



Wakefield Elementary School PTA 2020-2021 WES PTA GENERAL Meeting

Date: April 6, 2021

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, Michelle Tomlinson, Caroline Numbers, Stephanie Sanderoff, Jenni Ellinger, Lindsay Sommer, Carey Koenig, Elizabeth Gilliam, Kelli Fontenot, Cindy Keech

Not in Attendance: Julie Raftery

I. Call to order at 4:30PM by Kristen O'Janpa

II. Review of March Board Meeting Minutes

- A. A motion was made to approve the March Board Meeting Minutes. Seconded by Kelli Fontenot. Approved.

III. VP Grant Writing: Lindsay Sommer

- A. The funds from the Nearpod Teacher Grant of \$480 (requested 11/3/2020 by Ms. Coveleski on behalf of the 4th Grade Department) has still not been used. Lindsay has reached out numerous times to ask if they still want this grant. Here's the latest update:

1. Ms. Coveleski - used \$120 of the funds to purchase Nearpod on 11/5/2020
2. Mrs. Jones-Stroud - declined grant per text message to Caroline Numbers during last PTA Board meeting on March 2, 2021
3. Mrs. Baxter - no response
4. Mrs. Johnson - responded on March 7, 2021 that she is still interested and asked Lindsay to re-send instructions on how to proceed. Lindsay re-sent instructions to Mrs. Johnson on March 10, 2021.

IV. VP Membership: Carey Koenig

- A. Denise Isaacs is staff member of the month
- B. Caitlin Harvey is parent of the month

V. Treasurer Report: Stephanie Sanderoff

- A. The bank was charging us \$15 per month, Stephanie called them and fixed it
- B. Stephanie requested that we spend the Lowe's grant of \$344:
 1. Discussed ideas for where to spend it
 - a) School Beautification
 - b) Buddy bench
- C. Budget update: we intended to bring in \$27,000 for the year, but only made \$23,000, but we only spent \$16,000
- D. Stephanie requested that we use Quickbooks only

VI. VP Events: Kristen O'Janpa

- A. Mural event is organized and has been coordinated with Mr Blackmon, limiting to only 1 vaccinated volunteer and 1 other volunteer to help with supervision, the week of April 26-30th, Michelle has a flyer ready, it'll go out Monday
- B. 5th grade celebration will be similar to last year's drive thru - Middle School Survival Kit will be handed out instead of shirts. Date: Wed, June 9th

VII. VP Student Services/Cultural Arts: Jenni Ellinger

- A. Teacher Appreciation - will be in May, currently in the process of planning
- B. There have been zero orders from the online spirit wear that's been up for a month, we can revisit it in the Fall. Michelle suggests that we send home the paper order forms in the Fall.

Stephanie Sanderoff left the meeting at 4:59PM

VIII. VP Fundraising: Caroline Numbers

- A. Electronic flyers vs paper flyers discussion
- B. Caroline is thankful to Wakefield Staff helping with the read-a-thon
- C. Next Spirit Night - April 20th at Buffalo Brothers, 4PM to Close, 10% back, please mention WES when ordering, no grubhub/doordash orders will be counted
- D. Tacos and Taps was not very successful - comments that it's was a bit pricey
- E. 5th grade Middle School Survival Kit - Ashley has helped Caroline gather chic-fil-a gift cards
- F. Book fair - BOGO fair Spring
 - 1. book cases to be set up along the walls in the cafeteria
 - 2. Prices of books will be sent out electronically
 - 3. April 16th - 23rd
 - 4. no previewing, no wandering
 - 5. students only shop if they have funds, during their recess
 - 6. Masks enforced, hand sanitizer available
 - 7. Caroline will volunteer and will be fully vaccinated by then
 - 8. For VA students, there will be a drive thru on April 22nd, from 430-630PM, book cases will be in the drive through loop, families will have to sign up to come, stay in their cars, volunteers will have to be vaccinated. More info to come

IX. VP Communications and Advocacy: Michelle Tomlinson

- A. Everyone is starting back in Plan A - some schools are starting at different dates, it's up to the Principal's at each school

X. Principal's Report: Mrs. Keech

- A. Strawbridge Photos were successful - 68 students take their photos
- B. 4th quarter starts on the April 8th - Mrs. Keech is still receiving requests for students to come back from VA, she's doing her best to accommodate all students. Please remember that she has to abide by classroom size limits.

- C. Health screenings - as of April 8th, no longer have to do screens prior to entry of building, however, all families coming in have to agree and sign the attestation

Mrs Keech left meeting at 5:29PM

XI. Teacher Representatives: Mrs. Gilliam and Mrs. Fontenot

- A. If flyers get printed, please make sure Mrs. Fontenot and Mrs. Gilliam get them electronically so they can send them out to VA students

XII. President Update: Kristen O'janpa

- A. Nominations: there are a lot of vacancies for next year, please let Kristen know if anyone is interested
 - 1. Available positions: President, VP of Fundraising, VP of Cultural Arts/Student Services, VP of Membership, VP of Communications, Secretary, VP of Grant Writing, Treasurer
 - a) Grant Writing can be changed to a chair position if need be
 - 2. Nomination:
 - a) Caroline as President - she needs a few more days to decide
 - b) Carey VP Fund - decline
 - c) Carey as Cult Art and Student Services - decline
 - d) Lindsay as Communication - decline
 - 3. Still need nominations for Secretary and Treasurer
 - 4. Mrs Gilliam is happy to serve another year as Teacher Rep

XIII. Closing

- A. Next meeting is May 4, 2021

**Meeting Adjourned at 5:45PM