

# DOLVIN PTA BOARD MEETING AGENDA



**Date:** September 20, 2023  
**Time:** 9:30am  
**Facilitator:** Jessica Breithaupt

## In Attendance

Board members:

Staff members:

Parents:

Apologies:

## I. Approval of Minutes

August meeting minutes motioned to be approved Nancy & Jen Shaffer

## II. Principal's Report Andy Stein

- a. Back to School Notes:
- b. Library Update: money spent 6+K painting, bins, new white board-not installed yet.
- c. Getting tables and chairs, about 5K
- d. Dolvin 3<sup>rd</sup> grade recognized by the state- 90% or more reading at grade level or above only

## III. Treasurer's Report (Samantha Ross)

- a. Budget update  
Balances as at 9/16/2023  
  
Checking: \$120,201.13  
Savings: \$8,024.36
- b. Membership – we exceeded our goal of \$25,000 and have currently raised \$26,570. Representing a total of 262 family and staff members. Slightly more than last year at this time.

- c. We have raised \$2,160 with Birthday Messages (this will change with refunds).
- d. Spirit wear: \$5,292.
- e. Swag is at \$665, we can use swag throughout the year and as prizes for Bingo Night, Silent Auction Basket and Family Fun Night.
- f. Tanner photography – currently need to push, we are still under budget, likely to improve with the upcoming fall family photoshoots.
- g. Buyout for the copier machine completed.
- h. Audit has been completed. Thank you Sandra and Nancy for your assistance. Need to hold a general meeting to approve. Meeting will be held to approve
- i. Membership Dues submitted to GA PTA via Givebacks (MembersHub).
- j. Reminder: it takes approximately one week to issue check reimbursements. They are done in batches. Please communicate this to your committee chairs/volunteers.
- k. Working to submit the tax return.
- l. Working to get the Square Account transferred from Bonnie’s account.

#### IV. Parliamentarian (Elena Chung)

- a. Business Partners
  - i. Childrens dental zone-paying invoice for car tags  
getting silent auction vendor

Oct 5

Nov 2 dec 14 jan 11 feb 1 mar 7 apr 11 may 2 – Marlow’s spirit nights

Andys: booked for fall, working on spring

Pre k-k; ice cream social was success

Nov 3 Bino night 4-8 2 sections, 5-6:30 6:45-815 – facilities request made, need insurance October , started buying prizes on sale

Mathasium held at math feb 2 530

#### V. Committee Reports

##### Academic Enrichment (July Klein)

- a. Book Fair 21031\$ gross sales
- b. Lunch Bunch (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades)
- c. Took out two books, stone fox and hatchet going to purchase two new books  
Nov start for kids 9-11 sign up going out
- d. Rockin’ Reader
- e. Reflections
  - i. May need to extend the deadline since GA PTA has been behind-oct 1 deadline

- ii. All materials are up to date on the GA site now.
- iii. Need Judges3 plus July

Working with Abbots hill to exchange so we aren't judging our kids

July needs to order awards, ceremony date oct 24

### **Communications (Sandra Guggenheim )**

- a. PTA Newsletter
- b. Room Parents
- c. Social media
  - i. Needs to be updated and posts to go out regularly.
- d. Website
  - i. Monthly PTA approved minutes to be posted.
- e. Spirit Nights

### **Health and Community (Sharada Chandran)**

- a. Children's Garden/Landscaping-asked about trees blocking sign
- b. Outdoor classroom –
- c. Kids Care- sept 29 book drive
- d. Field Day – nothing currently.
- e. Hands on Dolvin Day – nothing currently.
- f. Hearing and Vision Screening-mr. stein has vision schedule 1, 3, 5, Ashley passarilli mr. stein hasn't locked down date yet  
Hearing-need parent volunteers oct 25
- g. Recycling – nothing currently.

### **Program Funding (Jenifer Reese: updated via email)**

- a. Spirit Wear –
  - i. All orders to-date have been delivered.
  - ii. Second order of Spirt Wear has been placed, and inventory capped on Toolkit. Orders will continue through end of year.
  - iii. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events.
  - iv. Spirit Wear & Swag sold @ PreK-2 Ice Cream Social via Square, we made \$156!
  - v. Need a volunteer to sell Spirit Wear + Spirit Swag at Bingo Night Nov 3<sup>rd</sup> (Jen will be out of town - sorry! My daughter has gymnastics meet in Nashville).
  - vi. What other events could/should we sell at? Elina set up sign up for parking spots and setup

