

# Wakefield Elementary School

## PTA Board Meeting Minutes

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Date: October 5, 2016

Time: 4:35pm

Meeting called by: Tara Edwards

Type of meeting: Standard

Facilitator: Tara Edwards

Timekeeper: Rosemary Clark

Minutes: Sharon Peacock

Location: WES Media Center

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

Absentees: Mrs. C. Keech (principal)

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I. Call to Order

- The WES PTA Board meeting was called to order at 4:35pm

II. Minutes from September meetings

- 9/7/16 – Motion to approve by Jamie, 2<sup>nd</sup> -Rosemary
- 9/15/16 – Motion to approve by Rosemary, 2<sup>nd</sup> - Jamie

III. President's Update

- District 3 Board Advisory Council

- i. Brooke Dickhart is this year's rep for WES
- ii. Anticipated growth of WCPSS - +13K students
- iii. 4 new schools opening next school year: Horton's Creek Elementary, Rogers Lane Elementary, River Bend Middle School, and one high school, which will be by application only, and will not have a base attendance area
- iv. Enrollment plan is online - <http://www.wcpss.net/enrollmentproposal>
- v. Rosemary Ros, who is representing WMS at the meeting, reported on Kevin Hill's update
- vi. Roxy Cash will be running as the District 3 rep. She is running un-opposed as Kevin Hill will be ending his nine-year tenure
- vii. Judge ruled new proposed districts as being unconstitutional
- viii. All 9 board members will be up for election and are running for a two-year term
- ix. Judge recommended that the General Assembly review and fix this issue in January, so we revert to not having all board members up for election at the same time each election cycle.
- x. Budget – less \$ per pupil, less supply dollars, etc, compared to 2007-2008
- xi. Two finalists for Principal/AP of the Year are from District 3
  1. Melissa McKinley of Fox Road
  2. Melissa Thomas of Wakefield High School

- xii. Our Superintendent, Dr. Merrill, is a regional finalist for the Superintendent of the Year. Announcement will be made in November.
- xiii. Feeder schools – traditional/year round. Had legislation to rescind multi track year round schools, but it was determined that those single track schools (Track 4 only), would be badly impacted, so was held back. Likely that this will be revisited and year round calendar will be removed.
- xiv. School calendar – online surveys (deadline was September)
- xv. WCPSS – 70% of students go into post-secondary education, we are 10% points higher than the state average SAT score. SAT score are 59 points above the national average, and 63 points above the state average
- Teacher Grants
  - i. 4<sup>th</sup> grade grant \$556.50 -> \$623.70 – approved by PTA (also By Principal Keech)
  - ii. Mr. McFarland
    - 1. 2 Chrome Books at \$169.99 each - \$300 grant request
    - 2. Chromebooks are user friendly, cheaper than ipads, more useful than Kindle Fires
    - 3. Approved
  - iii. Ms. Kohls
    - 1. 6 Kindle Fires - \$299.94
    - 2. Approved
  - iv. Mrs. Johnson
    - 1. Spelling City Premium - \$32.95
    - 2. Approved
  - v. Ms. Williams
    - 1. 6 Kindle Fires - \$299.94
    - 2. Approved
  - vi. Mrs. Fontenot
    - 1. 6 Kindle Fires - \$299.94
    - 2. Approved
  - vii. Mrs. Drugan
    - 1. \$180 + \$190 – Bus for field trips
    - 2. Approved
  - viii. PBIS grant
    - 1. Still interested?
    - 2. All members of committee must be PTA members
  - ix. Still money left for grants

#### IV. Principal's Report

- PBIS
  - i. Mrs. Keech requesting a line item in PTA budget for PBIS
    - Not a grant
    - For continuous access/funding, as opposed to a one-time grant
  - ii. Rosemary Clark – Can it fall under guidance?
  - iii. Jamie Graham – needs to talk to Mrs. Keech for details/plan and then it will be brought to the board
  - iv. Right now school is funding the PBIS incentive store, Mrs. Keech would like PTA to fund it

