

Wakefield Elementary School  
PTA Board Meeting Minutes

Date: November 06, 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, Lindsay Sommer, Brandy Strausbaugh, Cathy Harms, Tonya Felmly, Stephanie Schmitt, Cynthia Keech, Kristen O'Janpa, Jackie Williams-Hunter, Danielle Taylor, Caroline Numbers

Absentees: Shelly Rotosky

Call to order at 5:00 PM by Michelle Tomlinson

Review the October Minutes - Kristen O'Janpa

A motion was made to accept the minutes, second by Tonya Felmly  
Minutes approved.

**I. Treasure-Stephanie Schmitt**

- A. Reviewed Budget/Shared a copy with the board.
- B. Stephanie will be moving the \$168.30 from Field Day budget line to the PBIS budget line.

**II. President- Michelle Tomlinson**

- A. EWE this Friday, November 09, 2018. Silent auction will go live Thursday, November 08, 2018 at 3PM.
  - EWE estimated to be about 120 people.
  - Help needed setting up for EWE during the day this Friday 11/09/2018. All donations must be turned in to Michelle by Friday morning.
- B. Hispanic Heritage Night- Not such a great turn out for WES.
- C. STEM renovation and Media Center Renovation scheduled to be completed around March 2019. Michelle shared renovation design. Will be using some money from some fundraising to finish outfitting the Maker Space and to fix/replace some broken technology in the classrooms.

### **III. VP Fundraising- Jackie Williams-Hunter:**

#### **A. Spirit Nights:**

December 6, 2018: Glam

January 18, 2019 : Polar Ice House (Teacher Work Day)

February 17, 2019: Triangle Rock Climbing 6-8PM

March 19, 2019: Milton's

April 30, 2019: Freddy's

- Possibly looking into doing a McDonald's Spirit Night in May but calendar is looking full.

#### **B. Caroline Numbers: Book Fair**

1. Book Fair things coming along well.
2. Decor has been supplied by donations Caroline received from a local preschool who recently had the same theme.
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.
4. Dunkin Doughnuts will also be supplying 125 munchkins for Doughnuts for Dudes.
5. Caroline meeting with Stacy Morgan and Rosemary Ros to finalize details this Thursday, November 08, 2018 (i.e. preview dates/times/Penny challenge/volunteer slots etc).

### **IV. Principal Report; Cynthia Keech/ Danielle Taylor:**

#### **A. STEM Night:**

1. December 11, 2018 5-7 PM
2. Danielle Taylor presented a powerpoint on the STEM program at WES. Board members participated in a lego activity. Hoping to add a lego wall in the new STEM lab. It has been suggested to possibly have a lego drive to collect legos for this wall.

## **V. VP Student Services/Cultural Arts- Jenni Ellinger**

### A. Cultural Arts-

1. Transit Vocal Band went well.
2. Number Drummer on April 4th.

### B. Teacher Snack Shack:

- Items are being restocked every other Monday by Shana.
- Upcoming Early Release brunch for staff on November 20, 2018. Sign-Up genius sent out for this event.

### C. Painted Rock Project in Spring based on the book Only One You:

- It needs to be decided if we will do this project during school hours or if we will send paint kits home with kids to do with their parents and return them back.
- If project is done in the school it should cost about \$500.00 but we will have less parental involvement.
- If project is done at home it should cost about \$1,000.00 to get the supplies needed to send home. However, it would also give us an opportunity to log more volunteer hours with the parents/guardians at home as well.

Michelle mentioned that this may help our school to achieve the number of volunteer hours needed to secure Disney tickets from the Kindness Project for EWE next school year (2019/2020).

## **VI. VP Events- Brandy Strausbaugh**

### A. Millbrook Fall Festival- Thursday, November 15, 2018

1. A large amount of high school volunteers will be helping at this event.
2. PTA will be providing corn dogs and popcorn for kids.
3. Estimated around 80 kids.
4. Will have some interpreters and Rosemary Ross at the event.

### B. STEM Night:

Brandy will reach out to Caroline Numbers to coordinate food/beverage info and location of those items on STEM night.

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

- A. Grant Submission Report:  
Meeting with a representative from Play Works to discuss potential grants to pursue in which Play Works works through.
- B. Cathy would like some direction from administration as to what they would like to pursue for our school.

## **VIII. VP Communications-Tonya Flemly**

- A. Tonya will advertise the upcoming teacher brunch on November 20, 2018 on social media.

## **X: VP Membership: Shelly Rotosky:**

- A. **200** Members so far! Highest membership since 2012/2013 school year.
- B. Faculty /Staff Memberships have increased from 60% last year to 89% this year.
  - We have 100% participation from all teachers in grades Pre K -5, resource teachers and AU teachers.
  - We also have 100% participation from the administration and office staff.
  - Would like to increase our participation from Specialists, EC staff, and assistants to 100%.
- C. Winners of Volunteer Drawings:  
Caroline Numbers-Chick-Fil-A Gift Card  
Carl Hill -Chick- Fil- A Gift Card  
Amy Lin- Chick-Fil-A Gift Card
- D. 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.

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

- A. Nothing to share

Meeting adjourned at 6:30 PM By Michelle Tomlinson.