- b. Membership:
  - i. Final membership Drive –
  - ii. Jen to coordinate making new parking signs for Dolphin members to be used at Bingo Night + FFN.
  - iii. Need a volunteer to put Parking Signs out at Bingo Night Nov 3<sup>rd</sup> (Jen will be out of town).
- c. Yearbook –
  - i. New co-chairs (Vinita Chintala & Pallavi Karnick) are being onboarded, Sarah Norman is still heavily involved.
  - ii. Actively looking for any additional yearbook committee members to help take pics throughout the year.
  - iii. Sarah is still helping to coordinate dates for photos. Send to room parents for class parties etc and new code
- d. Tanner – needs heavy promoting, to be included in Dolvin Diary and DE PTA Facebook page.
- e. School Store
  - i. Next school store: 9/27, 10/4
  - ii. Discuss selling & pricing of vintage swag. Cups, Notebooks, Pens, and Bags all available for sale (in PTA office)
  - iii. Need to send emails prior to each school store w/ reminder and volunteer link.

### Special Events (Elena Chung)

- a. Spirit Day (first Friday of every month)
  - i. Coordinate with School
- b. K-2 Ice-cream social
  - i.
- c. Bingo Night (11/3/2023)
  - i.
- d. Math Night-
- e. Silent Auction-
- f. Spring Family Fun Night (SFFN) (4/19/2023)
  - i. Elena and Sandra have begun to purchase prizes.

### Support Services (Nancy Nunnelley)

- a. Curriculum Night Teacher Dinners –
- b. Staff Appreciation Week – nothing currently.
- c. PBIS –
- d. Other-

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

Sign Update: We are still working on getting it to function and work with the school's system. Sandra is in contact with the vendor and FCS tech.

We need to discuss how we want to handle the Birthday Messages, refunding?

Refunds for parents from aug-sept month to month. Hoping to get it fix refund or donation chose new date for half birthday etc.

New proposed dates due to community meeting Karen Cooke is in those. Conflicting date for those some are at night not a big deal .

## **Adjourned:**

### **Upcoming important dates**

September 27<sup>th</sup> – School Store

September 29<sup>th</sup>- Reflections Submission Deadline (may change)/ Classroom Funds Due

October 4<sup>th</sup> – School Store/ Kids Care Meeting 2:30pm

October 6<sup>th</sup>- Spirit Day

October 9<sup>th</sup>–11<sup>th</sup> – No School

October 18<sup>th</sup> – School Store, PTA Meeting 9:30AM

October 19<sup>th</sup>- Picture Retakes

October 20<sup>th</sup>- All Pro Dads 7:00AM

October 20<sup>th</sup> & 22<sup>nd</sup> – Tanner Photography

# DOLVIN PTA BOARD MEETING MINUTES



**Date:** 18<sup>th</sup> July 2023

**Time:** 11:30am

**Facilitator:** Jessica Breithaupt

## In Attendance

Board members:

Sandra Guggenheim, Elena Chung, Lindsay Phillips (remote), July Klein, Jenifer Reese, Jessica Breithaupt, Nancy Nunnolley, Samantha Ross, Sharada Chandran

Staff members: Jennifer Shaffer

Apologies: Karen Cooke, Chelsea Tullio

## Approval of Minutes

The minutes for the May and July meetings to be approved at the August meeting.

- *May minutes sent by Jessica 7/18.*
- *Motion to approve: Sandra Guggenheim*
- *Second: Elena Chung*
- *Sandra to take minutes for July minute and distribute after.*

## Principal's Report (Karen Cooke)

Not in attendance.

## Treasurer's Report (Samantha Ross)

- a. Budget update: Changes in budget, new. Policy for submitting check reimbursement forms, committee budgets,
  - *Checking account balance: \$91,182.28*
  - *Savings account balance: \$8,020.30*
  - *Wells Fargo Leasing – we must cancel the printer by August because they require 60 days notice. Ask Amanda for login unless Samantha already has it?*

- *Budget needs to be ratified by the PTA membership. We can either ask parents to vote on / approve the budget at curriculum night or we can hold a general meeting, like we did to vote on the new board where we ask 16 people to join a zoom call and we just conduct the vote via zoom*

