....	\$700
Staff Year-End Luncheon.....	\$100
DARE Shirts, Leis, Awards.....	\$200
Preschool Field Trip.....	\$400
Computer Classroom Upgrades.....	\$2,000
Mad Science Class Presentation.....	\$1,200
Special Project Requests.....	<u>\$1,700</u>
Thus, the total expenses projected is.....	\$8,975

George will ask the teachers for any special-project requests they may have.

They must submit them to George and Jenny before August 1st.

At our August 1st meeting, we'll discuss the Budget Presentation for the August 10th General Meeting.

(The budget allowed \$150 each for the two PTF meetings for the Speech presentations and the science fair. However, we also approved upping the \$62.15 from last year to \$65 this year for the actual day of the Speech judging (snacks).

VI. **Fundraising:**

- Laurel Tappé offered to co-chair Fundraising with Yvonne. We were missing a contact party only for the Sally Foster angle (which we now have, thank you, Lasar). The fundraising position includes 4 aspects: direct donations, Thrivent, Aloha (Foodland), and Sally Foster.
- Laurel Tappé volunteered to man a PTF-Fundraising Table at the July 26, 2006, Parent Orientation Day. She'll promote that parents become Thrivent Members; so they can have their donations matched. Carol will be there to sign up CPRs for each grade. We will also have our mission statement there and try to recruit volunteers for the PTF board. We will have Sally Foster packets there, also, just in case a parent wants one. As well as, forms to sign up for Thrivent members. We need to have the Aloha Foodland school number available for the parents, also.
- George will schedule the Student Presentation a day before the Aug. 10th PTF General Meeting. He'll call Lisa, 782-1532.
- Lasar volunteered to work on the details with Lisa and to get labels from Beth Yee, OSLS Office Manager. The Preschool parents will be given Sally Foster packets on the day of the assembly, for the parents when they come to sign out their children that afternoon.
- We discussed various incentives for classes, in addition to the individual prizes. We agreed that K-4 would be given an "Ice Cream Party" for the highest per-capita fundraising class, and grades 5-8 would gain a "Free Dress Pass" to the class that highest per-capita fundraising class.

VII. **Details:**

- George will offer a formal "Thank You" to Mr. Lui in the Parent Saint newsletter, for installing classroom drapes "at cost", donating his labor. We need to search for Jenny Cox's replacement; she is due to be transferred mid-year.
- Beth will give Faith a new roster of students not only for the PTF meetings (for the signup for the attendance) and a new roster for the Sally foster packets with labels.
- We discussed that the Chair for the CPR, Carol will assist Faith in finding a helper for the hospitality committee.
- We would like to propose that a class (7th or 8th) fundraise pizza & snacks at one of the PTF meetings (Jan. or April) with the snacks (saving our expenditures of \$150).

VIII. **Next Meeting:** Tuesday, August 1, 1:30 p.m., Mission Center.

IX. **Conclusion:** After discussing the goals for the August 1st meeting, we concluded at 12:19 p.m.