Dolvin pta  
board meeting AGENDA

**Date**: October 18, 2023

**Time**: 9:30am

**Facilitator**: Lindsay Phillips

# In Attendance

Board members: 9:37 start   
Lindsay Phillips, Samantha Ross, Nancy Nunnelley, Jenifer Reese, Elena Chung, Chelsea Tullio,

Staff members: Karen Cooke, Jennifer Shaffer

Apologies: Jessica Breithaupt, Sharada Chandran

# Approval of Minutes

Approve September meeting minutes. Nancy and Jennifer

# Principal’s Report (Karen Cooke)

1. Updates-jeans tober
2. Library updates- ordered furniture, remove pole for better space

# Treasurer’s Report (Samantha Ross)

1. Budget update  
   Balances as at 10/12/2023



1. Working to submit the tax return. May need a CPA- due end of Nov. Jennifer Ask Sung for help
2. Still need to hold a general meeting to approve audit. 8:30pm Sunday Oct. 22 call in to approve
3. Need to discuss as a board what items are and are not allowed for staff reimbursement and then communicate that to the staff. Teacher support: $100 max if they are PTA member so $90 to spend- send out voting for the board to vote on what teachers can spend money on. Send out updates on what PTA is working on currently

# Parliamentarian (Elena Chung)

1. Membership Sales
   1. Final membership Drive
   2. All Membership orders have been fulfilled
2. Business partners
3. Spirit Nights- Elaina is sending out one doc with all the dates. Waiting on Craft Burger
   1. Marlow’s dates are 10/5, 11/2, 12/14, 1/11, 2/1, 3/7, 4/11, and 5/2
   2. Andy’s is booked for fall, working on spring. Fall date (s)?

# Committee Reports

Academic Enrichment (July Klein)

1. Lunch Bunch (3rd, 4th, and 5th grades)
   1. Books were assigned and distributed to teachers by Elena and Lindsay.
   2. Sharada is lunch bunch committee chair, Jessica is 3rd grade chair, Anne Boggs is 4th grade chair, and Elena is 5th grade chair
   3. Need to have a meeting to discuss chair responsibilities- Elena create sign up .
   4. Need to gather volunteers to lead discussions for each book (Sharada, July, or Elena to create a sign up and send out on sign up genius to the parents of kids who are signed up).
   5. Send an email to teachers letting them know the dates and which classes are combined and asking them to let us know which classroom they will be meeting in (Sharada? July?)
2. Rockin’ Reader
   1. Flavia Villarinho is the chair.
   2. Flavia reached out to find out what date and time works best. It will be Fridays from 8:30-9:20 starting on 11/3.
   3. Flavia is working on the sign up and drafting an email to be sent out by the PTA and through blackboard by 10/20.
3. Reflections
   1. Lindsay and Sharada judged Abbotts Hill, and Abbotts Hill PTA judged ours.
   2. We received the results from Abbotts Hill.
   3. The awards for the ceremony have been ordered.
   4. July to create a sign up genius for the ceremony and sent out to the parents of those who participated (ceremony on 10/24)
   5. July turned in the facilities request.
   6. Need to register with Georgia PTA, report winners to them, send them photos/videos/recordings of the winning entries, get winning entries to them to put on display at the teaching museum, and then pick them back up after to return to students. Those who’s entries aren’t winning can pick them up at the ceremony.
   7. July to get items for ceremony (punch, cookies, napkins, cups, plates, table cloths) and Lindsay and July will set up and decorate by displaying the entries.

Communications (Sandra Guggenheim)

1. PTA Newsletter
   1. Needs to go out timely at the beginning of every month.
2. Room Parents
3. Social media (Facebook and twitter)
   1. Need posts to go out regularly.
   2. Facebook Page
4. Website
   1. Needs to be updated
   2. Calendar needs to be updated
   3. Monthly PTA approved minutes to be posted.
5. Emails need to go out about spirit nights and spirit days

Health and Community (Lindsay Phillips on behalf of Sharada Chandran)

1. Children’s Garden/Landscaping-should we repurpose the nature trail picnic tables to the garden? All Pro Dads can do this when they meet for a lunch and grounds clean up day on 11/4. Pro Dads do a video for the school news in the morning.
2. Outdoor classroom
3. Kids Care
   1. Book drive update: Kids Care Book Drive a success. Third grade won with over 480 books (out of ~770 total). Kids to get time with new Media Center lessons using new technology. Communication to be sent out via blackboard, dolvin diary, and PTA newsletter.
   2. Coat and food drive update: Bins in place. It runs from Oct 16- Oct 27. Have added a monetary donation option for coat drive. What do we want to do for the grade level contests? Winner will get popcorn party, board games, parachute, extra recess.
4. Next meeting is 11/1. We will be creating posters for windows of wishes. Representative from NFCC will be addressing kids about food and coat drive.
5. Need to contact the school social worker to identify families for Windows of Wishes and to ask them to come speak at the December kids care meeting.
6. Need to send a reminder email to teachers, volunteers, and parents of all participating students the Monday before the next meeting.
7. Check with Nives to make sure she has everything she needs for the next meeting.
8. Has been a little too noisy. Plan to have kids call out numbers and be divided into groups that way and play classical music in background. Plan for something to keep them occupied if they finish early. Write positive notes to teachers, any teacher or staff member. Write cards for people are nursing homes-general cards all holidays,
9. Field Day
10. Hands on Dolvin Day
11. Hearing and Vision Screening
    * 1. Vision screenings on 10/18 and hearing screenings on 10/25
      2. Need parent volunteers for the hearing screenings. Sharada created a sign up Genius, and Andy sent it out.
12. Recycling

