

Wakefield Elementary School PTA Board PLANNING Meeting Minutes

Date: August 4, 2020

Meeting called by: WES PTA

Facilitator: Kristen O'Janpa

Minutes: Lindsay Sommer

Time: 4:30pm

Type of Meeting: Planning

Timekeeper: Kristen O'Janpa

Location: Zoom Call

Attendees: Kristen O'Janpa, Cindy Keech, Michelle Tomlinson, Carey Koenig, Elizabeth Gilliam, Jenni Ellinger, Kelly Fontenot and Stephaine Sanderoff

Absentees: Caroline Numbers

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

Planning for the upcoming and unprecedented school year 2020-2021 - at this time, all students will be learning virtually until further notice.

I. President business: Kristen O'Janpa/Board

- A. Board Member Position and Nominations and Vote
 - a. A motion was made to appoint Lindsay Sommer to Secretary. Seconded. Approved.
 - b. A motion was made to appoint Stephanie Sanderoff to Treasurer. Seconded. Approved.
- B. Board Member Vacancies/Needs
 - a. Board is in need of VP of Events and VP of Grants
- C. Standing Rules and By Laws/Ethics Form
 - a. Kristen will be coming around to complete standing rules and by-laws/ethics. Each member was asked to review the rules and by laws. Conflict of Interest form was discussed.

II. Budget

- A. Looking at the budget document from last year as of 6/30/2020, balance was \$29,217.14
 - a. Due to the pandemic, we do not foresee bringing in much money via fundraising
 - b. Need to make budget cuts, but perhaps we can bring in more virtual opportunities
 - c. We will need to assign the proper way to spend the carry over \$12,000 to best meet the needs of the school year.

III. Review Events/Services to offer during 2020-2021 School Year: Kristen O'Janpa

- A. Book Fair - Virtual book fair tentative date Nov. 13-20, April 16-23

- a. Communication will be key to success
- B. Box Tops - budget cut; save money on printing materials this year; will continue to do electronically.
- C. Community Partners may be hard to get due to financial hardships. We will need to update our partners and find a creative way to secure our regulars.
- D. Campus Beautification - no goal because we won't be at school physically; leave line item and change it to Spring Beautification
- E. Cultural Arts - everything is virtual through June 2021; decrease line item to \$2,000
 - a. Agreed not to spend money on professionals this year
- F. Millbrook Fall Festival/Spring Fling - drive-thru Pumpkin Decorating Contest idea; keep line item and rename it Fall Fun (Oct 26-30th)
- G. Family Dance - cut
- H. Field Day - cut
- I. Fifth Grade Celebration - Keep it, last years' event went well, needs a chair.
- J. Kindergarten Events - cut
- K. Welcome Walk - rename to Welcome Activity
- L. Original Works - Jenni will contact Mr. Blackmon to see what he wants to do
- M. PBIS - decrease line item to approx. \$100 for teachers to print materials as needed
- N. School Improvement - cut
- O. School Store - keep; add pencils and masks for purchase; Michelle will look into Member Hub's "build your website" and compare it to our website that is currently managed by Paula
- P. Teacher Appreciation - last years' idea regarding meals for teachers was well received
- Q. Teacher Grants - keep
- R. Volunteer Appreciation - keep
- S. Yearbooks - TBD

*Meeting Adjourned 6:45 PM