

Wakefield Elementary School

PTA Board Meeting Minutes

Date: September 7, 2016

Time: 4:36pm

Meeting called by: Tara Edwards

Type of meeting: Standard

Facilitator: Tara Edwards

Timekeeper: Rosemary Clark

Minutes: Sharon Peacock

Location: WES Media Center

Attendees: Heather Travar, Rosemary Ros, Tara Edwards, Cathy Harms, Stacie Topp, Jamie Graham, Julie Raftery, Caroline Kohls, Rosemary Clark, Sharon Peacock

Absentees: Mrs. C. Keech (principal), Jamie Graham

- I. Call to Order
 - The WES PTA Board meeting was called to order at 4:36pm
- II. Approval of Minutes
 - Motion was raised for the approval of August 2016's minutes from the General PTA Board Meeting was made by Stacie contingent on changes to be made to notes for Standing Rules. Rosemary Ros seconded.
- III. President's Update
 - 9/1 – Wake County Summer leadership seminar attended by Jamie and Tara
 - Most schools had entire PTA board
 - Diversity & Inclusion lectures, President & Treasurer specific meetings attended
 - Tara encouraged board to attend in future years – wakepta.org – link for summer leadership
 - PPTs available online for most PTA positions
 - Anything regarding the PTA must be sent to Tara via the PTA email address
 - We received 2 teacher mini-grants.
 - Ms. Coveleski
 - She requested a grant for \$299.94 for 6 additional Kindle Fires for her classroom.
 - Coveleski is a paid PTA member
 - Rosemary Ros raised a motion to approve the grant. Rosemary Clark seconded the motion.
 - 4th Grade - Grade Level Mini-Grant
 - Requested by Ms. Johnson on behalf of the 4th grade.
 - Requested a subscription for Scholastic News at a total price of \$556.50 (106 at a rate of \$5.25 per student)

- Rosemary Ros raised a motion to approve the grant. Rosemary Clark seconded the motion contingent upon all the 4th grade teachers becoming paid PTA members.

IV. Principal's Report

- Principal not in attendance

V. Teacher's Report

- Teachers would like to have a Spirit Night near Mini City
 - Chuck & Buck Cones 'N Cups or Wendy's
- Teachers would like the Cultural Arts representative to consider an event that highlights the school's cultures
 - Heather Travar attended the Cultural Arts Fair in August and noted there were no Hispanic groups/presentations, and minimal African American
- PBIS – New activity where kids can earn tickets to spend at a special school store.
 - Teachers requested PTA to support store, or can teachers apply for a grant?
 - Grant for up to \$700 a possibility, but all PBIS must be PTA members
- Lynn Allen, Pam Welker, Rosemary Clark want to know if there will be vendors at the math/science night
 - Would like 2 math / 1 science activity set up for each grade level
 - 3 classrooms per hallway, board OK'd
 - Teachers suggested time frames for ages groups
 - Board disagreed as this would create a conflict with the general PTA board meeting and the book fair. Event is scheduled to run from 5pm – 7:30pm, PTA meeting is at 6pm
- Math and science fair to be listed on flier
- Standing rules – request for correction to staff communication

VI. Treasurer's Report

- Treasurer not in attendance

VII. VP of Events and Fundraising

- Go Play Save organized/overseen by Julie Raftery, collection of books to take place in teacher's workroom
 - Book/envelope must be labeled with student/teacher name
- Volunteers are needed for October events
 - Heather Travar collecting volunteer information on the orange sign up sheet
- Volunteering/donating for Dinner with the Eagles separate from volunteer sign up
- Originalworks, sent out by art teacher, not being sponsored by PTA this year (The PTA runs this fundraiser once every 2 years)
- PDQ Spirit Night is set for September 28th.
 - Julie will find out the timeframe and whether or not we will get proceeds from the drive-thru.
 - Julie will find out how we will get money (all sales? Receipts in a bucket? Handing in a flyer?)

