

Wakefield Elementary School
PTA Board Meeting Minutes

Date: December 19, 2017
Meeting called by: WES PTA
Facilitator: Michelle Tomlinson
Minutes: Jenni Ellinger

Time: 4:30pm
Type of Meeting: Standard
Timekeeper: Michelle Tomlinson
Location: WES Media Center

Attendees: Michelle Tomlinson, Jamie Graham, Rosemary Ros, Shelly Rotosky, Caroline Kohls, Julie Raftery, Rosemary Clark, Cindy Keech, Jenni Ellinger

Absentees: Erin Burgart, Cathy Harms

- I. Call to order at 4:30 pm by Michelle Tomlinson
- II. Review November Minutes - Jenni Ellinger
 - A. A motion was made to accept the minutes from November Board Meeting. Minutes approved.
- III. Treasurer Report - Jamie Graham (Handout 2017-2018 Approved Budget as of 11/30/17)
- IV. VP Fundraising - Rosemary Ros
 - A. Boosterthon
 - B. Family Dance
 1. \$400 for DJ and black lights; glow sticks will be purchased separately
 2. Need to determine ticket prices
 3. Currently seeking food donations
 - C. Spirit Nights
 1. Pro Sports 3:5 - will not do this event this year
 2. PDQ - looking at either February 6 or 8th
 3. March spirit night - looking at 4th-9th or 22nd, should be on a different night of the week than PDQ
 - D. Yearbook - 68 sold, orders are due Jan 19, cost is \$22
- V. VP Membership - Shelly Rotosky
 - A. 1 new member - teacher
 - B. Recruitment efforts - will set up registration table before events, gift (magnet?) with registration
- VI. Teacher's Report - Rosemary Clark, Caroline Kohls
 - A. Hot chocolate bar was appreciated by teachers
- VII. Principal's Report - Cynthia Keech
 - A. Applying for \$10,000 4C grant with Wakefield Middle & High Schools, due January 10
- VIII. VP Student Services - Michelle Tomlinson (Cathy absent)
 - A. Leni Newell Design Meeting - All students will contribute to canvas panel artwork. Project will take one week to complete, Feb 20-26. Will need 2-3 volunteers per

2 hour shift. Mrs. Keech will make class schedule available by the end of the first week of January.

- B. Teacher Appreciation - hot chocolate bar organized by Shana Lentz was big success
- C. Playground Committee - looking for members to join committee for playground improvement
- IX. VP Events - Michelle Tomlinson
 - A. Need for chairperson for Paint and Design - Karen Vandervlies has agreed to help
 - B. Paint and Design Night - will spend school improvement funds to cover \$150 cost of river rocks, trying to get paint donated
 - C. Spring Carnival - no updates
 - D. 5th grade Celebration - no updates
- X. President's Report - Michelle Tomlinson
 - A. Playground Update - playground has arrived, awaiting install date
 - B. Advocacy Update - events are posted on facebook page, need Advocacy Chair
 - C. Grants
 - 1. Motion to approve grant of \$476 to the 4th grade for a color printer, submitted by Julie Coveleski. Seconded by Rosemary Ros. Approved.
 - 2. Motion to approve grant of \$294.80 for flexible seating for Julie Coveleski. Seconded by Rosemary Ros. Approved.
 - 3. Motion to approve grant of \$500 for early readers for kindergarten classes. Seconded by Rosemary Ros. Approved.
 - D. Community Partners - actively seeking more community partners, need chairperson
 - 1. Confirmed Imperial Level sponsors for 2018 calendar year: Carolina Pediatric Dentistry, McPherson Family Eye Care, Riccobene Family Dentistry
- XI. VP Volunteers - Julie Raftery
 - A. Active SUG - Copy/Book Room Volunteers - need more volunteers, shift from 2:45-3:45
 - B. Upcoming SUG needs
 - 1. Boosterthon
 - 2. Artist-in-Residence
 - 3. Family Dance supplies
 - C. Volunteer recruitment efforts - fliers to be handed out at 1st grade concert and in carpool lane after school
 - D. Volunteer/Membership appreciation - creating monthly volunteer prize drawing, Keurig machine for PTA table
- XII. VP Communications - (Erin absent)
 - A. Remember to thank chairpersons when posting on social media
- XIII. Parent Question/Comment Time - none in attendance
- XIV. Meeting adjourned at 5:35 pm by Michelle Tomlinson