

Wakefield Elementary School
PTA Board Meeting Minutes

Date: December 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: Kelli Fontenot's Classroom

Attendees: Jenni Ellinger, Caroline Kohls, Kelli Fontenot, Michelle Tomlinson, Cathy Harms, Tonya Felmy, Stephanie Schmitt, Kristen O'Janpa, Danielle Taylor, Caroline Numbers, Shelly Rotosky

Absentees: Brandy Strausbaugh, Cindy Keech, Jackie Hunter

Call to order at 5:00 PM by Michelle Tomlinson

Review the November Minutes - Kristen O'Janpa

A motion was made to accept the minutes, second by Cathy Harms
Minutes approved.

I. Treasure-Stephanie Schmitt

- A. Reviewed Budget/Shared a copy with the board.
- B. Hispanic Heritage Night money moved to Fall Festival to fund food/drinks etc.

II. President- Michelle Tomlinson

- A. EWE -\$ 11,813.65 profit

-Online bidding went well for the most part, especially for people who wished to bid but couldn't be there. Some did not prefer being tied to their phones to bid and missed the fun in tracking their item(s) using a paper/pencil process of outbidding one another.

-Perhaps try to plan outside of report card week next year. It makes it difficult for staff to attend.

- B. Sponsorships worked out well. We need a community partners representative to push this for the year ahead.

- C. Teacher Grants:

1. Kindergarten Team: Level Reader Books and Sand Toys
Total \$492.90
Motion made by Michelle to approve- Passed
2. Mr.Vanderberg (Kindergarten)- Requested 2 Kindle Fires and 6 Kindle Fire cases. Total \$249.92
Motion made by Michelle to approve- Passed
3. Michelle Tomlinson purchased 6 chrome books for the school with money PTA collected last year.

D. PBIS- STEM Information Week December 17-21st

1. Will need 1 parent volunteer to assist per class for the first 15 minutes.
2. There will be a sign-up genius created for the parent to sign up.

E. Upcoming Field Trip to PNC Arena to see the Carolina Hurricanes on Monday, February 25th needs 10 chaperones.

-Will be from 10:30AM-12:30PM.

F. Upcoming Meeting with Mr.Carrozza and Ms.Cash on January 10th at 10 AM.

-Meeting located at Cary WCPSS headquarters. Anyone who can attend with Michelle to advocate for our school please let her know. There are more details in email sent on November 30, 2018.

G. BAC Rep needed for our school.

- This rep will attend monthly Wednesday meetings with district leaders and reps. It is a great way to stay in the "know" of everything.

III. VP Fundraising- Jackie Williams-Hunter (Absent) Michelle :

- A. Upcoming Spirit Nights:
December 6, 2018: Glam
January 18, 2019 : Polar Ice House (Teacher Work Day)
- B. Scary Skate night made a bout \$400.00. (125 skaters)
-Stephanie will check to see if they will be providing a check with the donation.

C. Caroline Numbers: Book Fair

1. The Media Center is currently being painted. This creates a few changes in Schedule. Cannot decorate until possibly sometime on Friday, December 7, 2018. This will move the "Teacher Preview" day to Monday. While painting is going on, books will be stored in the Multipurpose Room.
2. Teacher Preview Monday will have Starbucks coffee (donated)
3. On STEM night, the book fair will be running and Caroline will be buying one box of hot chocolate from Dunkin Doughnuts and getting one donated. Cookies for STEM night book fair event will be donated by parents. The food and hot coco will be available in the lobby.
4. Book Fairy donations are coming in this week (December 3rd-7th). They are a bit lower than last year. Motivate those students! Thanks to teachers sending out reminders.

IV. Principal Report: Danielle Taylor:

A. STEM Night:

1. December 11, 2018 5-7 PM
2. Danielle Taylor shared that there will be different food vendors set up in the hallways and bus loop selling hot dogs and pizza. There will also be tables set up with community partners and a table to direct parents.
3. Beta club volunteers will be assisting. (About 38; 18-STEM activities 10-Book Fair) . Daniell will direct these volunteers.
4. Cafeteria and gym will be blocked off-no events or food in those areas.
5. Teachers will be in their rooms with STEM activities. A list for parents to see what will be going on will be posted on facebook.

V. VP Student Services/Cultural Arts- Jenni Ellinger

A. Cultural Arts-

1. The contract and check for the April performance (The Number Drummer) have been delivered to the United Arts Council.
2. All scheduled performance payments have now been paid.
3. Will be meeting with Mr.Blackmon about Kindness/Rock Project.

B. Teacher Appreciation:

1. Shana is planning cookies and hot chocolate for teachers on December 21st (Early Release).

VI. VP Events- Brandy Strausbaugh(Absent)

- A. Millbrook Fall Festival on Thursday, November 15, 2018 had 122 conferences.
- B. Family Dance- Email Brandy any feedback that will be beneficial in planning the upcoming dance.

VII: VP Grant Writing- Cathy Harms

- A. Will be doing Inspirational Vinyl Quotes on the walls.
 1. Got a great price on Vinyl during “Two for Two Tuesday” deal. Will possibly be ready to add to walls in Mid-January.
- B. Playworks Crew would like to conduct a free recess assessment.
They would provide feedback to help parents/teachers facilitate more structured recess activities.
Their services to train teachers/parents would come with cost.

-Danielle Taylor will share with Mr. Dolan and Mrs.Keech to get their feedback.

-If this is something the school would like to continue to pursue, we will try to get an observation prior to winter break.
- C. It would be helpful to have a teacher liaison to assist Cathy in seeking grants to accommodate programs/resources etc. our school would benefit from. Someone who knows the need in our school and correlate the appropriate standards and provide helpful information in writing the grants.

VIII. VP Communications-Tonya Flemlly

- A. Teacher’s Favorite Things will be on google drive. Tonya will post link on website.

X: VP Membership: Shelly Rotosky:

- A. **200** Members

B. Next incentive:

-We will be doing a drawing of 2 Visa gift cards (\$25 each) just in time for holiday shopping. Faculty and staff must join by Friday, December 14th to be eligible. The drawing will include those who have already joined.

C. Winners of Volunteer Drawings:

Tyeisha Herring (member)-Chick-Fil-A Gift Card
Lori Bacon (teacher/staff) -Chick- Fil- A Gift Card
Lisa Thomas (volunteer)- Chick-Fil-A Gift Card

XI: Teacher's Report- Caroline Kohls and Kelli Fontenot:

A. Nothing to share

Meeting adjourned at 6:23 PM By Michelle Tomlinson.