

# JACKSON DAVIS ELEMENTARY

## PTA Executive Board Meeting Minutes

<b>DATE:</b> Tuesday, 10/18/2022	<b>MEETING CALLED TO ORDER BY:</b> RACHEL KELLEY
<b>TIME:</b> 6:00 PM	<b>MINUTES APPROVED:</b>
<b>LOCATION: JDES LIBRARY</b>	
<p>Attendance: Present</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Rachel Kelley, President</b></li> <li><input checked="" type="checkbox"/> <b>Erin Hollerbach, 1<sup>st</sup> VP - Cultural Arts, Bingo Night</b></li> <li><input type="checkbox"/> VACANT, After School Enrichment</li> <li><input type="checkbox"/> Kelly Barnes, One School One Book</li> <li><input type="checkbox"/> Mike Barnes, One School One Book</li> <li><input type="checkbox"/> Archanna Illa, International Night (Variety Show not at 2022-2023 event), Spring Carnival Coordinator</li> <li><input checked="" type="checkbox"/> Angie Allen, Art Night</li> <li><input type="checkbox"/> Nancy Wallace, Faculty Representative, STEAM</li> <li><input type="checkbox"/> Liz Courts, Reflections, Spring Carnival Coordinator</li> <li><input checked="" type="checkbox"/> Heidi Samuelson, Reflections, Book Fair</li> <li><input type="checkbox"/> Carla Davenport, Reflections, Spring Carnival: Tickets</li> <li><input checked="" type="checkbox"/> Jessica Armstrong, Yearbook</li> <li><input checked="" type="checkbox"/> <b>Katie Kilby, 2<sup>nd</sup> VP - Ways and Means</b></li> <li><input type="checkbox"/> VACANT, Spring Carnival: Communications</li> <li><input type="checkbox"/> VACANT, Spring Carnival: Tickets</li> <li><input type="checkbox"/> VACANT, Spring Carnival: Food</li> <li><input type="checkbox"/> VACANT, Spring Carnival: Vendors</li> <li><input type="checkbox"/> VACANT, Spring Carnival: Volunteer Management</li> <li><input type="checkbox"/> Liz Greving, Silent Auction</li> <li><input checked="" type="checkbox"/> Nara Moore, Dolphin Fund/Fundraising</li> <li><input type="checkbox"/> Sara Anderson, Original Art</li> <li><input type="checkbox"/> Julie Dorn, Dolphin Nights Out</li> <li><input type="checkbox"/> VACANT, Movie Night</li> <li><input type="checkbox"/> Rick Samuelson, Book Fair</li> <li><input checked="" type="checkbox"/> Katie Merritt, Spirit Wear, Papa Johns</li> <li><input type="checkbox"/> VACANT, Box Tops/Kroger</li> </ul> </div> <div style="width: 48%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Jennifer Montgomery, 3<sup>rd</sup> VP - Room Parents, Spring Carnival Games</b></li> <li><input checked="" type="checkbox"/> Emily Doran, Teacher Appreciation, Hospitality</li> <li><input checked="" type="checkbox"/> Jennifer Roberts, Teacher Appreciation, Hospitality, 5<sup>th</sup> Grade Activities</li> <li><input checked="" type="checkbox"/> Emily Sinsabaugh, Faculty Representative, 5<sup>th</sup> Grade Activities</li> <li><input checked="" type="checkbox"/> Jessica Smith, Volunteer Coordinator</li> <li><input checked="" type="checkbox"/> <b>Kelly Tornichio, 4<sup>th</sup> VP - Membership</b></li> <li><input type="checkbox"/> VACANT, County Council Delegate</li> <li><input type="checkbox"/> VACANT, FACE Committee</li> <li><input type="checkbox"/> VACANT, Legislative Affairs</li> <li><input type="checkbox"/> Robin Lumpkin, Communications</li> <li><input type="checkbox"/> VACANT, Parliamentarian</li> <li><input type="checkbox"/> <b>Erin Nielsen, Treasurer, Bingo Night</b></li> <li><input checked="" type="checkbox"/> <b>Kristy Brown, Recording Secretary, Yearbook</b></li> <li><input checked="" type="checkbox"/> Nancy Wallace, Faculty Representative, STEAM</li> <li><input checked="" type="checkbox"/> <b>Chris Bonner, Principal</b></li> <li><input checked="" type="checkbox"/> Amy Ford, Associate Principal</li> <li><input type="checkbox"/> Elaine Meade, Admin Assistant</li> </ul> </div> </div>	