- Spirit Week
    - i. October 24 – 28 – School wanted to run it, and have a second one in the spring
    - ii. Field Day on that Friday (10/28)
    - iii. PTA has budget for Spirit Week (we pay for fliers and communication)
    - iv. Jamie – request for further communication – who is running it? PTA or school?
- V. Teacher's Report
- Ms Kohls
    - i. PTA needs to check Google calendar before scheduling events
      - Error in putting school event on calendar for PTA to be aware of
- VI. Volunteers
- Who is to send out the Sign Up Genius?
    - i. Create groups or send to all?
    - ii. Committee chairs need groups, but volunteers should go to all
- VII. Members
- Still getting memberships
  - May need to order more cards
  - Board must be all PTA members
- VIII. Treasurer
- PTA By Laws
  - ~\$2088 getting back in taxes from last fiscal school year
    - i. As a 501c3 if we pay tax we can request a refund
  - 2 NSF checks as of Sept (1 field trip, 1 shirt)
    - i. Fee is now \$10 (increase from \$9) – must update verbage on future fliers
    - ii. \$25 processing fee
  - Insurance renewal is October 17<sup>th</sup>
    - i. Theft, requirement by NCPTA statue, general liability
  - November
    - i. Charitable solicitation license renewal – charged process
  - \$990 – due Nov 15 as a 501c3 and to be in good standing with NCPTA
  - \$9600 – Go Play Save, but this does not include the expenses
  - \$1500 – PTA membership
  - \$668 – PTA general donation
  - \$400 – Picnic (net revenue)
  - No Kona Ice or spirit night check yet
  - School store in red, but almost in black
  - Box Tops
  - Teacher appreciation
  - Website
  - \$50 to WCPSS for PTA Council
  - PDQ Spirit Night
  - By Laws
    - i. As a board, everyone has a fiduciary responsibility to the PTA
    - ii. All advised to read (given a copy). Board agreement document will be sent out to everyone to sign, to show that we are in compliance.
  - Tara – Teachers must submit a check request with the grant request

- Cash handling
  - i. Prohibited to take fund from PTA funds or misappropriate
  - ii. Double checking money – 2 counters
  - iii. Petty cash – there is a forms signed off 2x – documentation of money moving
  - iv. Rosemary Ros advised bank deposits/withdrawals be done weekly
    - Jamie is flexible for bank runs
    - Communication is key
- By Laws
  - i. Article 3 Basic Policies
  - ii. Article 4 – 4.4 – Relationship with National PRA and NCPTA
  - iii. Article 5.1 – All PTA Members
    - General meetings, any PTA member has the power to speak up
    - Rosemary reflected on previous general meetings where parents/members spoke up
    - Stacie to bring a list to general meetings
    - Some schools have a sign in – something for WESPTA to consider
    - Side bar to include for future general meetings
  - iv. Article 7.1 – Board of Directors
    - D Shall create and supervise standing and special committees
    - G Shall require an annual review of this local PTA’s financial records as provided in these by laws
    - H Shall prepare a budget for the fiscal year and submit that proposed budget to the general membership for adoption at its first meeting in the fiscal year
    - L – Conflict of interest

#### IX. Events & Fundraising

- \$205 – Spirit night at PDQ
  - i. Cookie parties for each teacher – Julie will pick a day
- Sweet Tomatoes spirit night – Nov 1, will get 30% all day, but must have flier
- Wendy’s at Mini City – Julie will follow up for a date in beginning of December
- Go Play Save
  - i. 337 books sold
  - ii. Some more came in today
  - iii. Estimation of at least 30 not returned
  - iv. Notes received saying book returned, but no trace
  - v. 6 books without name or teacher name
  - vi. GPS books sorted by teacher
  - vii. Prizes were distributed
  - viii. Free books to teachers delivered
  - ix. Julie to tie up loose ends and email teachers for returned books
- October 16 – 5:30 – 7:30 – Scary Skate
  - i. Sunday night, Friday no longer available
  - ii. Tara / Rosemary suggested 5:15 – 7pm as in past, but will be 5:30 – 7:30pm
- October 21 – Costume Bingo – 6:30 – 8pm
  - i. Early release
  - ii. Cathy got Bedford Bistro to donate dinner – they need a rough # of attendees
  - iii. Tara – this is a free event

