Dolvin pta  
board meeting AGENDA

**Date**: August 17, 2022

**Time**: 9:35am

**Facilitator**: Elena Chung

# In Attendance

Board members: Elena Chung, Lindsay Phillips, Sandra Guggenheim, Amanda Evans, Samantha Ross, Elisha Joffe, Jessica Breithaupt, Nancy Nunnelley, Sharada Chandran, Kate Ericksen.

Staff members: Karen Cooke, Jennifer Shaffer

Apologies: Jenifer Reese

# Approval of Minutes

1. May and July meeting minutes approved by Sandra Guggenheim and seconded by Amanda Evans.

# Principal’s Report (Karen Cooke)

1. Carpool – overall the carpool is improving but there are still some difficulties, particularly when there is no police presence. Additional signage will be put up to instruct drivers.
2. Bus transportation – the county shortage of bus drivers is causing delays, and confusion with the Here Comes the Bus app. We continue to exercise patience and appreciation for drivers who are doing multiple routes in order to get the children home.
3. Beautification – during the summer various updates were done internally to the building e.g., door screens and some room improvements.
4. Safety – all classroom doors now have the upgraded locking system; Karen thanked the PTA for its efforts to achieve this goal.
5. Enrollment – at present the school is 40 students over enrollment expectations, the majority of which is the 4th grade. After the 10th day of school we will have confirmation from the county on whether there will be a 4th grade teacher added.
6. Grade level performances – teachers Ms. Young and Ms. Powell will be coordinating the performances. It was suggested that the songs in the montage are inclusive of other religions/cultures and not only comprise of Christmas songs.
7. Field trips – the county has scheduled great field trips for the coming year at no cost to the school/parents and buses will be provided.

# Treasurer’s Report (Amanda Evans)

1. Budget update
   1. Checking $107,859.15
   2. Savings $8,014.69
2. We have currently raised $23,620 of our $25,000 family membership goal.
3. We have raised $5,778 of our $10,000 Spirit wear goal. This covers our $4,900 initial order, but not sure what our next order costs will be.
4. We have raised $500 of our $2,500 Birthday message goal.
5. We have raised $380 of our $1,000 Tanner goal.

# Parliamentarian (Sandra Guggenheim)

1. Membership Sales
   1. Karen agreed to a request to have a fun incentive for the children, involving herself and Mr Stein, as in previous years. Suggestions welcome.
   2. It was agreed that the PTA goals and achievements (with pictures) should be sent with the regular platform communications, in order to incentivize new PTA membership and showcase the work done by the PTA.
2. School supply kits - 193 sold to date. The increase on prior year sales was due to earlier notification and regular reminders during the summer break. *Note for next year: we must capitalize on the Dolvin Kindergarten Splash to notify new parents, who are not on the PTA mailing list, of the school supply kits.*

# Committee Reports

Academic Enrichment (Kate Ericksen)

1. Book Fair
   1. Media Center has requested SUG for volunteers for set up, clean up, and the entire Book Fair period. Not many is needed for the preview period though. Kate to setup SUG.
2. Lunch Bunch – 3rd, 4th, and 5th grades. Sandra G. and Lindsay P. volunteered to assist with 3rd and 5th grades respectively. Nives Prantl to assist with 4th grade (Elena back-up)
3. Rockin’ Reader
   1. Jessica B. kindly to donate her rocking chair.
   2. Kindergarten parent needed to chair this item, confirm with Chelsea Tullio if she’s willing.
4. Reflections – deadline is 9/30. Jessica B. to update website?

Communications (Elisha Joffe)

1. Directory – nothing currently.
2. PTA Newsletter
   1. Needs to go out timely.
3. Room Parents
   1. Selections have been made and communications have been sent out to everyone. Room parent orientation this Friday.
4. Social media
   1. Needs to be updated and posts to go out regularly.
   2. It came to our attention that the Facebook page was deleted by Facebook, therefore a new Facebook page will need to be created or look into using Dolvin Elementary’s page.
5. Website
   1. Needs to be updated and posts to go out regularly.
   2. Create a link to the new Facebook page.
6. It was noted that there should be a schedule to coordinate all communication drops in order to synchronize communication across the various platforms.
7. Business partners
   1. We have been getting constant inquiries for business partnership opportunities. Elena is in contact with them.
   2. Katherine Miskis (K teacher) has been going out and getting businesses to sponsor All Pro Dad meetings.

