

Wakefield Elementary School
PTA Board Meeting Minutes

Date: January 16, 2018
Meeting called by: WES PTA
Facilitator: Michelle Tomlinson
Minutes: Jenni Ellinger

Time: 4:33pm
Type of Meeting: Standard
Timekeeper: Michelle Tomlinson
Location: WES Media Center

Attendees: Michelle Tomlinson, Shelly Rotosky, Caroline Kohls, Julie Raftery, Rosemary Clark, Cynthia Keech, Jenni Ellinger, Erin Burgart, Cathy Harms, Jackie Hunter

Absentees: Jamie Graham, Rosemary Ros

- I. Call to order at 4:33 pm by Michelle Tomlinson
- II. Review December Minutes - Jenni Ellinger
 - A. A motion was made to accept the minutes from December Board Meeting. Minutes approved.
 - B. A motion was made to accept the minutes from December General Meeting. Minutes approved.
- III. Treasurer Report - Jamie Graham (absent)
- IV. VP Fundraising - Michelle Tomlinson for Rosemary Ros (absent)
 - A. Family Dance - Jackie Hunter
 1. DJ and photobooth are booked.
 2. Ticket cost will be \$10 per person. Will charge per activity for face and hair painting.
 3. Jackie will schedule planning meeting with volunteers and create list of needs for a sign up genius. Need to find a way to minimize food cost, seeking vendor donations.
 4. Boosterthon - currently at 61% of goal
 - B. Yearbook Sales - deadline flier went home in Monday folder this week
- V. VP Membership - Shelly Rotosky
 - A. Currently 151 members (2 new)
 - B. Recruitment efforts
 1. Registration reminder stickers will be sent home in November
 2. Idea to offer pizza party for class with most number of registered PTA members after membership drive for 2018/19 school year
 - C. Prize drawings
 1. Parent winner - Vanessa McCarthy
 2. Staff winner - Chris Merrin
- VI. VP Student Services/Cultural Arts - Cathy Harms
 - A. Leni Newell design & schedule - February 20-26, class schedule being finalized, sign up genius will go out soon
 - B. Upcoming teacher appreciation

1. Coffee shop for teachers - January 22
 2. Teacher appreciation week will not be moved to March, will remain during National Teacher Appreciation Week in May
- VII. VP Volunteers - Julie Raftery
- A. Active SUG updates - Boosterthon, PBIS, ACCESS Test, Power Hour all live, no response for ACCESS Test or Power Hour volunteers
 - B. Upcoming SUG needs - Artist in Residence, Family Dance
 - C. Volunteer recruitment efforts - no update
 - D. Volunteer/Membership appreciation update - no update
- VIII. VP Events - Michelle Tomlinson
- A. Paint and Design Night - canceled by unanimous vote
 - B. Spring Carnival - Will research ability to have student entrepreneur booths at carnival
 - C. 5th grade celebration - no update
 - D. Milbrook Spring Fling - April 24
- IX. President Report - Michelle Tomlinson
- A. Playground update - installed, awaiting surface finishing
 - B. Advocacy update - class size mandate (House Bill 13) is being rewritten
 - C. Grants
 1. Motion to approve grant of \$389.97 for cup stacking table and equipment for Mr. Hill. Seconded by Julie Raftery. Approved.
 - D. Community Partners - Currently have 3 Imperial Eagle sponsors
- X. VP Communications - Erin Burgart
- A. Upcoming communications requests/needs - PDQ Spirit Night fliers to go out next week
- XI. Teacher's Report - Rosemary Clark/Caroline Kohls
- A. No update
- XII. Principal's Report - Cynthia Keech
- A. 4C grant with Wakefield High School and Middle School has been submitted
- XIII. Parent Question/Comment Time - none
- XIV. Meeting adjourned at 5:50 by Michelle Tomlinson