

**Wakefield Forest ES - PTA Meeting Minutes**  
**7:30pm Dec 7th, 2010 WFES Library**

- I. **Call to Order.** Meeting was called to order at 7:35pm.
- II. **Secretary Report – Ellen Rolen**
  - a. The November minutes were approved as written.
- III. **President’s Report – Alison Wright**
  - a. Twig Review. The latest version of the TWIG was available for review before publication
  - b. KIT. A Keep in Touch (KIT) email will be going out tomorrow. Subjects include cookie dough pick-up, Welcome Wolf volunteers, and Wheels for Africa
- IV. **Principal’s Report - Sheri D’Amato.**
  - a. No Jingle Jog this week due to cold temperatures. Trying for next week (Dec 14<sup>th</sup>)
  - b. Initial bid for installing a track at WFES is \$55K from the Fairfax County. Their price is probably high, but they take care of all the permits. We can ask for additional bids (Any suggestions), but the contractor would have to get all the permits.
  - c. We could do a special fundraiser at the auction for the track; however, the school budget is set based on the PTA making our budget. So we don’t want to take away from fundraising to meet the PTA budget to help fund the track.
  - d. 6<sup>th</sup> Grade would like to do a Bake Sale on 27 January before the school concert
  - e. SACC is open Monday, Tuesday, and Wednesday of Winter break
  - f. We got many volunteers for the 1<sup>st</sup> and 2<sup>nd</sup> grade reading program but could use more. Mrs. Rubenstein will be holding another training session in January.
  - g. The school is trying to reduce the number of reminder KIT emails out by condensing the information into one a week – so that when time-sensitive/emergency KITs are necessary, people won’t ignore them
  - h. Deputy Superintendent Dr. Mancusco will be visting the 1<sup>st</sup> grade team collaboration planning
  - i. Grant writers are needed to help Ms. Massimo apply for grants to help fund the track. Any help would be greatly appreciated.
- V. **Assistant Principal’s Report - Sharyn Prindle.** Home with a sick child.
- VI. **Faculty Representative’s Report - Diana Maggi**
  - a. Parent Liasons
  - b. Winter Class parties will be going on soon. Lots of emails asking for help.
  - c. All the teachers at WFES must catalog their classroom libraries. The teachers are asking for volunteers to come in and help out. Any amount of time would be appreciated.

## **VII. Treasurer's Report - Vicki Hurlebus**

- a. A current budget was presented. Highlights include:
  - a. Cookie Dough fundraiser brought in approx \$3000
    - i. Combined, cookie dough and Fall Bulb sales make up the budget deficit from Sally Foster sales.
  - b. We have 387 combined parents and teacher members of the PTA – up about 10% from last year
  - c. Supply sales revenue is down significantly from what was expected. Still looking into if we have received the correct amount from the supplier.
    - i. New supplier this year did not meet the quality expected
    - ii. We need to check with Cathy Mongeon regarding the supplier that FCPS is using, and see if they would work out for next year
  - d. Recent expenditures include: 6<sup>th</sup> Grade field trips, popcorn, cheese sandwiches, safety patrol, and Continuing Education

## **VIII. Committee Reports -**

### **a. Fundraising – Raquel Bishop & Janice Viola**

1. **Auction update:** Kerry Granis and Aly Casey are chairing. Per ticket price may be increased to \$30 each. Unfortunately, the date of the auction coincides with the semi-finals of March Madness (we may need to set up a TV at the venue) and is a 3-day weekend. However, we have no venues available on alternative dates. So we will not change the date or venue.
2. **Cookie Dough:** Sales went well. Profit is \$3009. Delivery is Dec 8<sup>th</sup>. We will do another cookie sale next year.
3. **December and January Fundraising**
  - i. Movie Night Jan 21<sup>st</sup>, Dawn Young in charge
  - ii. Dec 14<sup>th</sup> Flippin Pizza night
  - iii. Ice Skating Jan 31<sup>st</sup>
    1. Possible Friday afternoon Family Fun Skate in January

### **b. Academic – Christa Gormley.**

1. Everything in the TWIG
2. Heidi Lackey needs a person to take over FLEX next year
3. Jump rope and Science Club start in January

### **c. Legislative – Courtney Collins.**

1. Everything is in the TWIG

### **d. Volunteer Services – Adrienne Gonzales.**

1. Everything is in the TWIG
2. We need the school wide parents to send out emails

## **IX. Adjournment. Meeting adjourned at 8:45.**