

**Wakefield Elementary School PTA
Board Meeting Minutes
July 16, 2012**

Attendees:

Kristin Ball; Barbara Bowers; Principal Dennen; Beth Ingram; Susan Napolitano; Stacey Nelson; Mary Ann Ottaviano; Rosemary Ros; Cheryl Simpson; Kellie Stobie

I. Call to Order

Cheryl Simpson

The WES Board meeting was called to order at 4:35pm.

II. Review June Minutes

Mary Ann Ottaviano

The June Minutes will be approved at the August meeting.

III. Principal's Report

Mrs. Sylvia Dennen

- The transition into the first week of the 2012-2013 school year has been smooth.
- Total registered students is 687 vs. a projection of 705.

IV. VP of Fundraising

Kellie Stobie/Cheryl Simpson

- Would like to do a Parents Night out from 6-9 and Rosemary said the YMCA had been in contact with her and would like to help. Tentative Dates: Sept. 14; Oct. 12th; Nov. 9th; Dec. 14th; Jan. 11th
Cost: \$15/child.
- Trivia Night cost \$5.00 and the teachers would come up with the questions and we would have 3 nights throughout the year (Sept.7th; Nov. 16th; Jan. 18th) and the Finals would happen at the Spring Fling.
- Welcome Bags from the PTA to all WES families. This would be supported by local businesses. A \$25 sponsorship from each business for the bags.
- 50/50 Raffle, on-going through-out the year with the winning ticket to be drawn at the "Spring Fling". Susan Napolitano expressed that each family should be mandated to sell a certain amount of tickets. It was decided that PTA Board Members would be allowed to participate in the raffle.
- The name of the Spring fundraiser/family day was agreed upon by the Board, it will be "Spring Fling".
- "Happy Holidays Gift Bag" for each WES household from the PTA and community partners. The bags will contain WES discount

**Wakefield Elementary School PTA
Board Meeting Minutes
July 16, 2012**

cards and order forms for local businesses valid from Jan 2013 to Jan. 2014; 20% off coupon on all WES Logowear; information regarding volunteer opportunities in the Wakefield community.

- Spirit Nights:
 - Sweet Spoons: August 13-15th from 4-9pm. Teacher's will be asked to help out each night. PTA will receive 10% of total sales each night.
 - Milton's Pizza: September 18th from 4-10pm 20% sales up to \$500 (including takeout and online orders); teacher's will be participating.
 - Scary Skate at Jelly Beans – October 19th 5-7pm – proceeds will be \$200 for 75-99 people; over 100 people \$4/person.
 - WES at the Cinema's – Sat. Matinee, date of the November Spirit Night has not been confirmed at this time.
 - Palsie's – early in December for a week – promote holiday shopping. More details to come.

It was suggested to purchase a Spirit Night banner (WES Spirit Night Tonight) for display at the front of the school, reminding parents of the event.

- School Spirit – it is the intention of the Board to build school spirit. A September shipment for the school store will be for logowear-
 - Shirts – colors and camouflage
 - Sweatshirts

Kellie asked if adult size polo shirts were a possibility.

- CityPass Books – Fall Fundraiser – will arrive at the school on August 2nd to be distributed to the students the second week of August – Sale will be from August 13th to August 27th and Sept 5th for Tracks 3 and 4.

V. Treasurer's Report

Barbara Bowers

Treasurer reported the proceeds from the May Spirit Night at Fiesta Mexicana were \$160.

**Wakefield Elementary School PTA
Board Meeting Minutes
July 16, 2012**

The audit of the PTA financials were completed and submitted without error.

One order of business:

Boosterthon \$2,000

The event will be held in February – This replaces Field Day.

MOTION:

Kristin Ball made a motion for the Board to approve the \$2,000 expense for the Boosterthon. Cheryl Simpson seconded. Passed by unanimous voice vote.

Treasurer inquired of other check requests to be processed.

Kellie Stobie asked if the budget could support a 5th Grade Graduation. At this time the event was not budgeted.

VI. VP of Events

Stacey Nelson

Rosemary asked if the Spring Fling could be moved to an earlier date for Yearbook purposes and asked if the date of the Spring Fling could be moved to March 23rd. This causes a concern for the Board because as the largest PTA fundraising event for the year, we need to be strategic in messaging and realistic with weather limitations that time of the year.

As stated in the contract with Boosterthon, no other fundraising promotion may take place until after the Boosterthon event.

A new date was not determined.

Mother/Son Event is set for January 26th; Father/Daughter Dance is set for February 9th. Both will be promoted simultaneously.

VII. VP of Volunteer; also yearbook/website

Rosemary Ros

Rosemary put together a color chart for the printing for flyers.

Rosemary reported:

- PTA Membership forms are due back on September 21, 2012.
- The Great Bread Company agreed to give a free loaf of bread to anyone who joins the PTA.
- Discussed the process for returning money and forms. October 15th is the last date to a recognition award from NCPTA.
- 16 volunteers from the Kindergarten Orientation.

**Wakefield Elementary School PTA
Board Meeting Minutes
July 16, 2012**

- Red Ribbon Week – will be run by Kristin Ball
 - Volunteer Sign-up: Electronic sign-up on through Sign-up Genius on the PTA website for volunteer opportunities.
 - Student information form – to be distributed. A teacher's room liaison to be named.
 - Website:
 - \$119 fee for domain
 - PTA Welcome Page will include links to all forms; open house information; Spirit Night flyers; calendar of events.
 - Every form has been updated
 - Staff mini grant forms
 - Survey for school staff
 - Kellie Stobie will be updating Rosemary w/new community partners to be advertised on the website.
- Kellie Stobie requested that all communications sent via flyers/e-mails/etc. always include the PTA website.

VIII. VP of Communications

Susan Napolitano

- Wakefield Magazine – a monthly magazine that will feature any WES event/person/Community Partner; this is a great avenue to promote the PTA website.
- Susan proposed increasing the number of newsletter issues to at least 5 for the year and possibly monthly.

IX. VP of Guidance

Kristin Ball

- Rosemary will find Room Parents.
- Red Ribbon Week ribbons will be ordered – need to make sure it is budgeted.
- Would like to have Flags with character traits displayed in the front of school. Kellie suggest the local veterans office may be a good resource with the flags.
- Cultural Arts Fair at Wakefield High School August 18th from 8:30 – 4:00pm, Kristin will be attending and invited anyone on the Board to join her.
- Kristin will contact the High School Band/Chorus Director for free performances for the children to attend.
- Grant Writing Workshop at the United Arts Council on August 4th Kristin will be attending.
- Student Store: Current inventory value is \$2,505.
- Giving Tree: Received 140 forms last year; most of the children who received something have remained in the school.

**Wakefield Elementary School PTA
Board Meeting Minutes
July 16, 2012**

X. President's Report

Cheryl Simpson

All of the Board email accounts have been set up and please use them for all communications with the Board.

Our first Open House is on July 19th – all members of the Board should be in attendance and arrive by 6:00pm.

Upcoming events:

- Spirit Night for September will be at Milton's Pizza.
- Fall Pictures
- Box Top – August 29th is Food Lion Night

Partner's in Community –

Rex Open – allow volunteer participation?

Standing Rules to be reviewed at August Meeting.

XI. Meeting Adjourned

Cheryl Simpson

Meeting adjourned at 6:10pm