

# Wakefield Elementary School PTA Board Meeting Minutes

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Date: January 18<sup>th</sup>, 20167  
Meeting called by: Tara Edwards  
Facilitator: Tara Edwards  
Minutes: Tara Edwards

Time: 4:34pm  
Type of meeting: General  
Timekeeper: Rosemary Clark  
Location: WES Media Center

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Attendees: Cathy Harms, Rosemary Ros, Caroline Kohls, Stacie Topp, Rosemary Clark, Tara Edwards, Heather Travar

Absentees: Jamie Graham, Julie Raftery, Sharon Peacock, Cindy Keech

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- I. Call to Order
  - The WES PTA Board meeting was called to order at 4:34pm
- II. Minutes Approval
  - 12/7/2016 Minutes – Motion to Approve (pending fixing of grammatical errors) – Stacie Topp, Seconded – Heather Travar
- III. President's Report
  - One teacher grant
    - i. Mr. Hill - PE - Asked for Rosetta Stone software for Spanish.
      1. WES has many spanish speaking students the staff cannot communicate with.
      2. Mr. Hill plans to use his summer break to learn spanish so he can better serve the children at WES.
      3. After he finishes with the program, it is to be made available to the rest of the staff at WES.
      4. Program is \$200 plus tax.
      5. This Is the only grant Mr. Hill has applied for thus far.
      6. Mr. Hill will be informed of his approval via the teacher update e-mail Caroline Kohls sends out at the end of the meeting.
      7. Motion to Approve – unanimous approval by the PTA board.
- IV. Principal's Report
  - Ms. Keech, Mr. Zellmer, & Ms. Williams were unable to attend.
- V. Teacher Update
  - Boosterthon
    - i. Ms. Kohls is excited she won a Starbucks Gift Card. Stuff like this gets the teachers excited for Boosterthon.
    - ii. Ms. Kohls class won a challenge to have each student put a pie in the face of a Boosterthon member!
- VI. Treasurer report
  - Handed out updated budget.
- VII. VP of Membership
  - Rosemary announced we had 1 new member. Ms, Nancy Broder joined.
  - Stacie will get with Rosemary to get everything updated in the database.
  - Stacie is the Parent Representative for the Active Learning Spaces Grant.
    - i. The team met twice so far but Stacie was able to meet with them once.
    - ii. The next meeting is Friday, 1/20/17 at 8:00am for the Wake County grant.
      1. Stacie informed them of keywords to use in dealing with grant requests.

- iii. So far, it is going well.
- iv. The survey is being used more than Stacie thought it would be.
- v. The grant itself is due Monday, February 6<sup>th</sup>

VIII. VP of Volunteers

- Early Release Luncheon
  - i. After much discussion, the food will be available to staff at 1:30 in the Media Center.
  - ii. Repeat of last ER with cold cut platters as they were a huge success.
  - iii. Cathy & Stacie will be there to set up at 1:00 on Friday and do what needs to be done.
  - iv. Less Roast Beef and more Turkey & croissants are needed.
- The American Immigration Institute is having an essay contest for 5th graders.
  - i. Topic? "Why I am happy to be a nation of immigration".
  - ii. It is a creative writing assignment and is very open to how it is to be done.
  - iii. Submissions are due March 10th.
  - iv. Contest open for NC & SC only.
  - v. Contest results should be announced around April 8th.
  - vi. Heather stated she would like to have a school winner chosen and she will donate a \$25.00 gift card to Galaxy Fun Park to the best essay.
  - vii. Heather will do the submitting.

IX. VP of Guidance and Student Services

- Next cultural arts performance in March 23rd - Shabutso will be doing Djambe Fire.
- Author visit
  - i. Frye Gaillard will come to do work with his book "Go South to Freedom" which is historical fiction
  - ii. Organized in conjunction with Quail Ridge Books
    - 1. Quail Ridge will offer the book at 20% discount.
    - 2. Cathy to see if they might donate a few books as well.
  - iii. Will be for 4th grade only and will take place during their special time (all specials to meet in Media Center) on February 22nd from 10:00-10:50
  - iv. Cathy will send teachers a PDF study guide they can incorporate in their class planning. Cathy handed a hard copy to Rosemary Clark.
  - v. There is no cost for the school.
- Grant Workshop for United Arts council
  - i. January 21st there is a workshop regarding the UA Residency programs.
  - ii. Board agreed that it would be a good thing to have Cathy go and get more information on residency programs.
  - iii. WES has not done a residency program in many years.
- Cathy mentioned she was given a very cool T-Rex costume and she will gladly utilize the costume to make events/fundraising better
  - i. i.e. Dress up as T-Rex to hand out pizza to a winning class for most Boxtops.
- It was asked who won the October Boxtops competition. Rosemary contacted Katie to find out.

