*LITITZ CHRISTIAN | PARENT TEACHER FELLOWSHIP

Monthly PTF Meeting Agenda

DATE | Monday, November 2, 2026

TIME | 8:00 a.m.

LOCATION | Lititz Christian School

LEADER | Samantha Gilio & Abbey McCracken

RECORDER | Heidi Hodge

NEXT MEETING | Monday, December 7, 2026

MEETING PURPOSE | Welcome new PTF officers, finalize October events, review fall flower sales, and plan ahead for Christmas activities.

Agenda

#	Agenda Item	Purpose and Discussion
1	Opening Prayer	Samantha
	Members Present	Maegan Jones, Samantha Gilio, Abbey McCracken, Dani Twitchell, Sara Witman, Leona Smucker, Mikki Frisson, Jennifer Gallinaugh, Niki Cadwalader, Tara Sweigart, Heather Garrett, Zach Sweigart, Heidi Hodge
2	Manheim Farm Show Parade Review	Maegan shared recap **Strengths** -More than 50 students participated -more older kids than younger was a win (PreK-4th parents required to walk with students was a good decision) -great opportunity to connect with community -over 1,000 invites to Harvest Fest -great enthusiasm from students! **Weaknesses** -Make branding more apparent on float -start planning earlier **Thoughts for next year** -Maegan made timeline for parade that starts in May -invite alumni students to walk
3	Harvest Fest Review	•Maegan shared recap **Strengths** -sold out of chicken BBQ -great feedback from community - everyone felt very welcome. -homemade desserts and walking tacos were a hit -spacing was good, felt energetic -balloon lady was great -raffle opportunities were popular -every student showed up for shift! -3 school tours given -PTF did well with food prep -good attendance despite cold weather -great photo opps -rock painting was popular **Weaknesses** -apple nachos not a hit -kids games not well received, kids were busy elsewhere -ran out of chicken and people were still coming with tickets -did not track orders & pick ups well -ran out of food materials on prep day

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		-lots of lost tickets (went home with kids and never came back) **Thoughts for next year** -need better speakers for next year, or move them to different location -need better traffic flow for BBQ pick up -better system for tracking orders and pick ups -better signage for BBQ pick up -put meals in bags day before -only online payments next year
4	**Poinsettia Sale**	**Sara Witman is lead on Poinsettia Sale** **Discussion & Decisions made** -this year we will order slightly smaller plants and sell for $10 instead of $14, profit will be essentially the same per plant -also will offer wreaths this year -add pink and burgundy to the usually selection **Plan** -Maegan will send order forms out on 11/6 - Orders due by Friday 11/13 -poinsettas delivered @10 on 11/23 -Poinsettia pick up 11/23 and 11/24 (parent teacher conf.) -need PTF help from 10-12 on the 23rd
5	**Christmas Shop**	**Discuss buyers for next year's Christmas Shop** -Abbey M will be main buyer -if PTF members come across great deals, call/text Abbey before buying **Discussed how to communicate cancellation of Christmas Shop** -if anyone receives backlash: -respond with empathy (it was a hard decision and we didn't WANT to cancel) -and an invitation for them to help make it happen for next year (we hope to do it next year if we have enough help.) -Direct them to volunteer with PTF or make donations -post on parent page that we hope to resume christmas shop next year if we have enough help with volunteers and donations -make wishlist for donations to Christmas Shop that we can direct parents to
6	**Parents' Night Out**	-Resume discussion at next meeting for February date
7	**Food for Parent Teacher Conferences**	Samantha will take the lead -11/23 & 11/24 **Prep:** Samantha will send sign up genius soon for soups, breads, desserts -PTF fill in holes on sign up genius **Set Up:** -Monday 11/23 Sara and Heather will collect soups at student drop off -Monday after poinsettia organization, PTF volunteers will set up teacher lunch (volunteers needed) Tuesday 11/24 Mikki and Tara collect soups at drop off -self serve in teacher's lounge **Clean up** -Have to-go containers on hand, ask teachers to take leftover soup home each day -Monday: Jen G. plus 2 volunteers from sign up genius -Tuesday: Sam and Mikki
8	**Storage Clean Out**	-School has several storage units that need to be emptied. PTF has offered to help with this project

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		-School has requested that PTF focus on cleaning out/organizing PTF supplies in tunnel -Abbey M will come to next meeting with suggested dates for clean out day
9	**Closing Prayer**	Leona closed in prayer