## Parliamentarian/VP of Special Events (Elena Chung)

- School supplies: Update by Sandra
  - *Sold 208 kits this year compared with 193 last year. PTA gets \$5 per kit sold so we will receive a check for \$1,040. Samantha to put a note to make sure we get this in the next few months*
- Event Changes this year: Silent Auction, Pre-K/K Ice Cream Social, Math Night
  - *Ice-cream social – co-chair position open. Date is August 25<sup>th</sup>.*
  - *Silent Auction separated from FFN and to be hosted in Feb*
  - *Elena sent calendar via text for all to review. Dolvin Spirit Day on First Friday of every month except March 8<sup>th</sup> and April 12<sup>th</sup>*
  - *Still in talks with Mathnasium about how to host Math night. Cannot host at Dolvin since the cost of hiring the facilities. We will promote and it will be hosted at mathnasium unless they pay the facilities rental fee.*
  - *Started on lunch bunch – some changes in books for next year*
  - *Kids care sign-up ready to go. Moved up the sign-up to August so we can have more events starting in September*

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

- Welcome to the New Board Members:

Co-President	Lindsay Phillips
Co-President	Jessica Breithaupt
Treasure	Samantha Ross
Secretary	Chelsea Tullio
Parliamentarian	Elena Chung
VP of Communications	Sandra Guggenheim
VP of Academic Enrichment	July Klein
VP of Health and Community	Sharada Chandran
VP of Program Funding	Jenifer Reese
VP of Special Events	Currently Elena Chung
VP of Support Services	Nancy Nunnelley

- If you know of anyone that would like to serve on the board or be more involved in PTA please tell them to contact Jessica or Lindsay.
- Be on the lookout for an email with all committee responsibilities to discuss at the first in school meeting. Please also start contacting friends, family and neighbors to help chair committees. You do not have to do everything alone. You can recruit parents to help you throughout the year or just one or two that will support you. We need to be more creative this year with volunteers before and during activities. We will be asking for volunteers

during membership drive on Toolkit. We will send you the contact information for those that volunteer.

b. Spirit wear & swag

- i. Shirts are all in and counted. We will send emails for membership/spirit out this week after approval of new membership levels. *All orders are in and correct – have two extra youth medium t-shirts*
- ii. Initial orders made before July 31<sup>st</sup> will be available for collection at the Sneak Peak event on Friday August 4<sup>th</sup>. All other orders will be sent into homeroom teachers each Friday. We will sell shirts until the sellout. Will order more if we have a surge of orders (have to place orders in dozens).
- iii. PTA volunteer shirts will be available for purchase at a cost price of \$15.
- iv. New Swag is available (Koozies, Sports Cup, Magnets, Drawstring Bag, Trucker Hat) All will be available to purchase throughout the year. Will discuss how to push sells, discuss selling at events
- v. Jessica asked Karen to allow Trucker Hats to be worn by students and staff on spirit days with spirit ware and she approved.
- vi. All swag should be in before sneak peak
- vii. Please post all flyers, photos etc. to your neighborhood social accounts to help drive sells.

c. Membership Levels & Incentives

Proposed new membership levels:

Membership Level	Staff	Member	Bronze	Silver	Gold	Dolphin
Price	\$10	\$25	\$50	\$150	\$250	\$500
PTA Membership	X	X	X	X	X	X
School Calendar	X	X	X	X	X	X
Car Magnet	X		X	X	X	X
Dolvin Sports Cup				X	X	X
2 Bingo Night Tickets				X	X	X
2 Unlimited Family Fun Night Bands					X	X
Whole Pizza @ Bingo Night						X
20 Family Fun Night Raffle Tickets						X
Dolvin Trucker Hat						X
Reserved Parking @ Bingo Night & Family Fun Night						X

The following changes to the above are:

- i. Removed the \$1,000 level
  - ii. Changed Incentives to PTA related events to encourage participation.
  - iii. Karen approved treats and recess so we will discuss how to use that at a later date (possible class with most PTA participation in each grade)
  - iv. Membership donations to begin the week of July 17<sup>th</sup>.
- *Need to remember when it comes to bingo and FFN to remind people what they have already purchased so we don't end up having to do a bunch of refunds*
  - *Membership sales to go live 7/21. Everyone on PTA to please purchase before and alert Jessica to any bugs in the system so we can have those ironed out before everything goes live*