Program Funding (Jenifer Reese)

1. Spirit Wear
2. All orders through 10/11 have been delivered.  1 pending so far this week-complete as of today 10/18/23
3. Second order of Spirt Wear being was placed, and inventory capped on Toolkit. Orders will continue through end of year.
4. Do we want to sell Spirit Wear + Spirit Swag at Bingo Night Nov 3rd?  If so, we need a volunteer – Elena added to sign up for volunteers. Sam will get them set up with the square. Jennifer will get all items ready and sorted and volunteer will move items from room for bingo.
5. What other events could/should we sell at?   FFN? Wait until after to see how selling goes at bingo night .
6. Vintage Spirit Wear- Will be added to Toolkit in January at discounted price, and also sold at events.  Alternate idea: Vintage year??
7. Membership
8. New parking signs ordered for Dolphin level – to be delivered 10/18. Jennifer send email to parents to pick up their pass.
9. **Need a volunteer to put Parking Signs out at Bingo Night Nov 3rd**(Jen will be out of town) Elena has that position listed on signup.
10. Yearbook
    1. New co-chair (Mahdyah Taheri) is being onboarded. Sarah Norman is still heavily involved.
    2. Yearbook cover contest underway w/Ms. Palgon
    3. Actively looking for any additional yearbook committee members to help take pics throughout the year. Would be good to also have another chair for next year. Sandra to send out social media posts and an email asking for volunteers.
    4. Need to discuss switching over to Balfour to handle 5th grade ads-sounds easy all on board with limited help already.
    5. Need to ask Randi to send an email to room parents asking them to take pictures at class parties, etc, and send to Balfour. What is the code? Send code to room parents.
11. Tanner (Lindsay)
    1. Picture day coming up on 10/20 and 10/22
    2. 26 have purchased. Only 21 have signed up for a slot. Lindsay keeps sending emails reminding to sign up.
    3. We have made $910, so we are close to 1,000 goal. Will keep promoting this week.
12. School Store (Chelsea) look at calendar next year more closely dates seem off this year with other events that are going on already at the school.
13. Next date is 10/18. 11/1 was canceled. Date was deleted from sign up and volunteers were notified.
14. Emails scheduled to go out the Monday before each school store.

Special Events (Elena Chung)

1. Spirit Day (first Friday of every month)
2. Pre k/k ice cream social was a success
3. Bingo Night (11/3/2023)
   1. Email and SUG going out this week for parents to sign up
   2. 2 sessions: 5-6: and 6:45-815
   3. Facility request submitted and approved?
   4. Elena to purchase remaining prizes.
   5. Do we have the bingo license?
4. Math Night (2/2/2023) at 5:30pm at Mathnasium
5. Spring Family Fun Night (4/19/2023)
   1. Update on vendors and prizes
6. Silent auction

Support Services (Nancy Nunnelley)

1. Staff Appreciation Week-great harvest and crumble cookies planned so far.
2. PBIS

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

1. 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).
2. Remember that Fulton County requires **25 days** prior to the event for submitting facility requests. (Bingo night, Math Night, Spring Family Fun Night).
3. Sign Update: The sign is currently working! Thank you to Sandra and Jessica for your work with this!
4. Lindsay is working to continue contacting all parents whose children’s birthday dates have passed. They can choose to do half birthday, refund, or just keep it as a donation to the PTA.
5. Please do your best to attend all PTA meetings. If you are unable to attend, 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. Will have a zoom meeting, or have committee member fill in.
6. As shared at the last meeting, we moved the dates of some of our PTA meetings so that they don't interfere with the community meetings that Kristin McCabe holds. Our PTA meetings for the rest of the year are as follows (the time is still 9:30am): 11/15, 12/6, 1/10, 2/21, 3/20, 4/17, and 5/8.

Meeting end: 10:38

# Upcoming important dates

October 19th - Picture Retakes

October 20th - All Pro Dad Meeting at 7AM in the Media Center, Virtual Parent Coffee 9AM moved to the 13th

October 20th and October 22nd – Tanner Photography

October 23rd – 50th Day of School

October 23rd – 31st – Red Ribbon Week

October 24th - Reflections Ceremony

November 1st – Kids Care Meeting

November 3rd - Dolvin Spirit Day, Bingo Night 5pm and 6:45pm

November 7th – Remote day for Election Day

November 9th - Lunch Bunch Book Club

November 10th – Parent Coffee 9AM

November 15th - School Store, PTA Meeting 9:30AM