Dolvin pta  
board meeting AGENDA

**Date**: January 10th, 2024

**Time**: 9:30 am

**Facilitator**: Lindsay Phillips

# In Attendance

Board members: In person: Lindsay Phillips, Nancy Nunnelley, Samantha Ross, Sandra Guggenheim

Via Teams: Jenifer Reese, Jessica Breithaupt

Staff members: In person: Karen Cooke

Apologies: Sharada Chandran, July Klein, Chelsea Tullio, Elena Chung, Jennifer Shaffer

# Approval of Minutes

* 1. Nancy made the motion to approve the December meeting minutes.
  2. Karen seconded the motion, therefore, the December meeting minutes are approved.

# Principal’s Report (Karen Cooke)

* 1. Ms Cooke shared the experience of loosing a student over the break and how thankful she was for the Care Team support. We had a student currently in 4th grade as well as a previous student who is currently at AMMS pass away from a car accident in Texas over the Winter Break. This impacted the entire school in huge way. The PTA provided lunch to the Care Team. The Care Team provided support for the students and staff members to have a space to grieve, talk and share their experiences. Afterwards, debriefing helped to make plans in case this situation happens again.
  2. Budget planning starts at the end of the month She will have personnel information afterwards. The staff have been provided forms of intent this month. The staffing and hiring process will begin once all of this information has been collected.

# Treasurer’s Report (Samantha Ross)

1. Budget update  
   Balances as of

Checking $111,882.27

Savings: $8,028.38

1. Tax return update: Sherry is trying to figure out what was missed in prior years and sort records to allow us to proceed with the current year. We were able to get an extension till May.

# Parliamentarian (Elena Chung)

1. Membership Sales
   1. Final membership drive: Jenifer to review sales and send out communications
2. Business partners
3. Sprit Nights
   1. Marlow’s and Craft Burger updates:

Remaining Marlow’s dates are 1/11, 2/1, 3/7, 4/11, and 5/2

Remaining Craft Burger dates are 1/17, 3/13, 4/11, and 5/8

Andy’s is 4/10

Communication has been sent out about Spirit Nights.

1. Supply Kits – need the supply list for each grade by the end of February. Hope to start sales in April/May 2024.

# Committee Reports

Special Events (Elena Chung)

1. Spirit Day (first Friday of every month)
2. Bingo night was a success
3. Math Night (2/2/2023) at 5:30pm at Mathnasium, waiting for them to update the date and give us communications.
4. Silent Auction updates: Katherine Miskis is working to get the full inventory and site up to get ready to start. Communications to go out soon.
5. Spring Family Fun Night (4/19/2023)
   1. Update on vendors and prizes
   2. Lindsay and Elena to take stock of games and see what needs to be replaced and what can be repaired-do this in February after meeting
   3. Elena working on quotes for rides, will provide update at February meeting.
   4. All Pro Dads to help repair games after their upcoming February meeting.
   5. Basket raffle communication needs to go out-Chelsea and Randi

Academic Enrichment (July Klein)

1. Lunch Bunch (3rd, 4th, and 5th grades)
   1. First Lunch Bunch meeting was held successfully.   
      Second set of books have been assigned, next meetings are January 23rd-25th.
2. Rockin’ Reader
   1. Underway and all slots filled!
3. Reflections
   1. Ceremony was held on 10/24.
   2. The process for registering with Georgia PTA, reporting winners moving on to council level to them, and sending them photos/videos/recordings of the winning entries has changed and July is still waiting on info about how to do all of that.
   3. July got winning entries turned in to be on display at the teaching museum. They were on display at the teaching museum on December 12th from 5-8pm. July picked them back up and is returning them to students.
   4. Lindsay returned the entries to those students that have entries that weren’t on display.
   5. District council level results: Lots of Dolvin winners
   6. Winners have been sent to the State contest for judging.

Communications (Sandra Guggenheim)

1. PTA Newsletter
   1. Needs to go out timely at the beginning of every month. January newsletter needs to go out.
   2. If the content is in the form of a flyer with a QR code, communication should also include a blurb and clickable link to get more participation.
   3. Content for this month: Silent Auction, Math Night, Membership, Donations, Prior Year Spirit Ware Sale, 5th Grade Ad sells
2. Room Parents
3. Social media (Facebook and twitter)
   1. Need posts to go out regularly.
   2. Please send any information that needs to be posted to Sandra. Send a blurb to go along with any pictures.
   3. All events need to be posted and shared in a timely manner to reach the maximum number of viewers. After each event an update should be posted, with pictures if possible.
   4. If the content is in the form of a flyer with a QR code, communication should also include a blurb and clickable link to make to get more participation.
4. Website
   1. Needs to be updated.
   2. Monthly PTA approved minutes to be posted.
5. Emails about events need to go out through membership toolkit in a timely manner.
   1. All events need to be posted and shared in a timely manner to reach the maximum number of viewers. After each event, an update should be posted, with pictures if possible.
   2. If the content is in the form of a flyer with a QR code, communication should also include a blurb and clickable link to make to get more participation.
6. General Communication
   1. Include in all communications a request for families and teachers to send pictures they have captured to [dolvinyearbook22@gmail.com](mailto:dolvinyearbook22@gmail.com).
   2. Reminders about 5th grade ads to be communicated every few weeks across various platforms until due date.