- *Sandra to play with formatting of sneak peek postcard. Top half: To do at school. Bottom half: to do at home.*
- d. Sneak Peek event on August 4<sup>th</sup>
- i. All PTA members are requested to assist with this event, scheduled to begin at 7:30am and remain until 11:30am.
  - ii. Members will be able to meet with their child's teacher 30mins prior to their applicable session.
  - iii. There will be two sessions for families to attend, dependent upon the child's surname start letter: A-L (8am to 9am) and M-Z (9am to 10am)
  - iv. Dash the dolphin costume; Need to ask a husband if he would be willing to wear the costume.
  - v. Bulletin board: Nancy (?) to decorate the board in the new Adventure Awaits theme, let us know who can help, needs to be completed before Sneak Peak
- *Need to set up sneak peek on Thursday afternoon – Jessica to check to with Denise so we can make sure there is no rushing the next morning from 7:00-7:30*
  - *Need to confirm whether business partners can come set up tables at sneak peek. Only business partners at the highest level so right now it is only children's dental zone and mathnasium at that level.*
  - *Tables needed at sneak peak are: Membership, business partners, spirit wear and swag, yearbook, all pro dads*
  - *Chris Phillips to be dash on first day of school*
  - *Kylie Roger to do Bulletin Board before sneak peek*
  - *Landscaping for sneak peek is organized*
- e. Staff luncheon event August 3<sup>rd</sup>
- i. Nancy to lead this event. Jessica and others to assist on the day, need other Board members to help.
  - ii. Fresh 2 Order restaurant to be considered as meal provider.
  - iii. Meals will be boxed again this year due to budget
- *Deadline for orders will be noon on 7/31*
- Business partners (Bp's)
    - i. Need the complete list of Bp's, Sandra will reach out to them for new sponsorships. Several had issues last year, and are under new leadership, need to ask the marketing managers to confirm their donations with managers/owners.
    - ii. Bp's who contributed during the 2022-2023 will appear on the 2023-2024 calendar and banner. Jessica will supply list of Family Fun Night donors.
    - iii. Bp's who contribute in July will also be included in the 2023-2024 calendar and banner. Any contributions thereafter will appear on next year's calendar and banner.
    - iv. All members are requested to seek out any potential new Bp's. A Bp can donate money or items for events.
  - *Mathnasium agreed to \$1000 cash investment*

- *Children's Dental Zone in talks to pay for Carpool tags*
- *Business partner banner. Use the same one for right now. Was done right before FFN last year so no new business partners have been added since then*
- *Jessica to ask Footnotes about business partnership*
- *Sandra to reach out to Andy's about spirit nights*
- *Sandra to reach out to Chaba Thai about spirit night*
- *Sandra to talk to Hi Five sports about spirit nights*
- *Sandra to talk to Yumbii about spirit nights*
- *Sandra to talk to Marlow's about spirit nights*
- *Elena to do Kendra Scott spirit nights online – near Christmas, valentines and mother's day*

## Committee Reports

Special Events: Ice Cream Social- This year its for Pre-K and Kindergarten only on 8/25. Volunteer SUG to go out First week of school.

Reflections: Need new year information (waiting for the new info to come out), get the word out ASAP, start paperwork

## Announcements

PTA Clean out: We need to clean out the PTA Closet, Office and Attic. We have a lot of useful items that we could reuse as well as items that need to be thrown out. Cleaning out the Closet will be done next Thursday 7/27 during the day. If you can come help let me know.

PBIS: If you have any summer items you don't need donate them to Student or teacher PBIS.

## Upcoming important dates

July 26<sup>th</sup>- Popsicles on the Playground (PreK- 9AM, K-9:30AM)

July 31<sup>st</sup>- Last Day to order spirit-ware for sneak peak delivery

August 3<sup>rd</sup> – Staff luncheon 11:30am

August 4<sup>th</sup> – Sneak Peak

August 7<sup>th</sup>- First Day of School

August 16<sup>th</sup> – PTA General Meeting, 9:30am

August 18<sup>th</sup>- Room Parent Orientation 10am

August 25<sup>th</sup>- PreK-K Ice Cream Social

- *Curriculum night tentative dates 8/22 and 8/23 @6:30pm*

Meeting adjourned:

# DOLVIN PTA BOARD MEETING AGENDA



**Date:** October 18, 2023

**Time:** 9:30am

**Facilitator:** Lindsay Phillips

## In Attendance

Board members: 9:37 start

Lindsay Phillips, Samantha Ross, Nancy Nunnelley, Jenifer Reese, Elena Chung, Chelsea Tullio,

Staff members: Karen Cooke, Jennifer Shaffer

Apologies: Jessica Breithaupt, Sharada Chandran

## I. Approval of Minutes

Approve September meeting minutes. Nancy and Jennifer

## II. Principal's Report (Karen Cooke)

- a. Updates-jeans tober
- b. Library updates- ordered furniture, remove pole for better space

