Dolvin pta  
board meeting AGENDA

**Date**: November 15, 2023

**Time**: 9:37am -10:45am

**Facilitator**: Lindsay Phillips

# In Attendance

Board members: Lindsay Phillips, Elena Chung, Samantha Ross, Nancy Nunnelley,

Zoom: Chelsea Tullio, Sandra Guggenheim, Jennifer Reese,

Staff members: Karen Cooke, Jennifer Shaffer

Apologies:

# Approval of Minutes Nancy, Elena

# Principal’s Report (Karen Cooke) diary: 3-5 GA survey for health of school, etc. parents can opt out ask questions about school.

# Treasurer’s Report (Samantha Ross)

1. Budget update  
   Balances as of 11/12/23



1. Bingo night profit $994.35 ($2700-1,705.65) Need Sandras info
2. Corporate matching: encourage for Giving Tuesday Nov 28th 2023 - perhaps an email communication with a link to the instructions on the website for Benevity donations. Sandra will send out email on Monday for Tuesday for giving day.
3. Media Centre improvements: currently spent $12,913.95 ($2,488.28 pending) = $15,402.23 of the promised $19k
4. Tax return update-they are being looked at, correct prior errors, we filed for an extension which was approved.
5. Budget and audit were approved in a general meeting.

# Parliamentarian (Elena Chung)

1. Membership Sales
   1. Final membership drive-one last try for memberships and get staff memberships to Mrs. Cook
2. Business partners-no new partners
3. Sprit Nights
   1. Marlow’s and Craft Burger updates-havent gotten updates on $
   2. Remaining Marlow’s dates are 12/14, 1/11, 2/1, 3/7, 4/11, and 5/2
   3. Remaining Craft Burger dates are 1/17, 3/13, 4/11, and 5/8
   4. Andy’s is 4/10
   5. Communication has been sent out.
   6. Look into new Dunkin on old Alabama and Haynes Bridge

# Committee Reports

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 meeting in January 2023.
2. Rockin’ Reader
   1. Underway.
3. Reflections
   1. Ceremony was held on 10/24.
   2. July is working on registering with Georgia PTA, reporting winners moving on to council level to them, sending them photos/videos/recordings of the winning entries, and getting winning entries to them to put on display at the teaching museum. They will be on display at the teaching museum on December 12th from 5-8pm. Afterwards, July will pick them back up to return to students.
   3. Lindsay will return the entries to the students that have entries that won’t be on display.
   4. Awaiting on the District council level results.

Communications (Sandra Guggenheim)

1. PTA Newsletter
   1. Needs to go out timely at the beginning of every month.
2. Room Parents
   1. Randi has communicated arrangements for the winter class parties.
   2. Holiday party schedule;   
      
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. Website
   1. Needs to be updated- membership page 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.

Health and Community (Sharada Chandran)

1. Children’s Garden/Landscaping
   1. All Pro Dad clean up day-10 dads showed up and they moved 4 300 lb. tables from the nature trail to the garden, dug up 4 stumps in one of the garden beds, and cleaned up shrubs around the flagpole and the left side of the school. They then enjoyed lunch together.
2. Outdoor classroom
3. Thanksgiving food and coat drive update- 132 collected, 3rd grade winner
4. 18 crates of food collected- looking at dates for next year
5. Window of Wishes update need one more shopper to sign up
   1. Flyer has been created and sent out through blackboard. Needs to be sent out via member toolkit and on social media.
   2. We should add a link and make the image ‘clickable’ to facilitate the ease of use and increase participation.
   3. We are supporting 3 families with a total of 7 children.
6. Kids Care
   1. At the last meeting, the kids created posters for windows of wishes. Having them count off to group them worked much better. Plan to use nametags for roll calling next time to make that faster/more efficient.
   2. Mrs. Cooke doesn’t want posters ontop of artwork/ film at front of building. Get with Denise with how to hang posters so we aren’t ‘dinged’ on fire report
   3. Next meeting is scheduled for 12/6. Will be wrapping WOW presents and having a holiday party. Ms. Fischer to address the students about WOW?
   4. Need to talk with Ms. Fisher about what Wednesdays she plans to do leadership team meetings and try to coordinate so that students don’t have to miss one or the other.
7. Field Day
8. Hands on Dolvin Day
9. Hearing and Vision Screenings complete
10. Recycling

Program Funding (Jenifer Reese)

* 1. Spirit Wear

1. All current orders have been delivered
2. Second order of Spirt Wear being was placed, and inventory capped on Toolkit. Orders will continue through end of year.
3. Update on Spirit Wear + Spirit Swag sales at Bingo Night- 5 shirts sold
4. What other events could/should we sell at?   FFN?
5. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events.  Alternate idea: Vintage year??
6. Membership
7. Yearbook
   1. Update on co-chairs sarah has been in touch with chairs
   2. Yearbook cover contest updates
   3. Did we get any additional yearbook committee members to help take pics throughout the year?
   4. Updates on switching over to Balfour to handle 5th grade ads with QR code
8. 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.
   3. Look at changes for next year-time and location
9. School Store
   1. Had it today. Next date is 12/1. Made $157.00
   2. Emails scheduled to go out the Monday before each school store.
   3. Open more spots to allow for people not to show up

Special Events (Elena Chung)

1. Spirit Day (first Friday of every month)
2. Bingo night was a success-no shows session 1- 14 families included with membership, session 2, 20 didn’t show up and 19 families had tickets with membership
3. Math Night (2/2/2023) at 5:30pm at Mathnasium- need to confirm and promote
4. Spring Family Fun Night (4/19/2023)- have all pro dads fix games for carnival
   1. Update on vendors and prizes
5. Silent auction

Support Services (Nancy Nunnelley)

1. Staff Appreciation Week-March 4th-8th-great harvest and crumble cookies planned so far.
2. PBIS
3. PTA/Foundation Wrapping Presents for Staff on 12/8. Need to have Denise send out email to staff with form to be filled out and sign up genius to sign up (copy last year’s). Need to secure volunteers to wrap gifts. Reach out to foundation ([dolvinesfoundation@gmail.com](mailto:dolvinesfoundation@gmail.com)) to see who they have that can come that day. Who from the board would like to help?

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

1. 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).
2. Remember that Fulton County requires **25 days** prior to the event for submitting facility requests. (Bingo night, Math Night, Spring Family Fun Night).
3. Lindsay is working to continue contacting all parents who purchased and 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.
4. 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.
5. Our PTA meetings for the rest of the year are as follows at 9:30am: 12/6, 1/10, 2/21, 3/20, 4/17, and 5/8.

**Adjourned:**

# Upcoming important dates

November 17th – All Pro Dad Meeting

November 20th-24th – Thanksgiving Holidays

November 27th-30th – Windows of Wishes

December 6th – PTA Meeting, School store, Kids Care meeting Chelsea will be out of town, need help with school store and to take notes for meeting.

December 8th– PTA/DESF Gift wrapping for staff

December 14th - Spirit night (Marlow’s), 3-5 Class Parties

December 15th- Pre-K-2nd class parties

December 18th-January 2nd Winter Break