

FWC PTF Board Meeting Minutes

Date August 26th, 2026

In Attendance

Traci Rosencrans [President], Tiffany McClain [Vice President], Cassie Wagenknecht [Secretary], Amy Bernal [Treasurer], Jaclyn Herrera, [LS Rep], Kelley Knaus [MS Rep], Linda Christian [MS Rep], Ashley Gingras [US Rep], Sarah Cone [US Rep]

Meeting called to order by Traci Rosencrans at 8:38 am

Prayer by Traci Rosencrans

Approval of Minutes (Cassie Wagenknecht)

May meeting minutes presented for approval. Motion made for approval by Jaclyn Herrera, seconded by Sarah Cone; All in favor. Approved.

Treasurer (Amy Bernal)

Amy ran through the end of the year expenditures from 2025-26 School year and this year's budget.

Expenditure Records – Please keep note of all your expenditure – even the things you do not want to be reimbursed for, we need to be able to know totals of how much is put into events/gifts/etc at the end of the year.

Turning in Receipts – To turn in receipts, all you have to do is take a photo of the receipt and send it to amy via phone or email. Write on the receipt what it is for to keep things clear.

Reimbursement - Note – we cannot reimburse for taxes, so ask for the exemption form if you do not have one already. Re-embursement forms can be handed directly to Amy or turned in at the PTF box in admin.

New Donation Account – This new account has been set up as many have requested to donate towards specific events. You can find the QR code in the PTF GroupMe, as well as on flyers and emails that have gone out this school year already. If someone asks if they can donate, please provide them with this QR code so it can go straight where it should. Have them note where they would like their funds directed to (LS, MS, US etc).

PTF Gifts - Gifts to the school last year included a new ice machine for the newly remodeled teacher's room. PTF had gotten approval to use funds to buy the LS a new water bottle filler, but this was unable to be installed. In lieu of this, Tiffany proposes that we gift new butcher paper holders for the LS with the approved funds.

Voting:

Tiffany McClain for VP – Presented by Traci. Motion made to vote, approval by Kelley Knaus, seconded by Sarah Cone and Ashley Gingras. All in favor, *approved*.

School Gift – Vote to use approved funds on Butcher Paper Holders presented by Traci Rosencrans, 2nd by Kelley and Linda Christian, all in favor, *approved*

PTF Shirts – New shirt design presented by Tiffany and Traci. Red and Black shirts for all Board members, grey for all Volunteers. Would purchase plenty of grey so all volunteers should be provided for in the years to come. Motion made to approve purchase by Traci, 2nd by Tiffany. All in favor, *approved*.

Pay Back School for 2025-26 Purchases – (these include games bought for school use, storage shed update, tea event etc) Motion made by Traci, Approval by Tiffany, 2nd by Sarah Cone, all in favor, *approved*

TV and Microwave for Cafe – Traci moved to approve purchase for the cafeteria, approved by Ashley Gingras and Sarah Cone. All in favor, *approved*

Before School Events and Board Member Expectations:

Feedback and Planning: Need thoughts on before school events – Welcome Back Lunch, Resell, Welcome gifts to new teachers, Birthdays, etc. Please give thought for discussion at our kick-off meeting. Let's try to be more organized and clearly planned next year to help things go more smoothly.

Note, the school loved having resell on the same day as the Welcome Back to School Bash. Helped save many resources, staffing, etc.

Birthdays and Teacher Gifts: For new teachers, let's make a plan on how to welcome them to our school. Possibly a Cardinal Store gift card? Room gifts?

Teacher birthdays can be decided on for each school. Last year Ashley took care of all birthdays in the upper school with handwritten cards filled with personalized prayers and a gift card signed by PTF. Lower School birthdays are covered by room moms. Expectations for this are set at room mom meeting, and can vary depending on the personalities of each individual.

LS: Will now have a remind specifically for communication with room moms

MS & US: Will have a separate meeting to discuss list of events, plan for the year, organize teacher lists, student count, email passwords, etc.

Dr. Rogers

Discussed some things we would like to bring up with Dr. Rogers. Notes on Grandparents' Day, Prayer Groups, etc.

Event Chairs/Leads Possibilities:

Will need a new lead for Cards in Canton

Called meeting to close (Traci Rosencrans) at 9:53 am

Upcoming Events:

PTF Kick off meeting: Sept 3rd

Board Meeting: Sept 23rd