Dolvin pta  
board meeting AGENDA

**Date**: August 16, 2023

**Time**: 9:30am

**Facilitator**: Jessica Breithaupt

# In Attendance

Board members: Chelsea Tullio, Sam Ross, Elena Chung, Sandra Guggenheim, Lindsey Phillips, Jessica Breithaupt, Jennifer Reese,

Staff members: Jennifer Shaffer, Andy Stein, Mrs. Holiday   
Parents: 3

Apologies:

# Approval of Minutes/Secretary (Chelsea Tullio)

1. July meeting minutes approved by

# Principal’s Report (Andy Stein)

1. Library Update: Paint is completed, still researching white board/glass board & furniture for STEAM area.

# Treasurer’s Report (Samantha Ross)

1. Budget update
   1. Checking $112,925.42
   2. Savings $8,023.34
2. We have currently raised $23,405 of our $25,000 family membership goal.
3. We have raised $4,965 of our $10,000 Spirit wear goal. This covers our $3,707 initial order, our next and last order will cost approximately $580.
4. We have raised $1,900 of our $2,500 Birthday message goal.
5. We have raised $490 of our $1,000 Tanner goal.
6. We have raised $6,090 with Yearbooks and $680 with 5th Grade Yearbook Ads, we have $20 in 2022-2023 yearbook sales.
7. We have raised $620 in Swag.

# Parliamentarian (Elena Chung)

1. Business Partners
   1. Current Business Partners-
   2. Updated BP PDF for newsletter/social
2. School supply kits (Sandra) –
   1. *Note for next year: we need to emphasize that the company gives a portion of the cost to the Dolvin PTA to let parents know that this is a fundraiser.*
3. Membership toolkit student/teacher updates

# Committee Reports

Academic Enrichment (July Klein)

1. Book Fair
   1. Need to set up an SUG for parent volunteers to help with preview and student buying
2. Lunch Bunch – 3rd, 4th, and 5th grades. Lindsay P. volunteered to help manage. First meeting will be in. November (11/8-11/10)
   1. 3rd Grade Chair: Chelsea Tullio & Jessica Breithaupt
   2. 4th Grade Chair
   3. 4th Grade Chair
3. Rockin’ Reader
   1. Kindergarten parent needed to chair- Elena has asked someone
4. Reflections – Jessica B. to update the website with documents, July and Lindsay to work on getting the word out to students and set up. Submission due date is 9/29

Communications (Sandra Guggenheim )

1. Directory – nothing currently
2. PTA Newsletter
   1. August Newsletter went out last week (first week of school)
   2. All Newsletters to go out first week of the month
   3. Please send all event information to Sandra BEFORE the 1st of the month. We need as much information in these newsletters to get it to parents in a timely manner and to decrease the amount of emails going out each month.
3. Room Parents
   1. Selections have been made and communications have been sent out to everyone. Room parent orientation was Tuesday.
4. Social media
   1. Posts to go out regularly, daily if possible. Will try to utilize Reels this year!
   2. Please send ALL flyers, information, SUGs and photos to Jessica or Sandra asap so they can post.
5. Website
   1. Jessica is working on updating.
6. Last year it was noted that there should be a schedule to coordinate all communication drops in order to synchronize communication across the various platforms. We need to make sure we have all of the information so we don’t have to send multiple emails/posts
7. Business partners

Health and Community (Sharada Chandran)

1. Children’s Garden/Landscaping
   * 1. Monthly maintenance to be done by All Star Landscapes & Lawn Care LLC (Todd Harmon). No service required for October and Jan, based on prior year experience.
2. Outdoor classroom –
   * Ayong and others have worked hard at getting grants and were rewarded a Whole Foods Kids Foundation Garden Grant for $3,000!
   * Sam will get with Ayong to handle the accounting side
   * Grant will be used to replace the garden beds, hopefully add irrigation and buy tools (wheelbarrow needs replacing).
   * She has a team to work on getting it together
3. Kids Care
   * 1. First meeting will be in September this year on 9/13 at 2:30pm
4. Field Day – nothing at this time
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.
     2. SUG will need to be sent out as soon as possible thereafter, as many volunteers will be needed to execute.
7. Recycling – nothing currently.