## III. Treasurer's Report (Samantha Ross)

- a. Budget update  
Balances as at 10/12/2023

Checking	\$116,877.81
Savings	\$8,025.35

- b. Working to submit the tax return. May need a CPA- due end of Nov. Jennifer Ask Sung for help
- c. Still need to hold a general meeting to approve audit. 8:30pm Sunday Oct. 22 call in to approve

- d. Need to discuss as a board what items are and are not allowed for staff reimbursement and then communicate that to the staff. Teacher support: \$100 max if they are PTA member so \$90 to spend- send out voting for the board to vote on what teachers can spend money on. Send out updates on what PTA is working on currently

#### IV. Parliamentarian (Elena Chung)

- a. Membership Sales
  - i. Final membership Drive
  - ii. All Membership orders have been fulfilled
- b. Business partners
- c. Spirit Nights- Elaina is sending out one doc with all the dates. Waiting on Craft Burger
  - i. Marlow's dates are 10/5, 11/2, 12/14, 1/11, 2/1, 3/7, 4/11, and 5/2
  - ii. Andy's is booked for fall, working on spring. Fall date (s)?

#### V. Committee Reports

##### Academic Enrichment (July Klein)

- a. Lunch Bunch (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades)
  - i. Books were assigned and distributed to teachers by Elena and Lindsay.
  - ii. Sharada is lunch bunch committee chair, Jessica is 3<sup>rd</sup> grade chair, Anne Boggs is 4<sup>th</sup> grade chair, and Elena is 5<sup>th</sup> grade chair
  - iii. Need to have a meeting to discuss chair responsibilities- Elena create sign up .
  - iv. Need to gather volunteers to lead discussions for each book (Sharada, July, or Elena to create a sign up and send out on sign up genius to the parents of kids who are signed up).
  - v. Send an email to teachers letting them know the dates and which classes are combined and asking them to let us know which classroom they will be meeting in (Sharada? July?)
- b. Rockin' Reader
  - i. Flavia Villarinho is the chair.
  - ii. Flavia reached out to find out what date and time works best. It will be Fridays from 8:30-9:20 starting on 11/3.
  - iii. Flavia is working on the sign up and drafting an email to be sent out by the PTA and through blackboard by 10/20.
- c. Reflections
  - i. Lindsay and Sharada judged Abbots Hill, and Abbots Hill PTA judged ours.
  - ii. We received the results from Abbots Hill.
  - iii. The awards for the ceremony have been ordered.
  - iv. July to create a sign up genius for the ceremony and sent out to the parents of those who participated (ceremony on 10/24)
  - v. July turned in the facilities request.
  - vi. Need to register with Georgia PTA, report winners to them, send them photos/videos/recordings of the winning entries, get winning entries to them to put on

display at the teaching museum, and then pick them back up after to return to students. Those who's entries aren't winning can pick them up at the ceremony.

- vii. July to get items for ceremony (punch, cookies, napkins, cups, plates, table cloths) and Lindsay and July will set up and decorate by displaying the entries.

### **Communications (Sandra Guggenheim)**

- a. PTA Newsletter
  - i. Needs to go out timely at the beginning of every month.
- b. Room Parents
- c. Social media (Facebook and twitter)
  - i. Need posts to go out regularly.
  - ii. Facebook Page
- d. Website
  - i. Needs to be updated
  - ii. Calendar needs to be updated
  - iii. Monthly PTA approved minutes to be posted.
- e. Emails need to go out about spirit nights and spirit days

### **Health and Community (Lindsay Phillips on behalf of Sharada Chandran)**

- a. Children's Garden/Landscaping-should we repurpose the nature trail picnic tables to the garden? All Pro Dads can do this when they meet for a lunch and grounds clean up day on 11/4. Pro Dads do a video for the school news in the morning.
- b. Outdoor classroom
- c. Kids Care
  - i. Book drive update: Kids Care Book Drive a success. Third grade won with over 480 books (out of ~770 total). Kids to get time with new Media Center lessons using new technology. Communication to be sent out via blackboard, dolvin diary, and PTA newsletter.
  - ii. Coat and food drive update: Bins in place. It runs from Oct 16- Oct 27. Have added a monetary donation option for coat drive. What do we want to do for the grade level contests? Winner will get popcorn party, board games, parachute, extra recess.
    - i. Next meeting is 11/1. We will be creating posters for windows of wishes. Representative from NFCC will be addressing kids about food and coat drive.
    - ii. Need to contact the school social worker to identify families for Windows of Wishes and to ask them to come speak at the December kids care meeting.
    - iii. Need to send a reminder email to teachers, volunteers, and parents of all participating students the Monday before the next meeting.
    - iv. Check with Nives to make sure she has everything she needs for the next meeting.
    - v. Has been a little too noisy. Plan to have kids call out numbers and be divided into groups that way and play classical music in background. Plan for something to keep them occupied if they finish early. Write positive notes to teachers, any teacher or staff member. Write cards for people are nursing homes-general cards all holidays,

