



Wakefield Elementary School PTA 2020-2021 WES PTA GENERAL Meeting

Date: October 6, 2020
Meeting called by: WES PTA
Facilitator: Kristen O'Janpa
Minutes: Lindsay Sommer

Time: 4:30 pm
Type of Meeting: General
Timekeeper: Kristen O'Janpa
Location: Zoom call

Attendees: Kristen O'Janpa, Cindy Keech, Michelle Tomlinson, Kelli Fontenot, Caroline Numbers, Elizabeth Gilliam, Stephanie Sanderoff, Jenni Ellinger, Julie Rafferty, Lindsay Sommer, Parent: Felicia Howard

Absentees: Carey Koenig

- I. Call to order at 4:33PM by Kristen O'Janpa**
- II. Review of September 1st Board Meeting Minutes**
 - A. A motion was made to accept the September 1st Board Meeting Minutes. Seconded. Approved.
- III. President Update: Kristen O'Janpa**
 - A. Discussed school board decision for students to return to school (Plan B) on the 26th; begin regularly attending on a daily basis on Nov 16th
 - B. Still seeking a grant writer and a community partners chair. If you know anyone interested in these positions, please let Kristen know
 - C. Carry over funds from 2019-2020 school year: Caroline made a motion to use the carry over funds for chrome books and technology needs at the school. This is to replace those loaned out during our remote learning and as back up devices as these fail. We will also fundraise to provide COVID technology needs as necessary. Michelle Seconded.
 - D. Discussed needs for technology and safety when school re-opens: Mrs. Keech
 1. 26 chrome books currently
 2. cannot guarantee that kids will bring their technology to school
 3. all students will need technology in school
 4. school will have to provide new students with a device.
 5. ChromeBooks are at the top of the need list - approx 200
 6. teachers will conduct face to face instruction plus remote learning - simultaneously - so may need external cameras
 7. external mics may be needed
 8. individual school supplies for every child will need to be provided
 9. currently have 19 clear face shield - they are single use only
 10. clear desk shields are needed because students will be sitting in classrooms eating lunch without masks on - 10 per class, so 100 of them to start with

11. Water fountains will not be turned on at this time. Students are to bring a water bottle

IV. VP Events: Julie Raftery

- A. Pumpkin Contest is ongoing at this time
- B. Julie is in the process of planning a winter event.

Julie Raftery left the meeting at 5:14PM

V. VP Student Services/Cultural Arts: Jenni Ellinger

- A. School store has been updated
- B. Teacher Appreciation in the works
- C. Mr. Dolan is in process of selecting the date to schedule The Beast
- D. Working on selling masks in school store

VI. VP Grant Writing: Lindsay Sommer

- A. Motion to approve Teacher Grant of \$165.27 to Mrs. Coveleski for Scholastic Subscription for her class. Seconded. Approved.

VII. VP Fundraising: Caroline Numbers

- A. Carolina Dentistry made an imperial donation
- B. Mathnasium/Ivy Reeds is not in a position to donate right now
- C. Pendergrass is unable to donate financially, but can donate 2 weeks worth of classes that we can give during a monthly drawing
- D. Riccobene and Raleigh Orthodontics (Grossman) - haven't heard back from
- E. Spirit Night - Bad Daddys on Oct 13th, 20% given back
- F. Spirit Night with Moe's on November 17th, 10% given back
- G. Discussed Yearbook
- H. Discussed school portraits
- I. Book fair - keeping it all online for the time being
- J. Michelle Tomlinson - Wreath fundraiser: Partnering with Parker's Big Meadow, also partnering with a bow maker to sell bows to add to wreaths. Delivery option available for additional fee. Flyers being printed. Need volunteers to pass out flyers in Wakefield neighborhood. Funds will go to the Fall Fundraiser. We need to meet our budget number - need to sell approx 200-250 wreaths
- K. Dairy Depot fundraiser brought in approx. \$200
- L. Caroline asked everyone to take pictures if you attend spirit nights and send them to her

VIII. VP Membership: Kristen O'Janpa

- A. 96 current members
- B. Winners of the Drawing:
 - 1. Teacher Winner: Jen McMullen
 - 2. Parent Winner: Erika Hemphill
 - 3. Carey will reach out to get them their gift cards
- C. Recommended to continue to hold off on classroom incentives because of all the changes currently

IX. Treasurer Report: Stephanie Sanderoff

A. Boxes and boxes of files dating back to 2011, we only have to keep files for the last 7 years.

1. Motion was made to shred old files (2011-2013). Seconded. Approved.

B. Bank account has been connected to quickbooks - all transactions from bank account will automatically load into quickbooks - aligning the budget with the taxes

C. Plan to reevaluate the budget in the Spring

X. VP Communications and Advocacy: Michelle Tomlinson

A. Let her know if anything needs to be added to newsletter

Michelle Tomlinson left meeting at 5:47PM

XI. Principal's Report: Mrs. Keech

A. ChromeBooks are back ordered - need to act now

B. Please make sure everyone is reading everything she sends out - very specific district policies that parents need to know before they send their children back to school

C. Virtual Open House scheduled for Oct 22nd (for Plan B students only) - done by individual teachers so students will be ready to come back in their cohort

D. Mrs. Keech will send out cohorts tomorrow - this only for students currently signed up as Plan B

XII. **Teacher Representatives** - Going forward we need to make sure we are 100% inclusive when planning events - not all students celebrate certain holidays

XIII. Michelle Tomlinson came back to meeting to finish update and discussion regarding Wreath Fundraiser:

1. Keeping "Holiday" in wreath fundraiser wording, but going forward we will be more careful with specific wording of our events

2. Bows: 100 of each type of bow = will cost approx \$670

3. Printing flyers: 3,000 copies = \$150

4. Motion to purchase bows and flyers for fall fundraiser. Seconded. Approved.

XIV. Closing

**Meeting Adjourned at 6:04PM