



Wakefield Elementary School PTA 2020-2021 WES PTA GENERAL Meeting

Date: November 4, 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 Raftery, Lindsay Sommer, Carey Koenig, Parent: Colette Meador

- I. Call to order at 4:31PM by Kristen O'Janpa**
- II. Review of September 1st Board Meeting Minutes**
 - A. A motion was made to approve the October Board Meeting Minutes. Seconded by Kelli Fontnot. Approved.
- III. President Update: Kristen O'Janpa**
 - A. Discussed her gratitude for the desk shields that were donated to school as an added layer of protection against COVID
 - B. General School Updates:
 1. Enroll/disenroll for VA/Plan B during the Dec 2-9th window
 2. 4th and 5th grades will start Plan B cohorts on Nov. 16th, K-3 will be attending school everyday after Nov 16th.
- IV. VP Student Services/Cultural Arts: Jenni Ellinger**
 - A. Teacher Appreciation - Carol brought in snacks for teachers last week to show appreciation
 - B. Masks for school store - pre-ordered masks are in and will be delivered tomorrow, other supplies are running low - encouraged everyone to start thinking of a new shirt design for this 2020-2021 year
- V. VP Events: Julie Raftery**
 - A. Pumpkin Contest Recap: Pumpkin Contest went great!
 1. Winners will be allowed to shop at online book fair November 12-25 with a PTA Board rep
 - B. No winter event planned at this time
 - C. Planning something for after the new year or early spring
- VI. VP Grant Writing: Lindsay Sommer**
 - A. Motion to approve individual Teacher Grant of \$280.79 to Mrs. Darrow for 72 copies of the following book: *X This Book Belongs toME!* (plus envelopes and postage) for her reading club. Seconded by Mrs Gilliam. Approved.

- B. Motion to approve Grade Level/Department Grant for K-3 for 12 month subscription to Brain Pop Jr. for \$1,453.95. Approved by Michelle Tomlinson. Seconded.
- C. Motion to approve Grade Level/Department Grant for all 4th grade classes for Nearpod for \$480. Approved by Kelli Fontenot. Seconded.

*Caroline Numbers joined the meeting at 4:45PM

VII. VP Fundraising: Caroline Numbers

- A. Spirit Nights:
 - 1. Moe's Spirit Night has been cancelled and replaced with El Tapatio Spirit Day on Nov. 19th. They'll give back 20% of sales
 - 2. Bad Daddy's turnout was great. They donated approx \$479
- B. Book Fair - all online this year, running from November 12th-25th, cannot use gift cards for an online book fair; online does not qualify us for a BOGO fair
- C. Yearbook - planning is going well
- D. Wreath Fundraiser - Michelle Tomlinson: we are only 32% toward our goal at this time; need everyone to spread the word about the wreaths; good feedback so far
 - 1. Mentioned that we may want to consider ordering extra wreaths to sell on site after the deadline; will discuss further at a later date.

VIII. VP Membership: Carey Koenig

- A. Membership update: 101 members, staff members are still joining, thank you to all the faculty for coming through for the PTA this year
- B. Incentive Drawing
 - 1. Teacher Winner: Tina Cayton
 - 2. Parent Winner: Nicole Vorhterms

IX. Treasurer Report: Stephanie Sanderoff

- A. Budget Update:
 - 1. Teacher Grants - there is approx \$600 left in Teacher Grant funds
 - 2. Transferred our budget into quickbooks
 - 3. We have been approved for a solicitation license
 - 4. Discussion regarding moving to online banking
 - 5. Discussion regarding moving Audit Committee to a virtual meeting
 - 6. MemberHub and Stripe - discussed tracking which order/sale are coming from which platform - Stephanie will look into it and get back to us regarding what she needs

X. VP Communications and Advocacy: Michelle Tomlinson

- A. Upcoming communication needs discussed
- B. Get to know WES PTA: Discussed not doing a PTA Board member video, instead post a photo and a short bio in December of each PTA board member

XI. Principal's Report: Mrs. Keech

- A. Mrs. Keech discussed her gratitude for the donated desk shields and thanked her staff and parents for everything they do to help during this unprecedented time
- B. Discussed the all the ways Mrs. Keech communicates important school information with parents and families

1. WES Website
 2. Schools twitter page is active; schools twitter feed is embedded on WES website
 3. Text messages twice per week to all parents and families
 4. Every message is archived on WES website
 5. Teachers also share with their students and families
 6. If parents are not getting this important information, please encourage them to call front office to see if their phone number and email is updated
- C. Discussed yearlong VA students wanting to switch to Plan B in January - there will be a window Dec. 2-9th where they can enroll/disenroll/change - if they cannot disenroll online, then contact Mrs. Keech.
1. Mrs. Keech is working hard to adhere to all social distancing guideline and accommodate all families if their circumstances have changed

XII. Teacher Representatives: Mrs. Gilliam & Mrs. Fontenot

- A. Mrs. Gilliam discussed her gratitude to parents, PTA and staff
- B. Mrs. Fontenot discussed efforts to spread the word about the wreath fundraiser

XIII. Closing

- A. Next board meeting scheduled December 1st.

**Meeting Adjourned at 5:59PM