Dolvin pta  
board meeting AGENDA

**Date**: February 7, 2024

**Time**: 9:41am

**Facilitator**: Lindsay Phillips

# In Attendance

Board members:

In person: Lindsay Phillips, Jessica Breithaupt, Elena Chung, Nancy Nunnelley, Samantha Ross, Sandra Guggenheim, Jenifer Reese, Sharada Chandran, Chelsea Tullio

Via Teams:

Staff members: In person: Karen Cooke, Jennifer Shaffer, Martha Holiday,

Apologies:

# Approval of Minutes

January meeting minutes motioned to be approved by and seconded by . Elena , Jessica second

# Principal’s Report (Karen Cooke)

1. Status of school supply lists- need to have in by end of February
2. Update on pre-K lottery- general in march 25th 9am will be drawn. Lisa will be drawing, 20 kids in the class, it was reduced this year she will Follow up on how families are notified.

# Treasurer’s Report (Samantha Ross)

1. Budget update  
   Balances as of 2/7/2024



1. We discussed changing banks to get more money back on savings. Lindsay suggested moving to Ameris, where we will get 4.5%. Everyone on the board agreed to moving our checking and savings to Ameris.
2. Update on tax return fix it and make it right, resubmit 2017-2023 and the new year will be correct. Will be wrapped and finished by march.

# Parliamentarian (Elena Chung)

1. Membership Sales
2. Business partners maybe adding a few
3. Sprit Nights- add crave spirit night: 2/27 from 4-8pm
   1. Marlow’s and Craft Burger updates: following up to get a check.

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

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

Andy’s is 4/10

Communication has been sent out about Spirit Nights, but need to send reminders at least a few days before each event. Combine event and spirit nights together

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)-

Holiday shop, look into, run for two weeks. Jessica follow up on this, Karen will get dates and calendar.

1. Spirit Day (first Friday of every month)
2. Math Night update-next year, do silent auction with math night. Possibly a paid event to make a profit and ask Mathnasium to cover some cost for the facility fee. Popcorn machine, chips, drinks, snacks.
3. Spring Family Fun Night (SFFN) (4/19/2024)
   1. Vendor update, looking for new vendor, to get better quote.
   2. Food update-jessica is helping with food. All pro dads to help with the cooking. Making hamburgers And hotdogs. Fixed meal-hotdog snacks, drink combo meal. Preorder only for food, so we would know how many etc.
   3. Game update: Lindsay and Elena to take stock of games and see what needs to be replaced and what can be repaired-do this after meeting. All Pro Dads will help to repair what can be salvaged.
   4. Facility rental request update submitted this week
   5. Update on prizes- we have some, be on the look out for clearance items. Old prizes will be given to Jennifer Shaffer for prize cart.
   6. Committees update
      1. Committee chair positions update
      2. Which committees still need help?
      3. Karen to recruit teacher assistance?
      4. Recruit dad volunteers through All Pro Dad? Grilling
   7. Basket Raffle – email to be sent to Randi to notify the room parents to start co-ordination and preparation of the class raffles. Chelsea to assist with the basket raffle again this year? Volunteers will be needed for the week prior to SFFN, when the baskets are showcased, to assist children who want to purchase raffle tickets.
4. Silent auction
   * 1. Needs to be rescheduled. When would be a good time? Same as SFFN like in past?
     2. We need communication to be sent out to all families requesting silent auction items for donation or a contact person/company who may be interested in donating items for auction. Ask the places your kids go to give donations-Lindsay also has a dojo contact to follow up with.
     3. Elena to organize all current business partners and in-kind donations given for silent auction.

Academic Enrichment (July Klein)

1. Lunch Bunch (3rd, 4th, and 5th grades)
   1. Second meetings were held successfully. Third set of books have been assigned and the next meetings are March 26th-28th.
   2. Do we want to do one lunch bunch meeting this year for 2nd grade? Get started with it now and have a lunch bunch meeting in April? Approved book-Judy Moody was in a Mood (Tasks-reach out to 2nd grade level chair to find out what day would work, send out a sign up genius to second grade parents to sign their students up, send out a sign up for volunteers for the meeting, find a second grade lunch bunch chair, and issue books to students that are signed up.) One book for all of them, one meeting. Lindsay is working on this. Need to take stock of how many books we have and see how many students per class we can have.
2. Rockin’ Reader
   1. Underway, all volunteer slots are full.
3. Reflections updates

Communications (Sandra Guggenheim)

1. PTA Newsletter
   1. Needs to go out timely at the beginning of every month. February newsletter needs to go out. Will be sent today 2/7
   2. Content for this month: Math night update, yearbook, school store sign up, all pro dad meeting, kids care meeting (update from last meeting, when the next will take place, and new meeting dates due to the change to Tuesdays), SAW, lunch bunch
2. Room Parents
   1. Nancy will communicate SAW signups to Randi so she can have room parents communicate it to classroom 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. Content for this month: Math night update, yearbook, school store sign up, all pro dad meeting, kids care meeting (update from last meeting, when the next will take place, and new meeting dates due to the change to Tuesdays), SAW, lunch bunch
4. Website
   1. Monthly PTA approved minutes to be posted.
5. Emails through membership toolkit and a request to be sent via blackboard
   1. All events need to be emailed and shared in a timely manner to reach the maximum number of viewers.
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. If content is in the form of a flyer with a QR code, it should either include the link as well or instructions on how to use the QR code to access the link.