- d. Field Day
- e. Hands on Dolvin Day
- f. Hearing and Vision Screening
  - i. Vision screenings on 10/18 and hearing screenings on 10/25
  - ii. Need parent volunteers for the hearing screenings. Sharada created a sign up Genius, and Andy sent it out.
- g. Recycling

## Program Funding (Jenifer Reese)

- a. Spirit Wear
  - i. All orders through 10/11 have been delivered. 1 pending so far this week-complete as of today 10/18/23
  - ii. Second order of Spirt Wear being was placed, and inventory capped on Toolkit. Orders will continue through end of year.
  - iii. Do we want to sell Spirit Wear + Spirit Swag at Bingo Night Nov 3<sup>rd</sup>? If so, we need a volunteer – Elena added to sign up for volunteers. Sam will get them set up with the square. Jennifer will get all items ready and sorted and volunteer will move items from room for bingo.
  - iv. What other events could/should we sell at? FFN? Wait until after to see how selling goes at bingo night .
  - v. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events. Alternate idea: Vintage year??
- b. Membership
  - i. New parking signs ordered for Dolphin level – to be delivered 10/18. Jennifer send email to parents to pick up their pass.
  - ii. **Need a volunteer to put Parking Signs out at Bingo Night Nov 3<sup>rd</sup>** (Jen will be out of town) Elena has that position listed on signup.
- c. Yearbook
  - i. New co-chair (Mahdyah Taheri) is being onboarded. Sarah Norman is still heavily involved.
  - ii. Yearbook cover contest underway w/Ms. Palgon
  - iii. Actively looking for any additional yearbook committee members to help take pics throughout the year. Would be good to also have another chair for next year. Sandra to send out social media posts and an email asking for volunteers.
  - iv. Need to discuss switching over to Balfour to handle 5<sup>th</sup> grade ads-sounds easy all on board with limited help already.
  - v. Need to ask Randi to send an email to room parents asking them to take pictures at class parties, etc, and send to Balfour. What is the code? Send code to room parents.
- d. Tanner (Lindsay)
  - i. Picture day coming up on 10/20 and 10/22
  - ii. 26 have purchased. Only 21 have signed up for a slot. Lindsay keeps sending emails reminding to sign up.
  - iii. We have made \$910, so we are close to 1,000 goal. Will keep promoting this week.

- e. School Store (Chelsea) look at calendar next year more closely dates seem off this year with other events that are going on already at the school.
  - i. Next date is 10/18. 11/1 was canceled. Date was deleted from sign up and volunteers were notified.
  - ii. Emails scheduled to go out the Monday before each school store.

### Special Events (Elena Chung)

- a. Spirit Day (first Friday of every month)
- b. Pre k/k ice cream social was a success
- c. Bingo Night (11/3/2023)
  - i. Email and SUG going out this week for parents to sign up
  - ii. 2 sessions: 5-6: and 6:45-815
  - iii. Facility request submitted and approved?
  - iv. Elena to purchase remaining prizes.
  - v. Do we have the bingo license?
- d. Math Night (2/2/2023) at 5:30pm at Mathnasium
- e. Spring Family Fun Night (4/19/2023)
  - i. Update on vendors and prizes
- f. Silent auction

### Support Services (Nancy Nunnelley)

- a. Staff Appreciation Week-great harvest and crumble cookies planned so far.
- b. PBIS

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

- a. 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).
- b. Remember that Fulton County requires **25 days** prior to the event for submitting facility requests. (Bingo night, Math Night, Spring Family Fun Night).
- c. Sign Update: The sign is currently working! Thank you to Sandra and Jessica for your work with this!
- d. Lindsay is working to continue contacting all parents whose children's birthday dates have passed. They can choose to do half birthday, refund, or just keep it as a donation to the PTA.
- e. Please do your best to attend all PTA meetings. If you are unable to attend, 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. Will have a zoom meeting, or have committee member fill in.
- f. As shared at the last meeting, we moved the dates of some of our PTA meetings so that they don't interfere with the community meetings that Kristin McCabe holds.

