

Wakefield Elementary School  
PTA Board Meeting Minutes

Date: September 04, 2018  
Meeting called by: WES PTA  
Facilitator: Michelle Tomlinson  
Minutes: Kristen O'Janpa

Time: 5:00 pm  
Type of Meeting: Standard  
Timekeeper: Michelle Tomlinson  
Location: WES Media Center

Attendees: Jenni Ellinger, Caroline Kohls, Kelli Fontenot, Michelle Tomlinson, Cynthia Keech, Brandy Strausbaugh, Ashley Braddock, Cathy Harms, Tonya Felmy, Stephanie Schmitt, Shelly Rotosky, Kristen O'Janpa, Carey Koenig, Jess Reilly

Absentees: Jackie Williams-Hunter

- I. Call to order at 5:00 PM by Michelle Tomlinson
- II. Review both sets of August Minutes - Kristen O'Janpa
  - A. A motion was made to accept the minutes, second by Shelly Rotosky. Minutes approved.
- III. **VP Events - Brandy Strausbaugh**
  - A. Dinner on the Lawn next Thursday, 09/13
    1. Vendors: Hot Dogs, Papa John's Pizza, Jason's Deli, Kona Ice  
**-Volunteers needed to sell pizza and breakdown the event afterwards.**  
-Shelly will give names of the pta members who checked that they are interested in helping with the event.
    2. Michelle shared that Pendergrass Jiu Jitsu would like to perform during DOTL. They would also like a table set up for them.
    3. PTA Membership table will be set up on the sidewalk for DOTL  
-Be sure to check time for Dinner On The Lawn on school websites, was incorrect as of 09/04/2018.
- IV. **VP Student Services/Cultural Arts- Jenni Ellinger**
  - A. Teacher breakfast a hit! A ton of food!
  - B. Kindergarten play date went well, need to shorten it next year to 1.5 hours. Tissues and Tea also a success. We are out of tissue/tea packets. Make some for next year.

C. Cultural Arts-

1. Transit Vocal Band on October 18th. 3 shows.
2. Number Drummer on April 4th.

D. School Store: Stephanie Schmitt

1. Teachers requested possibly ordering long sleeved shirts
2. Students requested baseball jerseys like the staff shirts, only with "students" printed on the back

**V. President- Michelle Tomlinson**

- A. Purchase update on all the technology bought with fundraising money (Robots, 3-D printer, ChromeBooks etc)
- B. Spring Rock Project based on book, Only One You: We will use EWE silent auction paddle as fundraiser to support this project.
- C. EWE donations are starting to come in.  
EWE budget for 125 person turn out. If numbers are higher, we will reduce emphasis on food to keep cost of tickets down.
- D. Hispanic Heritage Night is coming. Still awaiting more details on this event.
- E. Teacher Grants-
  - Michelle motioned to give Julie Coveleski the Scholastic Magazine grant for \$158.13 and the Flowcabulary grant for \$96.00. Jenni Ellinger- Seconds the motion- Passed
  - Kelli Fontenot asked if there was a way to submit for a grant that might be a larger sum of money and not actually pay out of pocket first (i.e. printers to go with the 5th grade ChromeBooks).Purchase orders were recommended for this situation.

**VI. VP Membership- Shelly Rotosky**

- A. 151 members thus far!!!!  
Shelly will send an email to remind volunteers to register to be cleared to work with students at the school. Also, she will reach out to those who submitted PTA forms without payment via email.

- B. Friday, **September 7th**, is the deadline for the teacher/staff incentive for joining the PTA. There is 100% membership in K-1st grade thus far.
- C. Friday, **September 21st**, is the deadline for PTA incentive for student families. Shelly will reach out to STEM teacher (Bahoric) to communicate this to students via morning news/school daily slideshow.

## **VII. VP Grant Writing- Cathy Harms**

- A. Guest Author, Dylan Thuras visit **October 2nd**. He wrote, Atlas Obscura Explorer's Guide for the World's Most Adventurous Kid.
- B. STEM Night- Needs a chair. Possibly check membership applications for a potential prospect.
- C. Grant Submission:
  - 1. Good Sports Grant submitted for playground equipment.
  - 2. 2 STEM Fair Grants through Mathnasium and Bayer. Will know outcome **September 29th**.
  - 3. Currently working on a grant to fund an author visit.
- D. School Beautification:
  - 1. Two beautification days already implemented to clean up the grounds in front of the school, behind the school, kindergarten playgrounds and the path walker area. Trees and bushes have been cut back, weeds pulled, much spread, and several plants planted.
  - 2. New basketball goals and soccer goals have also been set up. There will be several more dates implemented possibly after drop off/pick up to accommodate volunteers' schedules better. These days will be reserved to finish spreading the mulch on school grounds where needed.

## **X. VP Communications-Tonya Flemlly**

- A. Tonya has many flyers for upcoming events ready to go.....but still needs some details to finish them off prior to publishing. Please get her details for events as soon as you know anything.
- B. Tonya still needs information to get into twitter account.

**XI. Teacher's Report- Caroline Kohls and Kelli Fontenot**

- A. Caroline has asked teachers for a head count of spanish speaking families in their classrooms. Getting an updated number will help the office to have a more accurate amount of forms/translated information to send home as needed.
- B. Kelli shared that 5th grade is interested in applying for a grant to cover the cost of printers to go with their ChromeBooks. Ideally, a grant that would cover the cost upfront, without the teachers having to pay first and then be reimbursed later.

**XII: Principal's Report: Cindy Keech**

- A. Introduced Danielle Taylor the new administrative intern.
- B. Numbers are around 640, still waiting on most accurate count after the 10th day of school.
- C. We have been awarded Title One Funding this year.
- D. WES will be hiring at least one new teacher where the need may be after the first 10 days of school.
- E. The contractors have been out to pick paint colors to continue moving forward with the renovation of the school.
- F. School basketball courts and other pavement areas that need to be relined will also be taken care of.

**XIII: Parent Questions:**

- A. The parents present were satisfied with how the year has started.

**XIV:** Meeting adjourned at 6:04 PM By Michelle Tomlinson.