- iv. Question raised of changing day/time
- v. Send out RSVP flier to get head count for Bedford Bistro
- vi. RSVP with # of adults and kids
- vii. Time change to 6 – 7:30pm
- viii. Flier to go home Monday 10/10
- Spring event dates
  - i. Dinner with the Eagles – 3/10
  - ii. Spring Fling – 3/25 (tentative)
- Separation of Fundraising and Events for '17 – '18
  - i. Traditionally they were two separate roles, until a few years ago, as there were problems filling the roles.
  - ii. Setting schedule in advance
  - iii. Getting people to join board or chair events
  - iv. Rosemary – we need a nominating committee – they find the people for the spots
- Tara has a chair for the 5<sup>th</sup> grade celebration – Shana Lentz
- Boosterthon – Rosemary
- Father Daughter Dance – Michele Tomlinson
- Mother Son – Need chair
- Night of the Eagles – Need chair
- Spring Fling – Need chair
- Cathy – can we offer Bedford Bistro a community partnership if the number of attendees to Costume Bingo is too large?
  - i. Rosemary – No, the Community Partnership is a monetary donation
  - ii. Jamie – if we have too much, supplement with a second vendor
  - iii. Cathy to collect RSVPs to let Bedford Bistro know by 10/17
- Jamie to follow up with vendors for Book Fair
- Treasurer – calendar questions
  - i. Book fair set up – 10/27/16
  - ii. Field day 10/28/16
  - iii. General PTA Meeting / Book Fair 11/10 – Appetizers
  - iv. Cupstacking night 10/17/16
  - v. K – 2 Nov 2 to Millbrook 5:30 – 7:30
  - vi. 3 – 5 Nov 3
  - vii. Jamie – to be compliant and a chair comes to the PTA meetings, they can only present and cannot participate (beginning of meeting). Chairpersons cannot vote.

#### X. Communications

- Rosemary need all articles for newsletter by Friday, photos also
- Go Play Save
  - i. Julie took in orders
  - ii. Rosemary took in money and created a spreadsheet to go in a check
- Tara to email Rosemary with volunteers for yearbook
- Galligan had written over the summer enquiring about becoming a community partner, but no response from person. Apparently change in staff.
- PTA contact info needed for website
  - i. Jamie working to set up membership payments via Paypal
- 1<sup>st</sup> Cultural Arts Event

- i. Mickey Mills
  - ii. October 14
  - iii. Cathy needs check
  - iv. Contacted Susan with dates and times
  - v. Who introduces? Admin – Rosemary recommended Mr. Zelmer
  - vi. UA Council – we pay them, then they pay the artist
  - vii. Performances – 2 are grant funded, 1 not
- Student Recognition
  - i. Student Spirit Recognition
    - Teacher nominated – monthly? Per grade level? Per class?
    - Bracelet, certificate, picture in newsletter
    - No cost (bracelets already purchased)
    - Cathy to send out a monthly reminder to nominate

#### XI. Comments

- Cathy – Hong Hessler would like to donate plants, trees, tools for campus beautification and hold a raffle to raise money - \$1 per ticket and she will donate an ipad for a prize
  - i. Jamie – some PTAs pay for school beautification, must be requested by schools to PTA
  - ii. Ask Mr. Zelmer / Mrs. Keech for rules
  - iii. Government property maintained privately loses government support (maintenance)
  - iv. Butterfly garden – PTA paid \$300 to have it removed, as the bricks in the ground became a safety issue and the county refused to touch it

#### XII. Adjournment

Meeting adjourned at 6:48pm