**SAVE THE DATES:**

- November 3 – November 11 - Book Fair
- **November 15 - PTA Meeting & 2<sup>nd</sup> Grade Performance**
- November TBD - Reflections Ceremony (during book Fair?)
- **December 13 - PTA meeting and tentative 5<sup>th</sup> grade performance**
- **January 17 - PTA Meeting (Executive Board Only)**
- January 12 or 19 (TBD) - International Night
- January TBD - Membership Drive
- February TBD - One School One Book
- February TBD - Bingo Night
- **February 21 - PTA Meeting and tentative 3<sup>rd</sup> Grade Performance**
- March 2, 9, 16 (TBD) - Art Night
- March TBD - Book Fair (During Art Night?)
- **March 21 - PTA Meeting and tentative 1<sup>st</sup> Grade Performance**
- March 23 - Papa John's Night
- **April 18 - PTA Meeting and tentative 4<sup>th</sup> Grade Performance**
- April TBD - Field Day
- May 1 – 5 - Teacher Appreciation Week
- May 12 (TBD) - Spring Carnival
- **May 16 - PTA meeting and tentative Kindergarten performance**
- May 19 (TBD) - Spring Carnival Rain date
- June 9 - Last day of school

- I. Call to order Rachel Kelly
- II. Old Business Rachel Kelly
- III. Treasurer Report Erin Nielsen/Rachel
- a. Budget approved in September Meeting
  - b. If getting ready to do an event that involves funds, let Erin know in advance if you need startup cash and money boxes. Also plan for who will count funds (2 people must count that will not be doing the deposit). Must fill out the cash receipt with the money and place in the vault in the main office
  - c. Campus improvement line item \$1500 in budget will be used for Zen Garden (maintained by Mrs. Wallace & Ms. Neylon)
- IV. Principle Report Chris Bonner/Amy Ford
- a. Food truck night and Dolphin stars greeting went well
    - i. More volunteers with connection to the school are welcome
  - b. Focusing on why we are learning what we are learning
  - c. Picture day volunteers are still open
  - d. Field trips start this week with kindergarten to pumpkin patch
  - e. November 1<sup>st</sup> Dolphin Fund PJ Day (School wide)
- V. New Business & President Report Rachel
- a. Open Positions
    - i. Still have spring carnival open positions
      - 1. Communications

2. Tickets
3. Food
4. Volunteer management
- ii. Erin Poston taking on donations Kroger/ Public/ Clothing to cash bin
  1. Works at CarMax so received an additional \$1000 to Dolphin Fund
- b. Upcoming Events
  - i. Veteran's Day breakfast
    1. Veterans breakfast 8:30-9:30 November 11<sup>th</sup>
    2. Continental breakfast
    3. Flags were purchased 3<sup>rd</sup> graders will do their performance
    4. Veterans can come early for last day of book fair
  - ii. Reflections Ceremony
    1. Reflections ceremony can come early to shop bookfair
    2. Ceremony will be November 4<sup>th</sup> at 8:30am
  - iii. Book Fair
    1. Extended hours until 5:30pm on November 10<sup>th</sup> 5:30 (parent teacher conferences)
    2. Book fair closes at 8:10am

## VI. Committee Updates

- a. Cultural Arts Erin Hollerbach
  - i. Reflections
    1. Looking for 2-3 alternate judges
  - ii. Yearbook
    1. Vote for hardcover yearbook with 60 pages
- b. Ways and Means Katie Kilby
  - i. Original Art
    1. 495 orders due home beginning of November
  - ii. DNO/Bingo Night
    1. DNO will coincide with Bingo Night (possible chick fil a) date 12/1
      - a. Families pick up dinner and bring it to the school
    2. Prizes are hard to come by for adults and children - donations welcome
    3. Teacher volunteers to spinning the wheel and teacher experiences
  - iii. Book Fair
    1. Spring Book Fair February 27 – March 3
    2. Art night March 2
  - iv. Spirit Wear
    1. 37 orders, raised \$173
    2. Ordered additional items to sell at events
    3. 5<sup>th</sup> grade left over funds for tie die graduation shirts
  - v. Donation/Fundraising
    1. February push for cash for clothing drive – 3 schools with top weights typically do not donate as much in February
    2. Working on flyer that includes ways donations can be made

c. Room Parents

Jen Montgomery

i. Hospitality

1. Snacks for teachers on November 10<sup>th</sup> for conferences
2. Pie Day Signup Genius will be up in November

ii. Winter Party project

1. Winter Party Project December 15<sup>th</sup>
2. 1:45pm until 2:15pm
3. Charity ideas that classrooms could do as the activity
4. Bag decorations for welcome kits Housing family first
5. Classrooms can vote on which activity

iii. Room Parent update

1. Mrs. McGovern is only teacher without room parent

iv. Membership

Kelly Tornichio

1. 139 members with 400 contacts – cleanup of member hub underway

VII. Next meeting- November 15<sup>th</sup> before 3<sup>rd</sup> grade performance.