Our PTA meetings for the rest of the year are as follows (the time is still 9:30am): 11/15, 12/6, 1/10, 2/21, 3/20, 4/17, and 5/8.

Meeting end: 10:38

## Upcoming important dates

October 19th - Picture Retakes

October 20th - All Pro Dad Meeting at 7AM in the Media Center, Virtual Parent Coffee 9AM moved to the 13<sup>th</sup>

October 20<sup>th</sup> and October 22<sup>nd</sup> – Tanner Photography

October 23<sup>rd</sup> – 50<sup>th</sup> Day of School

October 23<sup>rd</sup> – 31<sup>st</sup> – Red Ribbon Week

October 24<sup>th</sup> - Reflections Ceremony

November 1<sup>st</sup> – Kids Care Meeting

November 3<sup>rd</sup> - Dolvin Spirit Day, Bingo Night 5pm and 6:45pm

November 7<sup>th</sup> – Remote day for Election Day

November 9<sup>th</sup> - Lunch Bunch Book Club

November 10<sup>th</sup> – Parent Coffee 9AM

November 15<sup>th</sup> - School Store, PTA Meeting 9:30AM



Dolvin pta  
board meeting AGENDA  
Date: December 13, 2023  
Time: 9:41 am  
Facilitator: Lindsay Phillips



## In Attendance

Board members: In person: Lindsay Phillips, Nancy Nunnelley

Via Teams: Jenifer Reese, Jessica Breithaupt, Sharada Chandran, July Klein

Staff members: In person: Karen Cooke, Jennifer Shaffer

Apologies: Samantha Ross, Sandra Guggenheim, Chelsea Tullio, Elena Chung

## I. Approval of Minutes

Chelsea, Elena

## II. Principal's Report (Karen Cooke)

The county will be providing a media center refresh in the Spring of 2025.

## III. Treasurer's Report (Lindsay Phillips on behalf of Samantha Ross)

- a. Budget update  
Balances as of

Checking	\$112,227.59
Savings	\$8,027.36

- b. Tax return update.  
Nov 14th: Filed Extension (Form 8868) and was accepted by the IRS  
Dec 5th: Sherry Flagg's update 'working through prior years' calculations on returns versus (PTA's) worksheets. I haven't made it to the current year yet.'
- c. I will collect checks from the PTA inbox on Friday 15th at 11:30, after the class parties. This will be the last payment run for 2023, if room parents want their reimbursements in before Xmas, please be sure to have them in the PTA inbox by Friday morning. The next payment run will be in Jan once school starts again.

## IV. Parliamentarian (Lindsay Phillips on behalf of Elena Chung)

- a. Membership Sales
  - i. Final membership drive?
- b. Business partners
- c. Sprit Nights
  - i. Marlow's and Craft Burger updates:  
Remaining Marlow's dates are 12/14, 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.

## V. Committee Reports

### Special Events (Lindsay Phillips on behalf of Elena Chung)

- a. Spirit Day (first Friday of every month)
- b. Bingo night was a success
- c. Math Night (2/2/2023) at 5:30pm at Mathnasium
- d. Spring Family Fun Night (4/19/2023)
  - i. Update on vendors and prizes
  - ii. Lindsay and Elena to take stock of games and see what needs to be replaced and what can be repaired-do this in January or February?
  - iii. All Pro Dads to help repair games after one of their upcoming meetings. Maybe their February meeting?
- e. Silent auction

### Academic Enrichment (July Klein)

- a. Lunch Bunch (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades)
  - i. First Lunch Bunch meeting was held successfully.  
Second set of books have been assigned, next meeting in January 2023.
- b. Rockin' Reader
  - i. Underway and all slots filled!
- c. Reflections
  - i. Ceremony was held on 10/24.
  - ii. 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.
  - iii. July got winning entries turned in to be on display at the teaching museum. They were on display at the teaching museum on December 12<sup>th</sup> from 5-8pm. July will pick them back up to return to students.
  - iv. Lindsay to return the entries to those students that have entries that weren't on display.
  - v. District council level results: Lots of Dolvin winners

### Communications (Lindsay Phillips on behalf of Sandra Guggenheim)

- a. PTA Newsletter
  - i. Needs to go out timely at the beginning of every month. December newsletter needs to go out.
  - ii. 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.
- b. Room Parents
  - i. Randi has communicated arrangements for the winter class parties.
  - ii. Holiday party schedule;

