

**St. John's Lutheran 2021/2022 PTL Meeting Agenda**  
**August 2, 2021**  
**6:00 pm**

Attended: Amanda Kotowski, Melissa Mang, Amy Salinas, Diane Schweitzer, Gabby Nevius, Ashley Gasau, Crystal Kristiansen, Jill Hasseldahl  
 Excused: Janet Pesch; Cheryl Witek

TIME	AGENDA ITEM	RESPONSIBLE	NOTES
6:00 – 6:05 pm	Opening Prayer	Amanda Kotowski	
6:05-6:15 pm	Treasurer's Report	N/A	<ul style="list-style-type: none"> <li>• Documents submitted to Kimberly Chapman for yearly audit.</li> <li>• \$2441.59 excess donated to science lab</li> </ul>
6:15 – 6:40 pm	Status of PTL Board for 2021/2022 School year	Amanda Kotowski	<p>PTL Constitution calls for the following coordinators:</p> <ul style="list-style-type: none"> <li>• <b>Leadership</b> Amanda Kotowski &amp; Melissa Mang</li> <li>• <b>Volunteer</b> Crystal Kristiansen               <ul style="list-style-type: none"> <li>○ Will send Welcome letter to new families joining SJL this year; Amanda to send copy of previous letter used which invites families to ice cream social; to get list of new families from Sharon Adel</li> <li>○ Crystal suggested we mail something with SJL logo to them (i.e. school booster sticker, etc.) – Crystal to check to see if Janet has anything left; no money in budget at this time to order new items                   <ul style="list-style-type: none"> <li>▪ PTL closet has left over water bottles from previous field day that could be used as needed</li> </ul> </li> </ul> </li> <li>• <b>Records (secretary)</b> Amberlynn Yohn (nominated by Amy Salinas)</li> <li>• Fundraising – N/A</li> <li>• Service – N/A</li> <li>• Activities – N/A</li> <li>• <b>Financial (treasurer): Cheryl Witek</b></li> </ul> <p>1<sup>st</sup> to approve – Amy Salinas; 2<sup>nd</sup> by Diane Schweitzer; all in favor</p>

6:40 – 7:15 pm	<p>New Business</p> <ul style="list-style-type: none"> <li>• Events / Budget for 2021/2022 School year</li> <li>• Frequency of meetings</li> </ul>	<p>Amanda Kotowski Amy Salinas</p>	<ul style="list-style-type: none"> <li>• Events / budget – see attached events and budget for 2021/2022 school year; budgets match at \$7200 <ul style="list-style-type: none"> <li>○ Will use same vendor for Spirit Wear – good response to sale last year</li> <li>○ Will coordinate Spring book fair with father/daughter dance – Diane to work with Amanda Knoell</li> <li>○ Suggestion made to introduce popcorn sale as new fundraiser</li> <li>○ Will establish formal grant application with scoring rubric for distribution of designated funds</li> </ul> </li> <li>• Frequency of meetings – will be once per quarter with zoom option</li> </ul>
7:15-7:30 pm	<p>Future Business</p> <ul style="list-style-type: none"> <li>• Finalize documents to be distributed to school</li> <li>• Next PTL meeting date (9/23/21)</li> </ul>	<p>Amanda Kotowski</p>	<ul style="list-style-type: none"> <li>• PTL presence at parent orientation nights – suggestion made to have parent representative speak on behalf of PTL; Amanda to organize – watch email to group to finalize documents to be shared</li> <li>• Jill Hasseldahl &amp; Gabby Nevius to organize ice cream social</li> <li>• Amanda to put together presentation for meeting 9/23/21 <ul style="list-style-type: none"> <li>○ Melissa Mang and Cheryl Witek to lead meeting</li> </ul> </li> </ul>
7:30 pm	<p>Closing Prayer</p>	<p>Amanda Kotowski</p>	<ul style="list-style-type: none"> <li>• Will send out updates to overall group for feedback.</li> <li>• Amanda to meet with Janet next week to update on tonight's meeting</li> </ul>