Health and Community (Sharada Chandran)

1. Children’s Garden/Landscaping
2. Outdoor classroom
3. Thanksgiving food and coat drive update
4. Window of Wishes update
   1. We are supported 4 families with a total of 10 children.
5. Kids Care
   1. At the last meeting, the kids wrapped the presents for windows of wishes. Having them count off to group them worked much better and using nametags for roll calling next time will be faster/more efficient.
   2. Karen to recruit a staff member to be at the meetings to help control the crowd.
   3. Other ideas for crowd control: Be very well prepared for the meeting, start right on time, and plan lots of extra activities to keep them busy if they finish early. Remind the kids that they will be asked to not come back and that we will call their parents to pick them up early if they are disruptive. Play calming music in the background.
   4. Meeting days are being moved to Thursdays because of too many conflicts on Wednesdays with leadership team and tech team.
   5. Next meeting is scheduled for 2/8. Will be making Valentine’s Day cards for residents of the Mansions Assisted Living Community.
6. Field Day
7. Hands on Dolvin Day
8. Hearing and Vision Screenings complete
9. Recycling

Program Funding (Jenifer Reese)

Spirit Wear

1. Second order of Spirt Wear being was placed, and inventory capped on Toolkit. Orders will continue through end of year.
2. We will do one last drive for membership in January.
3. What other events could/should we sell at: FFN, Karen said we could sell at the chorus concert
4. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events. Each year we will sell “Vintage Spirit Wear” in January at a discounted price to get rid of extra inventory. Swag can be used in Membership Incentives for next year.
5. March 2023: Commence planning for next year’s spirit wear.
6. Membership
7. March 2023: Commence planning.
8. Yearbook
   1. Update on co-chairs
   2. Yearbook cover contest updates
   3. Update on 5th grade ads-communication is being sent out and ad purchased are due 1/31.
9. Tanner (Lindsay)
   1. Picture day took place on 10/20 and 10/22. Tanner sent out slots to view and purchase photos, and all except 4 families have shown up for their viewings. Next year, we plan to have the viewings at the school. Think it will make it easier for everyone, and maybe we can get Tanner to donate a portion of what they would have paid to rent a space to the PTA.
   2. 27 sittings purchased. We made a total of $945. Almost hit 1000 goal.
10. School Store
    1. Next date is 1/24.
    2. Emails scheduled to go out the Monday before each school store.
    3. Lindsay added an additional sign up slot to each date to allow for no shows.

Support Services (Nancy Nunnelley)

1. Staff Appreciation Week-March 4th-8th-great harvest and crumble cookies planned so far. $90 left with Great Harvest. Will spend some on SAW. 103 cookies from Crumble for SAW. Kiley Roger is going to be the SAW coordinator again for this year. Will look at new coffee vendors. Format will be the same as last year.
2. PBIS

# President’s Update (Lindsay Phillips/Jessica Breithaupt)

1. Approval of Unit By-Laws-approved at last meeting.
2. February meeting date was rescheduled to 2/7 at the last meeting.
3. Gwinnett Gladiators would like to partner with us. They would like to offer discounted field trips, have a Dolvin night at one of their games, and invite the chorus to sing at one of the Hockey games. They would also like to donate to the silent auction. Jessica will be in contact with them more about this. Will meet with Karen and Carrie to discuss.
4. Lindsay sent out the tax donation letter to all members.
5. Jessica has renewed our annual incorporation with the Secretary of State.
6. Please remember to include both Presidents in all correspondence relating to your areas. We need to be informed of what is going on (dates, issues, etc).
7. Remember that Fulton County requires **25 days** prior to the event for submitting facility requests. (Bingo night, Math Night, Spring Family Fun Night).
8. Lindsay is working to continue contacting all parents who purchased a birthday message but whose children’s birthday took place when the sign wasn’t working. They can choose to do half birthday, refund, or just keep it as a donation to the PTA.
9. Please do your best to attend all PTA meetings in person. There will be a teams option, but it is best to attend in person. If you are unable to attend in person or on teams, please arrange for someone to come in your place, such as a committee chair or member, to share your updates and report back to you. If that isn’t possible, please send detailed notes with your current updates at least a day before the meeting.
10. Our PTA meetings for the rest of the year are as follows at 9:30am: 2/7, 3/20, 4/17, and 5/8.

# Upcoming important dates

January 11th- Marlow’s Spirit Night

January 15th- MLK day (no school)

January 16th- Professional Development Day (no school)

January 17th- Craft Burger Spirit Night

January 18th- Dolvin Diary

January 19th- All Pro Dad Meeting

January 22nd- 5th grade panoramic photo

January 23rd-25th – Lunch Bunch

January 24th – School Store

January 26th – 100th Day of School

January 31st- 5th grade ads due, yearbook prices increase

February 1st – Dolvin Diary, Marlow’s Spirit Night

February 2nd- Dolvin Spirit Day, Math Night at Mathnasium

February 5th-9th- Silent Auction Week

February 7th- School Store, PTA Meeting