

**FFG Board Meeting Minutes**  
**Christ The King School**  
**Tuesday, August 12, 2008**

Board Members Present: Becky Walker-Co-President, Shellie Redelman-Co-President, Beth Christoff-Co-VP, Debbie Nicholas-Co-VP, Ann Marie Phelps-Treasurer, Sarah Dilts-Corresponding Secretary, Diane Walker-Recording Secretary

Others In Attendance: Scott Stewart-Principal, Patty Holtz-Finance Administrator, Stacey Hoaglin-Trash Bag Coordinator

Welcome Back

Call To Order

Meeting began at 10:13 a.m..

Opening Prayer

Hail Mary

Attendance Taken

Minutes

Minutes from May 6, 2008, meeting were handed out (previously emailed in May, 2008). Those in attendance reviewed minutes. A change will be made in the Hot Lunch section. There is an annual fee of \$1500.00 for the software program and FFG pays the fee. Diane advised that she will change in the minutes, re-email the minutes. Based on that, Becky moved to approve the minutes and Stacey seconded.

Correspondence Update

Over the summer, Sarah sent out birthday cards to the following: Patty Holtz, Katie Schnieders, Kathy Gogola, Sara Riedeman, Christina Hornbach, Kathy O'Banion, Mary Keyes.

Treasurer's Report

Ann Marie handed out the fiscal 2007-2008 sheet. It is mostly complete, Ann Marie is just waiting on a couple of things.

Box Tops alone brought in \$1392.40 for the year. Saving these are a great way for the school to get money and it is very easy to participate.

Only 10 teachers turned in receipts for the second semester to be reimbursed from their accounts. We need to get the word back out to them about their \$200.00 allowance. Mr. Stewart will pass that onto the teachers. Becky/Shellie will get another reminder letter out to the teachers.

## **New Business**

### **Binders**

Shellie handed out FFG binders to board members so that we can organize the information that is passed out at meetings. There are different tabs for various handouts.

### **Back To School Business Night-Aug. 18**

There will be an FFG table that needs to be manned. A sign-up sheet went around and there were no problems filling the shifts.

There will be room parent boxes on the table. A letter will be put together outlining the duties of the room parents. The biggest changes to the duty list are: Mardi Gras responsibilities are gone for the room parents and Pat Boyce is in charge of staffing the Summer Social. It will be emphasized that class parties are up to the discretion of individual teachers. The teacher will determine what celebrations will take place and what they want the room parents to do. It may only be dropping off food, party supplies.....and then leaving the teacher to be in charge of the party.

Room Parents may be in charge of coordinating the "class stores".

Teachers may use room parents to assist with field trips.

Mr Stewart will get with teachers to determine other room parent duties.

There will also be trash bag samples on the table.

### **Teacher Luncheon-August 20<sup>th</sup>**

The food is coming from Yats and they will deliver and set up. We are figuring on 30-40 people and lunch will be at 11:30. FFG will make desserts. Enough board members are available to work the luncheon.

### **Trash Bag Kick-Off**

Stacey Hoaglin will be chairing the fundraiser. She will be putting a notice in the 8/26 newsletter and Becky will send out letter, order form and return envelope with the first Tuesday envelope. Labels need to be put on the yellow envelopes that are sent home. Debbie Nicholas and sons will work on that after the teacher luncheon on the 20<sup>th</sup>.

There will be a kick-off at the Back to School Business Night.

The trash bag prices have remained the same from last year.

For the future, Stacey has been talking with Jim Kacius about having the ordering and paying done online.

### **Parent Back To School Night-Aug 26<sup>th</sup> & 27<sup>th</sup>**

There will be an FFG table set up in the gym. On the 26<sup>th</sup>, Beth and Debbie will be at the table at the beginning of the night and on the 27<sup>th</sup>, Diane and Sarah will be at the table. The room parent boxes will again be on the table. Once the parents have been dismissed from the gym to the classrooms, Patty Holtz will have the table moved from the gym into the lobby by the office so that parents will once again be moving by it.

Board members working the table should be there at 6:45.

#### Start Up Money for Teachers

Mr. Stewart will once again remind the teachers of their accounts. Last semester only 10 teachers took advantage of it. This is not an account that will roll-over to the next year, it is an annual allowance and the teachers need to turn in receipts. The end of the fiscal year is June 30<sup>th</sup>. A reminder letter will be sent out to the teachers.

#### Tuesday Newsletter Communications

We would like something to go into most Tuesday newsletters keeping everyone up to date on what's coming up, anything FFG has done and thank you's. We will keep reminding parents to save the box tops as this brings in a lot of money and is so easy. We can talk at each meeting about what will go into the FFG notices.

#### Friday Hot Lunch

Over the summer, Becky and Shellie met with Annette. The Friday hot lunch program will continue this school year. Annette has plenty of people to help. The Friday lunches will only be offered to classes, no clubs. There is a contact person per grade/class and the 8<sup>th</sup> graders get the first chance to sign up for lunches. Then the available dates are filtered down to the 7<sup>th</sup> grade, then onto the 6<sup>th</sup> and so on. Each grade fills the dates as they are able, there is not a set number of Friday s per grade. Mr. Stewart has signed off on this plan.

For the Friday lunch on Tiger Trot, it will be a sack lunch at a hot lunch price.

She is trying to come up with a plan to deal with parents who do not pay. She will send 2 reminder letters out and if there is no response (payment), then she will turn the matter over to Mr. Stewart.

There is an ordering deadline and if that date is missed, there will be a late fee assessed.

It was discussed that Annette should come to 2 or 3 meetings per year to keep the board up to date and answer any questions we may have. It is easier to have a dialogue in person rather than in email. For the other months, we talked about a short (paragraph) email letting us know who worked the Friday lunches and any concerns or any thing else.

#### Agenda Timeline

Becky or Shellie will email the next meeting's agenda to board members the Tuesday before the next meeting. If we have any questions or changes, need to get back with Becky/Shellie by the Sunday before the meeting.

Ann Marie can email the financials the to the board before the meeting so we can review and come up with any questions for the meeting.

If there are letters sent out on an annual basis, we should keep a copy of the letter or form or whatever to a file for the next year.

#### Tiger Trot

Topic is tabled to the next meeting.

## **New, New Business**

### Aftercare for FFG Meetings

Just a reminder that board members needing aftercare during meetings need to let Mr. Stewart know.

### New Glendale Target

We need to get the word out that CKS gets money if we use our Target Visa card not just at Target, but each time we use it. Parents or other family members who have the card need to designate CKS as the school who benefits from the use of the card. It is not just a Target credit card, but it also can be used as a Visa card. Stacey has a contact to obtain additional information about the card.

## **Wrap Up**

Next meeting will be on Tuesday, Sept. 9<sup>th</sup> at 3:00 p.m. in the Sweeney Conference Room

Meeting adjourned at 12:12 p.m.

Respectively Submitted-

Diane Walker