<b><i>Thursday 14th December</i></b>		<b><i>Friday 15th December</i></b>	
<b><i>Grade</i></b>	<b><i>Time</i></b>	<b><i>Grade</i></b>	<b><i>Time</i></b>
3	1-1:45	pre-K	10:45-11:30
4	12:15-1	K	9:30-10:15
5	1:15-2	1st	11:45-12:30
		2nd	10:45-11:30

- c. Social media (Facebook and twitter)
  - i. Need posts to go out regularly.
  - ii. Please send any information that needs to be posted to Sandra. Send a blurb to go along with any pictures.
  - iii. 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.
  - iv. 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.
- d. Website
  - i. Needs to be updated.
  - ii. Monthly PTA approved minutes to be posted.
- e. Emails about events need to go out through membership toolkit in a timely manner.
  - i. 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.
  - ii. 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.
- f. General Communication
  - i. Include in all communications a request for families and teachers to send pictures they have captured to [dolvinyearbook22@gmail.com](mailto:dolvinyearbook22@gmail.com).
  - ii. Reminders about 5th grade ads to be communicated every few weeks across various platforms until due date.

## Health and Community (Sharada Chandran)

- a. Children’s Garden/Landscaping
- b. Outdoor classroom
- c. Thanksgiving food and coat drive update
- d. Window of Wishes update

- i. We are supporting 4 families with a total of 10 children. The gifts have been given to the social worker.
- e. Kids Care
  - i. 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.
  - ii. Karen to recruit a staff member to be at the meetings to help control the crowd.
  - iii. 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.
  - iv. Meeting days are being moved to Thursdays because of too many conflicts on Wednesdays with leadership team and tech team.
  - v. Next meeting is scheduled for 2/8. Will be making Valentine's Day cards for residents of the Mansions Assisted Living Community.
- f. Field Day
- g. Hands on Dolvin Day
- h. Hearing and Vision Screenings complete
- i. Recycling

## Program Funding (Jenifer Reese)

- a. Spirit Wear
  - i. Second order of Spirit Wear being placed, and inventory capped on Toolkit. Orders will continue through end of year.
  - ii. We will do one last drive for membership in January.
  - iii. What other events could/should we sell at? FFN?
  - iv. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events. Alternate idea: Vintage year??
  - v. March 2023: Commence planning for next year's spirit wear.
- b. Membership
  - i. March 2023: Commence planning.
- c. Yearbook
  - i. Update on co-chairs
  - ii. Yearbook cover contest updates
  - iii. Update on 5<sup>th</sup> grade ads
- d. Tanner (Lindsay)
  - i. 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.
  - ii. 27 sittings purchased. We made a total of \$945. Almost hit 1000 goal.
- e. School Store

- i. Next date is 1/10.
- ii. Emails scheduled to go out the Monday before each school store.
- iii. Lindsay added an additional sign up slot to each date to allow for no shows.

### Support Services (Nancy Nunnelley)

- a. Staff Appreciation Week-March 4<sup>th</sup>-8<sup>th</sup>-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.
- b. PBIS: 12:45-2 on January 5<sup>th</sup> is PBIS kickoff.
- c. PTA/Foundation Wrapping Presents for Staff-update
- d. Holiday Snack Cart Update

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

- a. Approval of Unit By-Laws-approved.
- b. Lindsay needs to reschedule February meeting date. Is scheduled for 2/21. Need to change to 2/7 or 2/14. Changed to 2/7.
- c. 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).
- d. Remember that Fulton County requires **25 days** prior to the event for submitting facility requests. (Bingo night, Math Night, Spring Family Fun Night).
- e. 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.
- f. Please do your best to attend all PTA meetings in person. There will be a zoom option, but it is best to attend in person. If you are unable to attend in person or on zoom, 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.
- g. Our PTA meetings for the rest of the year are as follows at 9:30am: 1/10, 2/7 or 2/14, 3/20, 4/17, and 5/8.
- h. 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.

**Adjourned: 10:11 a.m.**

### Upcoming important dates

December 14<sup>th</sup> - Spirit night (Marlow's), 3-5 Class Parties

December 15<sup>th</sup>- Pre-K-2<sup>nd</sup> class parties

December 18<sup>th</sup>-January 2<sup>nd</sup> Winter Break

January 5<sup>th</sup>-Spirit Day

January 10<sup>th</sup>-School Store

January 10<sup>th</sup>-PTA Meeting @9:30am