Dolvin pta  
board meeting AGENDA

**Date**: September 20, 2023

**Time**: 9:30am

**Facilitator**: Jessica Breithaupt

# In Attendance

Board members:

Staff members:

Parents:

Apologies:

# Approval of Minutes

August meeting minutes motioned to be approved Nancy & Jen Shaffer

# Principal’s Report Andy Stein

1. Back to School Notes:
2. Library Update: money spent 6+K painting, bins, new white board-not installed yet.
3. Getting tables and chairs, about 5K
4. Dolvin 3rd grade recognized by the state- 90% or more reading at grade level or above only

# Treasurer’s Report (Samantha Ross)

1. Budget update  
   Balances as at 9/16/2023

Checking: $120,201.13

Savings: $8,024.36

1. Membership – we exceeded our goal of $25,000 and have currently raised $26,570. Representing a total of 262 family and staff members. Slightly more than last year at this time.
2. We have raised $2,160 with Birthday Messages (this will change with refunds).
3. Spirit wear: $5,292.
4. Swag is at $665, we can use swag throughout the year and as prizes for Bingo Night, Silent Auction Basket and Family Fun Night.
5. Tanner photography – currently need to push, we are still under budget, likely to improve with the upcoming fall family photoshoots.
6. Buyout for the copier machine completed.
7. Audit has been completed. Thank you Sandra and Nancy for your assistance. Need to hold a general meeting to approve. Meeting will be held to approve
8. Membership Dues submitted to GA PTA via Givebacks (MembersHub).
9. Reminder: it takes approximately one week to issue check reimbursements.  They are done in batches. Please communicate this to your committee chairs/volunteers.
10. Working to submit the tax return.
11. Working to get the Square Account transferred from Bonnie’s account.

# Parliamentarian (Elena Chung)

1. Business Partners
   1. Childrens dental zone-paying invoice for car tags   
      getting silent auction vendor

Oct 5

Nov 2 dec 14 jan 11 feb 1 mar 7 apr 11 may 2 – Marlow’s spirit nights

Andys: booked for fall, working on spring

Pre k-k; ice cream social was success

Nov 3 Bino night 4-8 2 sections, 5-6:30 6:45-815 – facilities request made, need insurance October , started buying prizes on sale

Mathasium held at math feb 2 530

# Committee Reports

Academic Enrichment (July Klein)

1. Book Fair 21031$ gross sales
2. Lunch Bunch (3rd, 4th, and 5th grades)
3. Took out two books, stone fox and hatchet going to purchase two new books

Nov start for kids 9-11 sign up going out

1. Rockin’ Reader
2. Reflections
   1. May need to extend the deadline since GA PTA has been behind-oct 1 deadline
   2. All materials are up to date on the GA site now.
   3. Need Judges3 plus July

Working with Abbots hill to exchange so we aren’t judging our kids

July needs to order awards, ceremony date oct 24

Communications (Sandra Guggenheim )

1. PTA Newsletter
2. Room Parents
3. Social media
   1. Needs to be updated and posts to go out regularly.
4. Website
   1. Monthly PTA approved minutes to be posted.
5. Spirit Nights

Health and Community (Sharada Chandran)

1. Children’s Garden/Landscaping-asked about trees blocking sign
2. Outdoor classroom –
3. Kids Care- sept 29 book drive
4. Field Day – nothing currently.
5. Hands on Dolvin Day – nothing currently.
6. Hearing and Vision Screening-mr. stein has vision schedule 1, 3, 5, Ashley passarilli mr. stein hasn’t locked down date yet

Hearing-need parent volunteers oct 25

1. Recycling – nothing currently.

Program Funding (Jenifer Reese: updated via email)

1. Spirit Wear –
   1. All orders to-date have been delivered.
   2. Second order of Spirt Wear has been placed, and inventory capped on Toolkit. Orders will continue through end of year.
   3. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events.
   4. Spirit Wear & Swag sold @ PreK-2 Ice Cream Social via Square, we made $156!
   5. Need a volunteer to sell Spirit Wear + Spirit Swag at Bingo Night Nov 3rd  (Jen will be out of town - sorry! My daughter has gymnastics meet in Nashville).
   6. What other events could/should we sell at? Elina set up sign up for parking spots and setup
2. Membership:
   1. Final membership Drive –
   2. Jen to coordinate making new parking signs for Dolphin members to be used at Bingo Night + FFN.
   3. Need a volunteer to put Parking Signs out at Bingo Night Nov 3rd  (Jen will be out of town).
3. Yearbook –
   1. New co-chairs (Vinitha Chintala & Pallavi Karnick) are being onboarded, Sarah Norman is still heavily involved.
   2. Actively looking for any additional yearbook committee members to help take pics throughout the year.
   3. Sarah is still helping to coordinate dates for photos. Send to room parents for class parties etc and new code
4. Tanner – needs heavy promoting, to be included in Dolvin Diary and DE PTA Facebook page.
5. School Store
   1. Next school store: 9/27, 10/4
   2. Discuss selling & pricing of vintage swag.  Cups, Notebooks, Pens, and Bags all available for sale (in PTA office)
   3. Need to send emails prior to each school store w/ reminder and volunteer link.

Special Events (Elena Chung)

1. Spirit Day (first Friday of every month)
   1. Coordinate with School
2. K-2 Ice-cream social
3. Bingo Night (11/3/2023)
4. Math Night-
5. Silent Auction-
6. Spring Family Fun Night (SFFN) (4/19/2023)
   1. Elena and Sandra have begun to purchase prizes.

Support Services (Nancy Nunnelley)

1. Curriculum Night Teacher Dinners –
2. Staff Appreciation Week – nothing currently.
3. PBIS –
4. Other-

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

Sign Update: We are still working on getting it to function and work with the school’s system. Sandra is in contact with the vendor and FCS tech.

We need to discuss how we want to handle the Birthday Messages, refunding?

Refunds for parents from aug-sept month to month. Hoping to get it fix refund or donation chose new date for half birthday etc.

New proposed dates due to community meeting Karen Cooke is in those. Conflicting date for those some are at night not a big deal .

**Adjourned:**

# Upcoming important dates

September 27th – School Store

September 29th- Reflections Submission Deadline (may change)/ Classroom Funds Due

October 4th – School Store/ Kids Care Meeting 2:30pm

October 6th- Spirit Day

October 9th—11th – No School

October 18th – School Store, PTA Meeting 9:30AM

October 19th- Picture Retakes

October 20th- All Pro Dads 7:00AM

October 20th & 22nd – Tanner Photography