Program Funding (Jenifer Reese)

1. Spirit Wear – The shirts were more popular than expected in certain sizes, we ordered the total amount sold last year but have run out of stock in many sizes. Orders will continue until 8/31. We will then place a second order. Orders will continue for the remainder of the year but the inventory will be capped.
2. Spirit Swag- Will push for swag orders, Trucker hats can be worn at school on spirit days (approved by Karen)
3. Events- A table will be set up at all events this year to sell spirit wear and swag. Square readers need to be set up, Jenifer will work with any volunteers that will use them/sell.
4. Vintage Spirit Wear- We have boxes of shirts from prior years. In January they will be added to the sales forms on toolkit and at events to sell these for a lower price.
5. Membership –
   1. Families were able to access the staff membership level again this year. To fix this next year we need the staff information updated early so only staff is able to see this option
   2. Birthday message spreadsheet is completed and will be updated and sent to Terri
   3. Toolkit has a app, we need to announce this, purchases can be made, communications can be viewed, and we can use push notifications so they show up on member’s phones. We can use this feature to promote events and make announcements the morning of events
6. Yearbook – nothing currently.
7. Tanner – fall picture day coming up 10/20 and 10/22, need to push emails and social
8. School Store
   1. First school store is set for 8/23.
   2. Chelsea Tullio has offered to chair.
   3. Inventory/ordering information:

Special Events (Elena Chung)

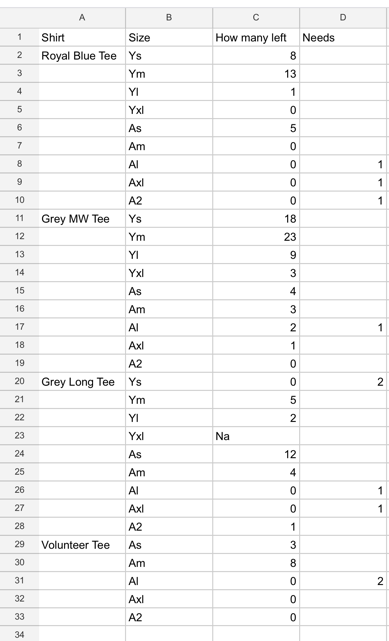
1. Spirit Day (select Fridays)- Karen has agreed to allow the Dolvin Branded Hats, teachers received hats this year as well
2. Pre-K through K Ice-cream social
   1. Friday, 8/25
   2. Chairs
   3. Girl Scouts have offered to help with the craft table
   4. Jessica has offered to provide face painting
3. Bingo Night – scheduled for 11/3 (will send an email to PTA members receiving tickets to remind them)
4. Math Night – not happening at school this year
5. Silent Auction-
   1. Will happen the first week of February this year, hopefully raise more money and keep it separate from SFFN.
   2. Katherine Miskis has already begun asking businesses for donations. She has collected several over the summer.
6. Spring Family Fun Night (SFFN) - scheduled for 4/19
   1. Jessica to reach out to ride vendor to rent cotton candy machine (unless someone has one we can borrow), Nacho Cheese heater/dispenser
   2. Food this year will be hamburgers, hot dogs, veggie burgers and nachos. We will reach out to parents early for portable grills for hamburgers and crockpots to steam hot dogs.
   3. Food can be prepped early and placed in Pizza Warming bags that were donated by Papa Johns
   4. Would be fun if Admin/Teachers/Staff were cooking/serving food!