VIII. VP of Membership

- 15 – 20 members registered to date
- All fliers are out

- Spanish fliers are available in the teacher workroom
- IX. VP of Volunteers
- Heather created a database of volunteers and will go back and send a letter thanking people for joining, when prompted by Rosemary
 - Heather will input information and send to Stacie to compare volunteers to PTA members
 - Rosemary suggested it would be more useful for Stacie to share member list with Heather as Stacie would have fewer people who had indicated they wanted to be added to the master list.
- X. VP of Communications
- WES named PTA School of Excellence
 - Banner hopefully will arrive for Dinner on the Lawn
 - Dinner on the Lawn
 - Normally the 1st general PTA meeting of the year
 - Budget needs to be complete to be voted on
 - Questions to be directed to Tara
 - Meeting to be held outside
 - Cathy Harms contacting a student at WHS to DJ/use speaker system
 - Suggested paying student \$30 for 1 hr and ask to use his speaker system for 15 minutes (meeting)
 - Meal planning – last year pizza/hot dogs – catering is too costly
 - This year same situation – too late to pre-order?
 - Jamie to verify last year’s expenses from Papa John’s
 - Rosemary will approach Roll Dog Express to see if they would be able to attend
 - Tara said Kona Ice will attend
 - Rosemary to review who had the original Word form for pre-order
 - Forms to be given to teachers by Friday for Monday folder distribution
 - Julie will approach Papa John’s for reduced cost pizza
 - Rosemary Clark to pick up pizzas at 4pm
 - Mulch to be delivered Fridays
 - Not likely coming by 9/9 due to early release
 - Rosemary Ros asked who the grade level leads were. Ms. Kohls will e-mail Rosemary Ros the names of the leads for communication purposes.
 - Facebook views have been up (more views than previously).
 - Spanish forms
 - Do teachers prefer a pile in their mailbox, or do they want to request a specific number?
- XI. VP of Guidance and Student Services
- Cathy submitted the grant request to United Artists Council (UAC) with a check on September 6th, 2016.
 - Cathy has reserved the following performers
 - Micky Mills (steel drum performer) - October 14, 2016

- Arianna Ross (“Around the World” story tapestries) - December 16, 2016

- Shabutaso (Djembe Fire Show) - March 23, 2017

UAC Grant will cover \$325 of up to 2 performances for a total of \$650.00

- With the UAC grants, WESPTA still will be paying \$3130.00.

- Since the budget has not been finalized and approved yet, we will adjust the cultural arts budget from \$3,000 to \$3200.00.

- Ms. Clark asked what time the performances would be held. The 45-minute performances will likely be the same as the past - 1:30-2:15, 15-minute turnaround time, 2:30-3:15 and released to classes in time for dismissal.

- Cathy asked how to “reserve” the gym for the performances. Rosemary Ros answered that she needs to speak with Mr. Hill.

- Cathy asked who she e-mailed the information about the performances and dates to. Rosemary Ros and Tara stated the lead secretary, Susan Dubuque.

- Cathy also stated she has a friend from Chevy Chase, MD that does performances/readings of Amelia Bedelia. She plans on coming down in the spring of 2017 and Cathy would like her to perform at our school.

- Maybe it could coordinate with Read-Across-America Week?

- Ms. Clark asked what grades this would appeal to and how long the performance is (would it fit into specials time)?

- Field trip t-shirts (falls under school store which is under Guidance & Student Services)

- Tara stated that field trip shirts would be done differently. Shirts will now follow students through their schooling. A shirt color will move up each year and once 5th grade is finished, it will cycle back to kindergarten. Ms. Keech asked that we not use black t-shirts. Kindergarten choose Maroon. Ms. Clark asked that we not use the unattractive color of gray that 4th grade used prior. Instead it was replaced with Gold (for 5th grade this year).

- The list for shirts of the grades this year will be as follows:

Pre-K: Purple

2nd Grade: Royal Blue

AU: Charcoal

3rd Grade: Light Blue

Kindergarten: Maroon

4th Grade: Irish Green

1st Grade: Red

5th Grade: Gold

XII. Comments/Questions

XIII. Adjournment

Meeting adjourned at 6:16pm