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

# Approval of Minutes

Chelsea, Elena

# Principal’s Report (Karen Cooke)

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

# Treasurer’s Report (Lindsay Phillips on behalf of Samantha Ross)

1. Budget update  
   Balances as of



1. 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.'

1. 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.

# Parliamentarian (Lindsay Phillips on behalf of Elena Chung)

1. Membership Sales
   1. Final membership drive?
2. Business partners
3. Sprit Nights
   1. 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.

# Committee Reports

Special Events (Lindsay Phillips on behalf of 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
4. 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 January or February?
   3. All Pro Dads to help repair games after one of their upcoming meetings. Maybe their February meeting?
5. Silent auction

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 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 will pick them back up to return to students.
   4. Lindsay to return the entries to those students that have entries that weren’t on display.
   5. District council level results: Lots of Dolvin winners

Communications (Lindsay Phillips on behalf of Sandra Guggenheim)

1. PTA Newsletter
   1. Needs to go out timely at the beginning of every month. December 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.
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. 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 supporting 4 families with a total of 10 children. The gifts have been given to the social worker.
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)

* 1. 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?
4. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events.  Alternate idea: Vintage 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
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 1/10.
    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.
2. PBIS: 12:45-2 on January 5th is PBIS kickoff.
3. PTA/Foundation Wrapping Presents for Staff-update
4. Holiday Snack Cart Update

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

1. Approval of Unit By-Laws-approved.
2. 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.
3. 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).
4. Remember that Fulton County requires **25 days** prior to the event for submitting facility requests. (Bingo night, Math Night, Spring Family Fun Night).
5. 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.
6. 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.
7. 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.
8. 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 14th - Spirit night (Marlow’s), 3-5 Class Parties

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

December 18th-January 2nd Winter Break

January 5th-Spirit Day

January 10th-School Store

January 10th-PTA Meeting @9:30am