

Wakefield Elementary School PTA Board Meeting Minutes

Date: April 14, 2020

Meeting called by: WES PTA

Facilitator: Kristen O'Janpa

Minutes: Kristen O'Janpa

Time: 4:30pm

Type of Meeting: Standard

Timekeeper: Kristen O'Janpa

Location: Zoom Call

Attendees: Kristen O'Janpa, Brandy Strausbaugh, Cindy Keech, Michelle Tomlinson, Carey Koenig, Elizabeth Gilliam, Caroline Numbers, Jenni Ellinger, Kelly Fontenot and Stephanie Schmitt, Lindsay Sommer

Absentees: Melissa Vossler

Call to order at 4:33pm by Kristen O'Janpa

Did not get to review the March minutes. Will approve next time we meet in May

I. VP of Events: Brandy Strausbaugh

- A. All events remain canceled due to COVID
- B. Brandy is considering serving on the board again next year as VP of events since many of her events were cut short this year.
If she decides not to, **VP of Events will need to be recruited.**

II. VP of Student Services/Cultural Arts: Jenni Ellinger

- A. The Beast shared that they would like to reschedule their performance in the fall.
- B. Teacher Appreciation Week May 4-8
 - a. It was discussed whether to use the money in the budget this year by supplying gift cards to all teachers/staff or to keep it for when the teachers return. We will be keeping it for when the teachers/staff return and use it then.
 - b. Carole, Jenni and Michelle will collaborate to do a virtual teacher appreciation week online through social media and emails.
 - c. Carole will be staying on as Teacher Appreciation chair in 2020-2021 and would love an Teacher Appreciation person to help.

Jenni will not be serving as VP of Cultural Arts and Student Services in 2020/2021.

Chairs for 2020/2021

- a. Teacher Appreciation: Carole Langheim and
- b. **School Beautification: Need to Recruit**

- c. School Store: Jenni would like to do the school store in 2020-2021 but it will be her last year at WES so it would be wise to have someone else as well so that they can be trained to operate the school store for the following year.
- d. Advocacy: Michelle Tomlinson

III. VP of Fundraising: Caroline Numbers

- A. Spirit Night Update
 - a. El Tapito- April 16th
 - b. City BBQ- May 14th
 - c. McDonalds in March was very successful. They are sending the check to Ashley Braddock since the school is not receiving mail due to COVID.

- B. Virtual Scholastic Book Fair- April 17-30. This is not a BOGO

- C. Boosterthon:
 - a. We collected 96% of pledges this year. Total raised \$31,474, school net profit is \$14,366.
 - b. Rosemary Ros provided the teacher check breakdown. We will not mail out checks due to teacher confidentiality, however we will write out checks and placed in teacher boxes once the school reopens. Checks must be written out and distributed prior to July 01, 2020.
 - c. We have not signed the 2020/2021 contract with Boosterthon yet. Kristen will explain to Merritt that we need to re-evaluate in May and June as the to make the best decision for our school fundraiser next year.
The board spent a lot of time discussing potentially doing our own fun run in 2020/2021. There is potential in this idea, however we would need to make sure that proper leaders are in place to ensure motivation amongst our kids/families as well as organization and volunteers in place for the fun run.
Kristen and Caroline will be crunching numbers to potentially implement our own fun run in 2020/2021 and share with the board their findings.

- D. EWE 2020:
 - a. Julie Raftery is still chairing the event. The deposit has been made on the country club for October 2020.
 - b. Donations have not started to be collected due to the economic situation from COVID.
 - c. We discussed how this may be more of a social event rather than a big fundraiser this year due the effects of COVID. Caroline and Julie will reevaluate getting donations in June 2020.

- E. Fundraising/Budget Reflection:

- a. Due to COVID we are not planning or expecting a huge fundraiser in the fall of 2020. As a result, the budget for the 2020/2021 year needs to be adjusted accordingly and certain events/services will need to be cut back during the budget meeting prior to July 1, 2020.

F. Chair Positions for 2020/2021:

- a. EWE: Julie Raftery
- b. Book Fair Fall: Needs to be Filled
- c. Book Fair Spring: Needs to be Filled
- d. Box Tops: Needs to be Filled
- e. Spirit Nights: Ashely Braddock
- f. Community Partners: Jenn Schofield
- g. Boosterthon/Fun Run: Needs to be Filled

IV. VP of Grant Writing: Lindsay Sommer

- A. Nothing to share at this time.

V: VP of Membership: Carey Koenig

- A. Nothing to share at this time.

VI. President: Kristen O'Janpa

- A. Planning to hold off on signing the Boosterthon contract until June to gather more information and crunch numbers to implement our own fun run in Spring 2021.
- B. Plan to start recruiting online for board positions for next year. The positions are highlighted in our minutes.
- C. Kristen will find out exact contract information with Balfour, our yearbook, provider for 2020/2021 from Rosemary Ros.

VII. Treasure Report: Stephanie Schmitt

- A. Budget is now in the positive
- B. Treasurer Position for 2020/2021: Needs to be Recruited

VIII: VP of Communication: Michelle Tomlinson:

- A. Will be working with Carole and Lindsay on Teacher Appreciation Week details.

IX: Principal: Cindy Keech:

- A. Still a lot of unknowns about what enrollment numbers and returning to school looks like at this point. We will have to wait and reevaluate as things change day to day with COVID.

X: Teacher Reps: Elizabeth Gilliam and Kelly Fontenot

- A. Provided feedback on teacher appreciation week plan and potentially implementing our own fun run.

*Meeting Adjourned 6:00 PM