St. Matthew's

PTL Meeting 9-14-2026

"The mission of this league shall be to provide Christian fellowship for families and teachers to achieve greater cohesiveness and provide educational opportunities for everyone involved".

PTL BOARD:

President - Jackie Prince **present**

Vice President/Spiritwear - Open

Treasurer - Hanna Hofmann **present**

Volunteer Hours Coordinator - Stephanie Steinke **present**

Secretary - Rebecca Davis **present**

Room Parent Liaison - Julie Huynh **present**

Staff Liaison - Samantha Topel **present**

Jessica Walter-Parent

Deeana Dick-Parent

Location: St Matthew Lutheran School, conference room

Meeting start: 6:41

Opening prayer: Sam

Meeting adjourned: 7:57

AGENDA:

Old Business

Finding out room parent, updated PTL dates on website, Foundation grant form to turn in, no conversation with Mrs. Palka about Merry Mingle-will discuss closer to date; Jackie Prince will reach out to St. Patrick families about the volunteer hours with purchases for the school to see if it's something we would want to implement

New Business

How should we handle volunteer hours with single parents if both parents are involved but not married-ask Mrs. Palka?

Reach out to Mrs. Rohman about how she wants room party funds to be distributed between preschool 3's and 4's

Jackie requested $800 from the foundation-Mrs. Topel explained how the foundation money works with investments

Jackie discussed Gala coming up in November-tickets still on sale

Parent Coffee Hour Responsibilities-Split 50/50 with Jessie, will only be providing donuts (2 pack of Timbits), will decide who from the PTL will pick up donuts

How much does the coffee cost?-Reach out to Faith from Biggby on Union Lake/Wise about coffee donations (Rebecca); discussion about making coffee at church but concerns about time and supplies

Jackie will pick up donuts for October 2, 2026

PTL Responsibilities and Events document discussed, revisions made, see documents in the Google Drive folder

Treasurer

Receipts must be given before reimbursement; teacher gift funds will be given upfront

Balance in PTL Bank Account: 4247.45

NOTES:

Turkey Trot coffee on hold from PTL

ACTION ITEMS / NEXT MONTH'S AGENDA