X. VP of Events and Fundraisers

- Julie was not in attendance but sent a few things she wanted announced.
  - i. Mother-Son event
    - 1. Do we have a chair yet? Is Ann still doing it? Jamie was not in attendance to answer these questions. Tara will follow-up to get the questions answered.
  - ii. Evening with the Eagles – March 10th
    - 1. People are working on sponsorships and donations
      - a. TPC has been booked for the same price as last year with 1 exception. We are not allowed to bring our own desserts this year and if we want desserts offered it will be \$5.00 more per head.
      - b. Julie plans of getting Jamie the W-9 she needs.

- c. We need more things to raffle off.
        - i. There is a google document sheet that has all the donations so everyone can see and add to
      - d. Check with Julie to see if she still plans on doing grade-level artwork like they did last year.
        - i. If so, contact Michael's again to see if they will donate the canvases for the project.
    - iii. Spring Fling
      - 1. We still do not have a chair.
      - 2. Julie cannot do as much since she will be 8 months pregnant at the time.
      - 3. All jobs should be broken down to sub-chairs (one person in charge of inflatables, one in charge of games, one in charge of crafts, etc)
      - 4. Rosemary will put it in the parent weekly update again.
    - iv. Boosterthon
      - 1. Stacie asked what the times were for the run
        - a. 12:30 for AU
        - b. 1:00 for K-2
        - c. 2:10 for 3-5
        - d. Rain will affect times due to how the run will be carried out
          - i. if it does rain, the inside run will be a glow run.
      - 2. Get band-aids!
    - v. Spirit Nights
      - 1. do we have any set up?
      - 2. We should have one in February
      - 3. Parents have been asking when the next one will be.
- XI. VP of Communications
  - Yearbook
    - i. Theme
      - 1. after trying to figure out how to make "Sweet Memories" work, it was decided we would go with what a few students suggested and go without a WES traditional theme and go with Emojis.
      - 2. The book will have social media feel.
      - 3. It is different than past years.
    - ii. Balfour has been amazing to us with deadlines and pricing
    - iii. 1st deadline was due this Friday but is now Friday the 27th.
      - 1. All grades from Pre-K through 4th will be sent in.
    - iv. Sales are really low and just about 100 so far.
    - v. Slight extension on presales which we hope helps. New date is January 31st for all yearbook orders!
    - vi. Under 300 books and price would increase but Balfour knows we are a good customer.
      - 1. next year, we may have to increase the price of the book due to lower purchases
    - vii. Some of the yearbooks we had that were imperfect from last year, Rosemary is showing off at the tours of the school (and letting parents take them home if they like).
    - viii. Cathy suggesting posting a picture of last year's yearbook on Facebook to help people see what our yearbooks look like.
  - Boosterthon
    - i. Backyard box office Theme is a lot of fun
    - ii. Rosemary met with the staff today.
      - 1. Boosterthon is concerned about 1st grade as they have the lowest registration on the website and normally, 1st grade has the highest

registration rate.

- iii. Mr. Tony wanted to make a donation to Ms. Killian's class
  - 1. It was discussed how to handle this donation in regards to the teacher cashback incentive.
  - 2. Decision was that Ms. Killian would still get the 10% cash back.
- iv. 39% of students have registered on funrun.com
- v. Boosterthon has daily incentives for classes to win prizes.
  - 1. staff will give Rosemary Ros this information so she can post it to Facebook to get more participation
- vi. Teacher Cash Back
  - 1. clarification was made that the cashback is on the profit. (So for a \$500 pledge, the WESPTA gets \$250 dollars and a teacher gets \$25).
  - 2. cashback is after all checks clear.
  - 3. Teachers receive cashback based on the money received by the first pledge count.
  - 4. 1st count - February 2nd
  - 5. 2nd count - February 9th
- vii. As of the morning of January 18th, the potential profit for 100% of funds handed in is just over \$6,000.
  - 1. This is with just 24% of the students participating.

XII. Meeting adjourned 5:48pm