

Wakefield Elementary School  
PTA Board Meeting Minutes

Date: October 02, 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 Felmy, Stephanie Schmitt, Shelly Rotosky, Kristen O'Janpa, Jackie Williams-Hunter, Danielle Taylor, Caroline Numbers, Christine Merrin

Absentees: Cindy Keech

Call to order at 5:00 PM by Michelle Tomlinson

Review the September Minutes - Kristen O'Janpa

A motion was made to accept the minutes, second by Michelle Tomlinson.  
Minutes approved.

**I. Treasure-Stephanie Schmitt**

- A. Reviewed Budget/Shared a copy with the board.
- B. Stephanie has a cash box that can be used at events when needed. Just let her know ahead of time (a week before the event or asap) and she can have that ready for you.

**II. Christine Merrin-Hispanic Heritage Night:**

- A. Tuesday, October 09, 2018. 6-8 PM
- B. To provide campus unification and family engagement for Hispanic families in our Wakefield Schools. For Hispanic families only.
- C. The PTA for each Wakefield School has been asked to help provide the pizza for this event. Estimated \$300 total will be donated (\$100 from each school).
- D. Pizza will be provided along with water for the families.
  - a. 6-6:30 arrival and eat
  - b. 6:30-7:30 kids sing and Family Academy will speak to families
  - c. 7:30-8 time to explore information tables, ask questions, build community etc. PTA can set up table to help get these families connected and plugged into events if they are interested.
- E. Unsure of total expected turn out due to inability to bus families in for the event. However, phone calls have been made and flyers sent home along with signs at the school.

### **III. President- Michelle Tomlinson**

- A. EWE donation collection going well. Introduced Lindsay Sommer who is helping.
- B. Michelle found a free silent auction source to use that night. She sent it to a few board members to try out.
- C. Field Day was Friday October 12th, however due to upcoming inclement weather, it has been rescheduled to October 19th.
- D. Teacher Grants:  
Michelle motioned to approve the grants below, Caroline seconds the motion and they are approved.
  - a. Ms.Bacon- Morning Bins for \$299.00
  - b. Ms.Johnson-Spelling City for \$69.95
  - c. Ms.Khols- Wireless bluetooth microphone, stem activities and boogie boards for about \$252.97
- E. Chorus Concerts will return this year. There will be a brief PTA meeting prior to each. Michelle will contact Ms.Garrett to encourage her to email details to teachers about their presence/role in the concert.
  - a. December- 4th Grade
  - b. January-1st Grade
  - c. February- 3rd Grade
  - d. March- 2nd Grade
  - e. June- 5th Grade at the 5th grade celebration.

### **IV. Principal Report; Danielle Taylor:**

- A. STEM Night:
  - a. December 11, 2018 5-7 PM
  - b. Some vendors at event include: Mathnasium, Duke, Brain Balance, Smile Camp and Mad Science Kids.
  - c. Cathy shared information about Danielle possibly contacting IMACKS. She will email Danielle contact info of a neighbor who is a contact for IMACKS.
  - d. Shelly and Brandy will send Danielle names of people who showed interest in helping out with STEM night on his/her pta volunteer form.
  
- B. The School Calendar on the WES Webpage needs updated with PTA events. Parents who are visiting the school website are not able to find these events on the school calendar.

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

A. Cultural Arts-

1. Transit Vocal Band on October 18th. 3 shows.  
K-1st: 12:30 PM  
4th-5th: 1:30 PM  
2nd-3rd: 2:30 PM

2. Number Drummer on April 4th.

B. School Store: Stephanie Schmitt:

1. Will order "Patriotic" gear for upcoming field day event.
2. Suggested possibly having a "design a shirt" event/option for students. Students submit designs they'd like to wear on shirt and then school peers vote in a winner.
3. Would like to contact Chris Merrin to see if all three Wakefield schools would be interested in doing a shirt together (i.e. #wakefieldstrong, all about the W) to show unification.

C. Teacher Snack Shack:

- Items needed to be restocked more frequently.
- Shana has sent the sign up out for parents but also thought to possibly extend it to staff as well to help keep it restocked. Not all staff want to participate in restocking.
- A possible solution is to do a grade wide parent sign up each month so that all parents are not being asked to send food at one time. For example, November could be only 5th grade parents stock the pantry. December, 4th grade parents only etc.

**VI. VP Events- Brandy Strausbaugh**

- A. Dinner on the Lawn went well and we were able to do the event under budget.  
-Vendors seemed satisfied.
- B. Millbrook Fall Festival-November 15, 2018
  - a. Brandy is now the chair for this event.

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

- A. Grant Submission Report:  
Good Sports Grant submitted for playground equipment. (Denied)

2 STEM Fair Grants through Mathnasium and Bayer. (Denied)

**VIII. VP Communications-Tonya Flemly**

- A. Tonya needs information for the Millbrook Fall Festival flyer asap.
- B. Please get Tonya info for upcoming events and she will start flyers asap.

**VIII. VP Fundraising: Jackie Williams- Hunter**

- A. Spirit Nights- Chopped brought salad for teachers and board to sample. Possibly have a week long spirit event there or have them cater a teacher event.
- B. Book Fair: Caroline Numbers (Chair)
  - a. December 7-14th 2018
  - b. Winter Enchanted Forest Theme
  - c. Promotions:
    - i. 3 flyers for event, Caroline will contact Tonya. One for October, November and December.
    - ii. Book Talks from teachers
    - iii. Parent link to view books and encouraging the parents to use online payment options like having an money in an account for their children to access rather than bringing the money directly to the book fair.
    - iv. Possibly having cookies/milk event on STEM night
    - v. Doughnuts with Dudes on last day, Friday, December 14, 2018
    - vi. Trying to figure out the best way to do a teacher preview prior to the opening of the book fair so that their wish lists will be completed ahead of when the students and parents come through. Tentative date: December 06, 2018.
    - vii. Book Fairy will continue this year. Money is collected prior (about 2 weeks) to the book fair in form of change (pennies, nickels, dimes etc) from the different classrooms in each grade level. This money is used to purchase books for those students who may not be able to make a purchase at the book fair.
- C. Box Tops: Katie Percy (Chair)
  - a. The school will be doing the first collection of the year this month (October 26th deadline).

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

- A. **192** Members so far!
- B. Popsicles for winning classrooms (most PTA members per grade level) will be left in the freezer of the teachers lounge for teachers to hand out.
- C. Winners of Volunteer Drawings:
  - Jackie Hunter- EWE Tickets
  - Mary Britt-EWE Tickets
  - Janet O’Furey- EWE Tickets
- D. Decided not to send out “Don’t Forget to Join the PTA” stickers for October.

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

- A. Nothing to share

Meeting adjourned at 6:57 PM By Michelle Tomlinson.