

JACKSON DAVIS ELEMENTARY

PTA Executive Board Meeting Minutes

DATE: Tuesday, 11/15/2022	MEETING CALLED TO ORDER BY: RACHEL KELLEY
TIME: 6:00 PM	MINUTES APPROVED: 10/18/22
LOCATION: JDES LIBRARY	
<p>Attendance: Present</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rachel Kelley, President <input type="checkbox"/> Erin Hollerbach, 1st VP - Cultural Arts, Bingo Night <input type="checkbox"/> VACANT, After School Enrichment <input checked="" type="checkbox"/> Kelly Barnes, One School One Book <input checked="" type="checkbox"/> Mike Barnes, One School One Book <input type="checkbox"/> Archanna Illa, International Night (Variety Show not at 2022-2023 event), Spring Carnival Coordinator <input checked="" type="checkbox"/> Angie Allen, Art Night <input type="checkbox"/> Nancy Wallace, Faculty Representative, STEAM <input checked="" type="checkbox"/> Liz Courts, Reflections, Spring Carnival Coordinator <input checked="" type="checkbox"/> Heidi Samuelson, Reflections, Book Fair <input type="checkbox"/> Carla Davenport, Reflections, Spring Carnival: Tickets <input checked="" type="checkbox"/> Jessica Armstrong, Yearbook <input checked="" type="checkbox"/> Katie Kilby, 2nd VP - Ways and Means <input type="checkbox"/> VACANT, Spring Carnival: Communications <input type="checkbox"/> VACANT, Spring Carnival: Tickets <input type="checkbox"/> VACANT, Spring Carnival: Food <input type="checkbox"/> VACANT, Spring Carnival: Vendors <input type="checkbox"/> VACANT, Spring Carnival: Volunteer Management <input type="checkbox"/> Liz Greving, Silent Auction <input type="checkbox"/> Nara Moore, Dolphin Fund/Fundraising <input checked="" type="checkbox"/> Sara Anderson, Original Art <input checked="" type="checkbox"/> Julie Dorn, Dolphin Nights Out <input type="checkbox"/> VACANT, Movie Night <input type="checkbox"/> Rick Samuelson, Book Fair <input checked="" type="checkbox"/> Katie Merritt, Spirit Wear, Papa Johns <input type="checkbox"/> Erin Poston, Purchases/Donations </div> <div style="width: 48%;"> <ul style="list-style-type: none"> <input type="checkbox"/> Jennifer Montgomery, 3rd VP - Room Parents, Spring Carnival Games <input type="checkbox"/> Emily Doran, Teacher Appreciation, Hospitality <input checked="" type="checkbox"/> Jennifer Roberts, Teacher Appreciation, Hospitality, 5th Grade Activities <input checked="" type="checkbox"/> Emily Sinsabaugh, Faculty Representative, 5th Grade Activities <input type="checkbox"/> Jessica Smith, Volunteer Coordinator <input checked="" type="checkbox"/> Kelly Tornichio, 4th VP - Membership <input type="checkbox"/> VACANT, County Council Delegate <input type="checkbox"/> VACANT, FACE Committee <input type="checkbox"/> VACANT, Legislative Affairs <input type="checkbox"/> Robin Lumpkin, Communications <input type="checkbox"/> VACANT, Parliamentarian <input type="checkbox"/> Erin Nielsen, Treasurer, Bingo Night <input checked="" type="checkbox"/> Kristy Brown, Recording Secretary, Yearbook <input type="checkbox"/> Nancy Wallace, Faculty Representative, STEAM <input checked="" type="checkbox"/> Chris Bonner, Principal <input checked="" type="checkbox"/> Amy Ford, Associate Principal <input type="checkbox"/> Elaine Meade, Admin Assistant <input checked="" type="checkbox"/> Teresa Castle Hamm, Member-at-Large </div> </div>	

SAVE THE DATES:

- **December 13 - PTA meeting and tentative 5th 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 3rd Grade Performance**
- March 2, 9, 16 (TBD) - Art Night
- March TBD - Book Fair (During Art Night?)
- **March 21 - PTA Meeting and tentative 1st Grade Performance**
- March 23 - Papa John's Night
- **April 18 - PTA Meeting and tentative 4th 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. Approval of minutes from last meeting (Oct. 18, 2022) Rachel & Kristy Brown
- III. Treasurer Report Erin Nielsen
 - a. P and L report provided
 - b. If we have not received enough donated prizes for Bingo Night – may consider adding a budget line item
 - c. May consider color coding recess items to keep equipment within grade level
- IV. Principle Report Chris Bonner & Amy Ford
 - a. Tornado Watch caused delays, but everything went smoothly
 - i. If any ideas/suggestions for improvement, contact Mrs. Bonner
 - b. Bookfair went well – received donation for books
 - c. Received donation that cleared lunch balances by previous student
 - d. Second grade involved in new program with the Y and NOVA for students to learn to swim
 - i. Every second grader receiving 6 weeks of water safety free of charge – runs until winter break
- V. New Business & President Report Rachel Kelly
 - a. Open Positions
 - i. Carnival positions
 1. Email Rachel if you are interested
 - ii. Positions for next year will have many openings on the board
 - b. Upcoming events
 - i. Pie Day (next week)
 - ii. Bingo Night (12/1/22)
 - iii. International Night (1/19/23)
- VI. Committee Updates

- a. Cultural Arts Erin Hollerbach
 - i. International Night
 - 1. Flyers will be sent out in January
 - ii. One School One Book
 - 1. Scheduled for February
 - 2. Possible to use Scholastic dollars – ability to split double dollars back and payment via check
 - iii. Reflections
 - 1. Everything went well
 - iv. Yearbook
 - 1. Cost will be \$20 with no increase
- b. Ways & Means Katie Kilby
 - i. Bingo Night
 - 1. Prize donations has been coming in
 - 2. If budget item is less than \$300 does not require approval
 - 3. Many small waters on hand other items can be purchased if not on hand
 - 4. Limited occupancy space limited capacity
 - a. Reserve cards ahead of time and able to purchase more cards at the event
 - b. Cash or check (payable to JDES PTA), selling drinks at event
 - c. Make pizza order to be delivered to JDES w/ Marcos Pizza (details to those who have reserved bingo cards)
 - d. First come first serve
 - ii. Carnival/Auction
 - 1. If you have an interest in helping, please email Rachel
 - iii. Original Art
 - 1. \$607 made
 - 2. Orders done before late window should go home tomorrow
 - iv. Dolphin Nights Out
 - 1. Marcos with Bingo Night
 - 2. Apollo's on Broad Street is a possibility for standalone DNO event
 - v. Book Fair
 - 1. March dates on calendar during art night
 - vi. Donations
 - 1. Flyer put together if anyone has anything in mind please reach out to Katie Merritt
 - 2. Flyer to be made for clothing to cash bin for February (post-holiday purge)
- c. Room Parents Jen Montgomery/Rachel
 - i. Pie Day
 - 1. Signup is looking good, need more gluten free (reach out to Jen if you need help with finding bakery for gluten free)
 - ii. Winter Party/Community Project
 - 1. Jen will reach out to teachers first then to Room Parent
 - a. Housing Families First
 - i. Students can bring masks, toiletries, diapers, wipes
 - b. Caring Clothes Closet

- i. Longer list of items to donate
 - c. Children's Museum Book Bank
 - i. Collect books and distribute
 - ii. Make bookmarks
 - d. Partner with another school and be pen pals
 - 2. Winter party scheduled for 12/15/22, classes will be able to vote on event they would like to take part in
 - VII. Next meeting – December 13, 2022, before 5th grade performance