Health and Community (Sharada Chandran)

1. Children’s Garden/Landscaping
2. Outdoor classroom
3. 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. February 7th - Children will make Valentine’s for residents at the Mansions.
   3. March, April, and May meetings have been moved to Tuesdays. Wednesdays were getting too much overlap with leadership team, tech team, and now girls on the run. We were originally switching to Thursdays, but 4th and 5th grade chorus practice is now on those days. If the schedule for the other clubs stays the same for next year, we will move to Tuesdays for every meeting next year.
   4. 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. Field Day (5/14/2024)
5. 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. Orders are fulfilled through 1/31.
3. March 2024: Commence planning for next year’s spirit wear. Who is usually involved in this? Presidents, program funding VP, parliamentarian, and anyone else that is interested.
4. Sell at upcoming events:  Spring Chorus concert?  FFN
5. Need to inventory old spirit wear and post on Toolkit @ discounted price
6. Membership
7. March 2024: Commence planning.
8. Yearbook
   1. Update on co-chairs:  Helen Won, along with Mahdyah Taheri being trained.  Sarah Norman will be done after this year.
   2. Yearbook cover contest updates winner. Gia Lee winner
   3. Update on 5th grade ads- 70 sold as of 1/31 (last year 88). Deadline to build ads was 2/5. It was a bumpy transition to creating ads on Balfour site. Will be resolved for next year when ads are ordered AND built on Balfour site. On the PTA calendar, it says the due date to build 5th grade ads is 2/15. Do we want to extend it? Have all purchased ads been built? Looking to get 10 more ads to make some money, following up on this.
   4. Yearbook sales update- 194 sold as of 1/31 (last year ~400). Order finalized for 400. Price increased to $40 on 2/1. Need comms to go out via Blackboard and on facebook and twitter. Sales updated to 200 year books sold. Middle and high school use the same company, looking into this.
   5. Special report on Dolvin news to advertise yearbooks?
9. School Store
   1. Next date is 2/21. Next year-align dates not next to holidays or events like book fair etc.
   2. Emails scheduled to go out the Monday before each school store.
   3. Are swag items on there? (cups, notebooks, pens, bags, magnets)
   4. Need to fill volunteer gaps:  [Volunteer for school store](http://url4609.membershiptoolkit.com/ls/click?upn=iKpa70ntmsIg0j801x7s-2B-2BYq3fo4AD0NzxfY7D-2FQjfRxH-2BtgUePdw-2BCY-2F2SHXve534UH7f8Y8diyBFcZnsosEBdS3JK-2BN3zETW2U2akgyI0-3DeQP1_-2BpjRAMm1m6apBl7MsmOAPFFY6mSjoe9dvC137adi2UXTosr-2BiIg5s9F1-2F3lJhyIGURlLCi-2FW6teahsmnnClD1Awjp3Kolh-2BC5qbod5SsOVJfjSTk9D72OVGNTW8Ve-2F6TAK7grFgGLPy97s7ZLwVOhUN88IVQiS2bBewfjb2tdnXO5OlWB49KKz-2FTQVFqNk3YW7UeecDB8SmdhXgQT86evC4jnl4jrAYRIle2g5kDQPlBVSw8cyNfOw0ZPOjvgDQxkHFs6-2B0WqN5Pdjc1H1gcV3PpxS2h3wvIsa4iSE2PFx9Fjtg7SBNqIjRSRzjRF3D4F7q84xxU3K09lUcXe8B4Uy-2FW2RCFgY0NKk-2B2BjoiuJBosMJO-2BOnWhUyrbPXN-2FScv)
   5. Amber Fisher asked if we would like leadership students to help with school store. Thoughts? At this time, we are not taking students to help.

Support Services (Nancy Nunnelley)

1. Staff Appreciation Week (3/4-3/8/2024)
   1. Update on SAW communications
   2. Vendors update. Booked Breakfast (apple spice) and Coffee vendor (Brave Pro.) Using media center. Using Mrs. Holidays room as sit down for lunch area. Using Marlow’s following up to see if they are able to deliver. Get with Deniese and Karen for communications to go out . Sending out signups and staff to sign up Get on Dolvin Diary, to put all SAW
2. PBIS

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

1. 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. Jessica to meet with Karen and Carrie to discuss.
2. Lindsay is working to continue contacting all parents who purchased a birthday message but whose children’s birthdays 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.
3. 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.
4. Our PTA meetings for the rest of the year are as follows at 9:30am: 3/20, 4/17, and 5/8.

**Adjourned:** 10:58

# Upcoming important dates

February 7th- Kids Care Meeting

February 9th-Volunteer Appreciation Event

February 15th-Dolvin Diary

February 16th-All Pro Dad Meeting 7am

February 19th – Presidents’ Day (No School)

February 20th – Professional Development (No School)

February 21st – School Store

February 23rd – Parent Coffee, Spring Picture Day

March 1st – Vocabulary Day parade, Dr. Seuss’s Birthday, Dovin Spirit Day

March 4th-8th – Staff Appreciation Week (SAW)

March 5th - Kids Care Meeting

March 6th – School Store

March 11th – Teacher Work Day (No School)

March 12th – Professional Development Day (No School)

March 17th – All Pro Dad Meeting 7am

March 20th – School Store, PTA Meeting 9:30am