Health and Community (Sharada Chandran)

1. Children’s Garden/Landscaping
   * 1. Monthly maintenance to be done by All Star Landscapes & Lawn Care LLC (Todd Harmon). No service required for October and Jan, based on prior year experience.
     2. Monthly cost $250, more than previous contractor but still within budget.
2. Outdoor classroom – nothing currently.
3. Kids Care
   * 1. First meeting on 10/5 conflicts with Yom Kippur, to reschedule.
     2. It is planned that some of the monthly meetings will be utilized to do work in support of the main events.
     3. 5th Grade volunteer chair still needed.
4. Field Day – nothing at this time
5. Hands on Dolvin Day – nothing currently.
6. Hearing and Vision Screening
   * 1. Mr Stein to coordinate the day with the Fulton County Cluster nurse.
     2. SUG will need to be sent out as soon as possible thereafter, as many volunteers will be needed to execute.
7. Recycling – nothing currently.

Program Funding (Jenifer Reese)

1. Spirit Wear – (Elena) The volunteer shirts were more popular than expected.
2. Membership – (Sandra)   
   Some errors need to be resolved regarding the online Toolkit software;   
    - Families were able to access the staff membership level  
    - Birthday message section in the bundle packages were not completed by the families
3. Yearbook – nothing currently.
4. Tanner – fall picture day coming up 9/01.
5. School Store
   1. First school store is set for next Wednesday. Anna Dinwiddie has agreed to chair. Chelsea Tullio has offered to assist. Need to get inventory/ordering information from Erin Manning.

Special Events (Jessica Breithaupt)

1. Spirit Day (select Fridays)
2. K-2 Ice-cream social
   1. Reach out to Ellen Emery and Betsy Daugette to start coordinating. Ellen has already received the information from Ilyssa Tabor.
3. Bingo Night – scheduled for 11/4.
4. Math Night – scheduled for 2/10/2023
5. Spring Family Fun Night (SFFN) - scheduled for 4/21.
   1. Suggestion to contact the rides rental company to also include a shaved ice machine.
   2. Suggestion to better manage the prizes table to prevent children from crowding the booth at the end of the evening.

Support Services (Nancy Nunnelley)

1. Back to School Staff Luncheon
2. Curriculum Night Teacher Dinners
   1. Zoe’s will be the vendor
   2. Currently in the middle of SUG – due 8/22.
3. Staff Appreciation Week – nothing currently.
4. PBIS
   1. Will be providing parent feedback to Shaffer as needed.

# President’s Update (Elena Chung/Lindsay Phillips)

1. Spirit Wear
   1. Lori @ Patricia Spiritwear stated that it was best to allow 3 weeks for delivery, and because of daily stock changes, we would not know until time of order about availability.
2. Membership Levels & Swag –
   1. There was an increase in the number of higher tier membership packages (Gold/Platinum/Dolphin) but a decrease in the number of lower tier membership packages (Member/Bronze/Silver)
   2. May need to consider changing the lower tier packages for next year.
   3. Suggestion to discount the other items (Yearbook, Spirit wear, birthday messages etc) in lieu of a PTA membership purchase.
3. Sneak Peek
   1. Classroom sign-up sheets to be updated to include; an email column, more informative role titles and a description of each title, to assist parents in understanding the requirements for each role they are signing up for.
   2. Notes for next year: set-up the day before. Put up additional signage (PTA and membership levels), print the more of the hand-outs and borrow school iPads to assist parents in easily signing-up at the event.

# Other matters

1. Room parents are required to be PTA members and are to encourage PTA membership of their class parents.

# Upcoming important dates

August 19th – All Pro Dads 6:30AM, Room Parent Orientation 9AM

August 23rd-25th – Curriculum Nights 6:30PM

August 24th – First day of School Store

August 26th – Current spirit wear deadline

September 7th-16th – Book Fair

September 9th – Pre-K-2nd Ice Cream Social 4:30-6:30PM

September 14th – School Store, Andy’s Spirit Night 6-8PM

September 16th – All Pro Dads 6:30AM

September 21st – PTA Meeting 9:30AM