

Wakefield Elementary School  
PTA Board Meeting Minutes

Date: November 28, 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, Ellen Steiner, Cathy Harms, Erin Burgart, Shelly Rotosky, Caroline Kohls, Julie Rafferty, Rosemary Clark, Cynthia Keech, Jenni Ellinger

Absentees: None

- I. Call to order at 4:32 pm by Michelle Tomlinson
  - A. Reminder that the next meeting will be followed by the 1st grade concert
- II. Review October Minutes - Jenni Ellinger
  - A. A motion was made to accept the minutes from October Board Meeting. Minutes approved.
- III. Treasurer Report - Jamie Graham (Handout 2017-2018 Approved Budget as of 11/30/17)
  - A. For urgent check requests, text or phone Jamie directly and give one week notice. If using the black PTA box, notify Jamie ASAP. Turn in expense request within 30 days.
  - B. Checks from PTA need to be cashed quickly. Outstanding check to Mr. Hill needs to be cashed ASAP.
- IV. VP Events - Ellen Steiner
  - A. Ellen announced resignation from the board, effective immediately.
  - B. Millbrook Family Game Night Recap - Night was a big success with 70-80 students in attendance. Positive night. High School student volunteers were big help, especially bilingual volunteers.
  - C. Paint and Design Night - Discussion of change from tile painting to rock painting for this school year in order to scale down cost and complexity. In need of a chairperson for this event.
- V. VP Fundraising - Rosemary Ros
  - A. Book Fair Update (use of Scholastic Bucks) - \$6285 in scholastic dollars earned from book fair (chose all scholastic dollars in order to get bonus \$569 scholastic dollars)
  - B. Ms. Morgan has applied for grant for \$694 for interactive books for AU/lower grades. Current grant limit for specialist teachers is \$500.
    1. A motion was made to approve grant of \$500 to Ms Morgan for interactive books. Motion approved.
  - C. Spirit Night

1. Milton's spirit night generated \$250.87
  2. Polar Ice House offering discounted full day (\$35) & half day (\$25) camp on Jan 22, students must be registered by Jan 18. Raffle tickets will be available for purchase on this day. Discount admission tickets available at door.
  3. Pro 3:5 Sports - Discussion about camp on Feb 19 or early March. No decision made, need more information about family participation.
- D. Boosterthon
1. Theme is 'Castle Quest'. Will be integrated with PBIS. Huddles will be held during specials.
  2. Teacher meeting and pep rallies will be on Jan 9. There will be teacher incentives for pledges received on time. Teachers can earn amazon gift cards for getting their own pledges.
  3. Fun Run will be outside on Jan 19 (bad weather backup will be indoor glow run) (AU classes in am, K-2 1pm, 3-5 2:10)
  4. Jan 25 - first money count
- E. Family Dance - Theme is "Let's Glow Crazy", chair is Jackie
- VI. VP Student Services/Cultural Arts - Cathy Harms
- A. Author in Residence feedback - not worth the \$1200 investment
  - B. Leni Newell Design Meeting - Dec. 14, 4pm to pick theme, go over class scheduling
  - C. Dan the Animal Man - need to add one presentation to break up amount of students per performance. The cost increase of \$250 was approved.
  - D. Author Skype visit - Debbie Ohi will skype with Ms. Darrow's 1st grade class on Nov 29.
  - E. Upcoming Teacher Appreciation - Date moved from Dec 21 to Dec 20 for cookies, hot chocolate, and healthy snacks.
- VII. VP Volunteers - Julie Raftery
- A. Copy room/Book room volunteers - email notification has been sent to those who expressed interest, teachers will fill out forms for work to be completed by volunteers
  - B. Active Sign Up Genius
  - C. Upcoming SUG needs - Boosterthon, Teacher Appreciation, Copy Room - need to find list of volunteers that expressed interest in helping during cultural art events
- VIII. VP Communications - Erin Burgart
- A. Upcoming communication requests/needs - Polar Ice Event posted on Facebook, flyer coming soon
  - B. Email Stats - not available
- IX. VP Membership - Shelly
- A. Update - 149 current members (106 parents, 41 faculty/staff, 2 community)
  - B. Need to plan for incentives to boost membership in future
- X. Teacher's Report - Ms Kohls/Clark

- A. Feedback on 4th grade author in residence - experience was not worth the cost. Need smaller groups, better classroom management. Too much work for the students in the time frame.
- XI. Principal's Report - Mrs. Keech
  - A. Elementary, middle, and high school working together on a grant for 4C's project that could cover media costs and participation costs for theater programs. Meeting is on Dec 14.
- XII. President's Report - Michelle Tomlinson
  - A. Playground Update - 1st grade playground has been ordered, should be ready for use by January.
  - B. Advocacy Update - Tweet storm pertaining to class size mandate is Jan 9 at 4pm. PTA focus should be on educating others. Currently in need of Advocacy Chair.
  - C. PBIS/School Store - going well, snack coupons for use in cafeteria have been added. New adult sweatshirts and youth long sleeve shirts will be in store in December.
  - D. Grants - there is currently teacher grant money remaining in the budget. Will need a grant writer for 2018-19 school year.
  - E. Community Partners - Looking for partners for 2018 calendar year. Need chairperson for this position.
- XIII. Parent Question/Comment Time - None in attendance
- XIV. Close -
  - A. In immediate need of VP of Events, Community Partners Chair, Advocacy Chair
  - B. Meeting adjourned at 5:47pm