Dolvin pta  
board meeting AGENDA

**Date**: September 21, 2022

**Time**: 9:34am

**Facilitator**: Elena Chung

# In Attendance

Board members:   
Elena Chung, Lindsay Phillips, Amanda Evans, Samantha Ross, Jessica Breithaupt,   
Nancy Nunnelley, Jenifer Reese

Staff members: Karen Cooke, Jennifer Shaffer

Apologies: Sandra Guggenheim, Elisha Joffe, Sharada Chandran, Kate Ericksen

# Approval of Minutes

August meeting minutes motioned to be approved by Amanda Evans and seconded by Samantha Ross.

# Principal’s Report (Karen Cooke)

1. Enrollment – the county confirmed that DES qualified for an additional 4th grade teacher position. We are actively working to fill the position, but it is difficult as there are few teachers available.
2. Field trips – first field trip is tomorrow 9/22.

# Treasurer’s Report (Amanda Evans)

1. Budget update  
   Balances as at 9/19/2022



1. Membership – we exceeded our goal of $25,000 and have currently raised $26,465. Representing a total of 261 family and staff members.
2. We are still behind on our budget goals for the Birthday messages ($1,800) and Spirit wear ($1,900) line items. May not reach our budget goal due to the bundling of those items with new PTA membership levels for this year.
3. Tanner photography – currently $400 under budget, likely to improve with the upcoming fall family photoshoots.

# Parliamentarian (Elena Chung on behalf of Sandra Guggenheim)

1. Membership Sales
   1. Final membership Drive – Karen Cooke agreed to doing a Tik Tok dance compilation video as the incentive for the final drive. The winning class will be featured in the video. End of October will be the deadline for membership followed by the video release in November. Jennifer Shaffer to coordinate the video.
   2. Dolvin notebooks shortage – the previous vendor was unreachable. Currently waiting on the order of Dolvin notebooks from the new vendor to fulfill the outstanding membership SWAG orders.
   3. All orders as of Sneak Peek have been fulfilled.

# Committee Reports

Academic Enrichment (Elena Chung on behalf of Kate Ericksen)

1. Book Fair  
   Book fair was a success. Gross sales were approximately $17,000. The Media Center will be receiving 50% of the sales in the form of Scholastic Dollars.
2. Lunch Bunch (3rd, 4th, and 5th grades)
   1. Need to start coordinating with grade level chairs. First meetings are 11/9-11/11.
   2. SUG needs to be sent out ASAP, to give the children enough time to read the first book. It was decided to have two SUG’s, one for each semester, as there is usually an increase in participation in the second semester.
3. Rockin’ Reader
   1. Lindsay Phillips to chair if Chelsea Tullio cannot.
   2. SUG to be sent out.
4. Reflections
   1. Deadline was extended to October, but this needs to go out to the school ASAP. The paperwork may then be submitted once the participation per category is known.
   2. The State PTA meeting on reflections should be attended. [National PTA Reflections](https://m7scym5f.r.us-east-1.awstrack.me/L0/https:%2F%2Fwww.georgiapta.org%2Freflections%2Freflections-submission-info%2383-submission-documents/1/0100018303c3363d-ca5193b5-26d1-4fef-ac57-bbf8252c6618-000000/k-MnSZdRCkmv4W3-gut4nxYcq_k=285)

Communications (Elena Chung on behalf of Elisha Joffe)

1. PTA Newsletter
   1. Needs to go out timely at the beginning of every month.
2. Room Parents
   1. One class (Crocker) does not yet have a room parent assigned. Members to reach out to parents of the class to help find someone.
3. Social media
   1. Needs to be updated and posts to go out regularly.
   2. New Dolvin Elementary PTA Facebook Page along with a separate Gmail account specifically for it has been created. Board members should promote where possible to increase number of followers. Jennifer S. will request that the teachers add it to their weekly newsletters.
4. Website
   1. Link added to the new Facebook page.
   2. Monthly PTA approved minutes to be posted.
5. Business partners – nothing currently.
6. Spirit Nights
   1. Kendra Scott – raised $756
   2. Andy’s Custard – raised $258
   3. Tumbles – 62 children participated, will be receiving $5 per child therefore expecting $310. Tumbles is willing to do another Spirit Day in December.

Health and Community (Elena Chung on behalf of Sharada Chandran)

1. Children’s Garden/Landscaping
   1. Discovery Lab is currently planting in the Garden.
2. Outdoor classroom – nothing currently.
3. Kids Care
   * 1. First meeting on 10/5 conflicts with Yom Kippur – new date set for 10/19. Begin promoting ASAP.
     2. 5th Grade volunteer chair still pending. Lindsay/Elena to send out SUG in meantime.
4. Field Day – nothing currently.
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. Tentative (per cluster nurse) date set for 16th November.
7. Recycling – nothing currently.

Program Funding (Jenifer Reese)

1. Spirit Wear – (Elena) final order has been placed, awaiting response from Lori @ Patricia Spiritwear.
2. Membership – nothing currently.
3. Yearbook – nothing currently.
4. Tanner – needs heavy promoting, to be included in Dolvin Diary and DE PTA Facebook page.
5. School Store
   1. Chelsea Tullio replaced Anna Dinwiddie as chair.
   2. Elena requested additional PTA member assistance to execute, Karen C. offered to send a teacher to assist as well.
   3. Schedule to be given to Jennifer S. to promote on Dolvin Splash.

Special Events (Jessica Breithaupt)

1. Spirit Day (first Friday of every month)
   1. A nick-nack will be handed out on the day (sticker/pencil/tattoo etc.)
   2. Popcorn will be handed out on the last event of the year; permission will be required from parents.
2. K-2 Ice-cream social
   1. Very successful turnout. 228 ice cream cups were handed out and approximately $350 under budget cost.
3. Bingo Night (11/4/2022)
   1. Need to create a flyer and begin promoting mid-October.
   2. Planning is underway; Papa Johns and King of Pops vendors have been secured.
   3. Need to send a facility request.
   4. Elena and Sandra have begun to purchase prizes.
4. Math Night (2/10/2023) – nothing currently.
5. Spring Family Fun Night (SFFN) (4/21/2023)
   1. King of Pops and 3 food truck vendors will be secured for the event. Additional vendors to be booked.
   2. Elena and Sandra have begun to purchase prizes.
   3. Silent auction
      1. Katherine Miskis has begun to collect items from businesses for silent auction.
      2. Will include Teacher grade level activities to be auctioned
      3. Needs heavy promoting this year

Support Services (Nancy Nunnelley)

1. Curriculum Night Teacher Dinners – it was very enjoyable and Zoe’s Kitchen provided a good meal.
2. Staff Appreciation Week – nothing currently.
3. PBIS –
   1. PTA authorized Jennifer S. to purchase a Kindle Fire.
   2. Unused gift cards will be donated to PBIS for teacher rewards but will need to be accounted for to Amanda E. when redeemed.

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

No additional matters to discuss.

**Adjourned:** 10:57am

# Upcoming important dates

September 28th – School Store

October 5th – School Store

October 10th—12th – No School

October 14th—16th – Tanner Photography

October 19th – School Store, PTA Meeting 9:30AM, Kids Care Meeting