Support Services (Nancy Nunnelley)

1. Back to School Staff Luncheon
   1. Fresh to Order was the vender
2. Curriculum Night Teacher Dinners
   1. Vendor:
   2. CN will be 8/22 for Pre-K through 2nd grade and 8/23 for 3rd-5th grade
3. Staff Appreciation Week – nothing currently.
4. PBIS
   1. This summer the PTA closet was cleaned out and many items were donated
   2. It was announced at Room Parent Meeting that room parents need to donate extra items from birthday bags and all classroom parties to PBIS, especially when money came from classroom funds
   3. There will be a PBIS box in the front office
   4. Will donate some Swag and older swag to teacher PBIS

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

1. Meetings:
   1. Please put all PTA meetings on your calendar. We understand that conflicts do happen. If so, please type and send the presidents an update of all current events under your committees by the Friday before the meeting. If possible you can send a committee chair in your place to discuss important matters.
   2. Please copy Lindsay and Jessica in all communications so we can help clarify and answer questions.
2. Spirit Wear
   1. Lori @ Patricia Spiritwear stated that they are working with a 2 week delivery time right now, we are going to place a second order on 8/31 to replenish a small amount of stock. As of right now we are out of several sizes of the Royal Blue t-shirt and the Grey Long Sleeve t-shirt (see chart below)



1. Membership Levels & Swag –
   1. We changed membership levels this year, took away the $1,000 level and changed Dolphin/Platinum to a $500 level Dolphin Level.
   2. We had more people purchase the Dolphin level this year than the Dolphin and Platinum levels combined last year.
   3. Karen has stated she wants full participation with Staff, we currently have 45 staff members.
   4. We currently have 216 PTA members, need to push memberships through communications.
   5. We had a large surge of membership purchases the weeks before sneak peek and at sneak peek this year! We had 200 members by the Friday before school started!
   6. Membership Incentives were changed this year as well, suggestions from the board or grape vine are appreciated! The thought was to encourage participation in PTA events throughout the year.
2. Sneak Peek
   1. Classroom sign-up sheets were updated by Elena this year to include:
      1. column for parents to opt in for emails
      2. a separate informative page for roles and a description of each title, to assist parents in understanding the requirements for each role they are signing up for
      3. A column for parents to volunteer for each event
   2. New this year per suggestions :
      1. We set-up the day before
      2. We had additional signage: Facebook Updated Page (since last year we started school without a working facebook account), Tanner, spirit wear, spirit swag, Large printouts explaining each level (need to add pricing for next year)
      3. Banner was made to explain the role of PTA with large QR code to Toolkit, can be used every year
      4. Half page hand-outs were made with the check-list (300 were made this year, may need more next year)
      5. We decided not to allow sign ups on iPads but encouraged parents to sign up on their phones.
      6. Spirit wear was not sold at the event but was added to membership tote bags if bought before event. We allowed up to the day before at 10pm for sneak peek pick up. Swag and membership bags were allowed to be picked up at SP (went better this year)

# Other matters

1. Room parents are required to be PTA members and are to encourage PTA membership of their class parents.
2. Gaga Ball Pit (Jessica): We had budgeted $2,500 to re-surface the pit. After researching, getting quotes from various venders, and talking with Jennifer Shaffer about options we decided to use rubber mulch. Jessica’s family came out the weekend before school to apply the mulch. It has a 12 year color warranty and should not wash away. All other options were over. $4,000 or required rebuilding the whole thing. Final cost was $524.74
3. Marquee Sign out Front: (Sandra) the sign has been out since June (either knocked out by one of the storms or construction). We have been working since July to get it fixed.
   1. Updates:
4. Copier: we are choosing to buy our current copier. The lease is up in October, but due to a cause we would have to pay to have it packaged and freight shipped back. It is cheaper or equal the cost to purchase it outright.

# Upcoming important dates

August 15th – Room Parent Orientation 10AM

August 18th- All Pro Dads 7:00AM

August 22nd-23rd – Curriculum Nights 6:30PM

August 23rd – First day of School Store

August 25th – Pre-K-K Ice Cream Social 4:30-6:30PM

August 31st – Current spirit wear deadline for size guarantee

September 1st-15th – Book Fair

September 1st- Spirit Day

September 5th & 6th- No School for Students

September 13th – School Store

September 13th- Fall Picture Day

September 13th- Kids Care Meeting @2:30PM

September 15th – All Pro Dads 7:00AM

September 20th – PTA Meeting 9:30AM

September 27th- School Store

September 29th- Reflections Submissions Due

September 29th- Classroom Donations Due