

JACKSON DAVIS ELEMENTARY

PTA Executive Board Meeting Minutes

DATE: Tuesday, 3/21/2023	MEETING CALLED TO ORDER BY: RACHEL KELLEY
TIME: 6:00 PM	MINUTES APPROVED: 2/16/23
LOCATION: JDES CAFETERIA	
<p>Attendance: Present</p> <p><input checked="" type="checkbox"/> Rachel Kelley, President</p> <p><input checked="" type="checkbox"/> Erin Hollerbach, 1st VP - Cultural Arts, Bingo Night</p> <p><input type="checkbox"/> VACANT, After School Enrichment</p> <p><input checked="" type="checkbox"/> Kelly Barnes, One School One Book</p> <p><input checked="" type="checkbox"/> Mike Barnes, One School One Book</p> <p><input type="checkbox"/> Archanna Illa, International Night (Variety Show not at 2022-2023 event), Spring Carnival Coordinator</p> <p><input type="checkbox"/> Angie Allen, Art Night</p> <p><input checked="" type="checkbox"/> Nancy Wallace, Faculty Representative, STEAM</p> <p><input checked="" type="checkbox"/> Liz Courts, Reflections, Spring Carnival Coordinator</p> <p><input checked="" type="checkbox"/> Heidi Samuelson, Reflections, Book Fair</p> <p><input type="checkbox"/> Carla Davenport, Reflections, Spring Carnival: Tickets</p> <p><input checked="" type="checkbox"/> Jessica Armstrong, Yearbook</p> <p><input checked="" type="checkbox"/> Katie Kilby, 2nd VP - Ways and Means</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Communications</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Tickets</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Food</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Vendors</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Volunteer Management</p> <p><input checked="" type="checkbox"/> Liz Greving, Silent Auction</p> <p><input type="checkbox"/> Nara Moore, Dolphin Fund/Fundraising</p> <p><input type="checkbox"/> Sara Anderson, Original Art</p> <p><input checked="" type="checkbox"/> Julie Dorn, Dolphin Nights Out</p> <p><input type="checkbox"/> VACANT, Movie Night</p> <p><input type="checkbox"/> Rick Samuelson, Book Fair</p> <p><input checked="" type="checkbox"/> Katie Merritt, Spirit Wear, Papa Johns</p> <p><input type="checkbox"/> Erin Poston, Purchases/Donations</p> <p><input type="checkbox"/> Jennifer Montgomery, 3rd VP - Room Parents, Spring Carnival Games</p> <p><input checked="" type="checkbox"/> Emily Doran, Teacher Appreciation, Hospitality</p> <p><input checked="" type="checkbox"/> Jennifer Roberts, Teacher Appreciation, Hospitality, 5th Grade Activities</p> <p><input checked="" type="checkbox"/> Emily Sinsabaugh, Faculty Representative, 5th Grade Activities</p> <p><input checked="" type="checkbox"/> Jessica Smith, Volunteer Coordinator</p> <p><input checked="" type="checkbox"/> Kelly Tornichio, 4th VP - Membership</p> <p><input type="checkbox"/> VACANT, County Council Delegate</p> <p><input type="checkbox"/> VACANT, FACE Committee</p> <p><input type="checkbox"/> VACANT, Legislative Affairs</p> <p><input type="checkbox"/> Robin Lumpkin, Communications</p> <p><input type="checkbox"/> VACANT, Parliamentarian</p> <p><input type="checkbox"/> Erin Nielsen, Treasurer, Bingo Night</p> <p><input checked="" type="checkbox"/> Kristy Brown, Recording Secretary, Yearbook</p> <p><input checked="" type="checkbox"/> Chris Bonner, Principal</p> <p><input checked="" type="checkbox"/> Amy Ford, Associate Principal</p> <p><input type="checkbox"/> Elaine Meade, Admin Assistant</p> <p><input type="checkbox"/> Teresa Castle Hamm, Member-at-Large</p> <p><input checked="" type="checkbox"/> Meredith Nystrom, Member-at-Large</p> <p><input checked="" type="checkbox"/> Joe Armstrong, Member-at-Large</p>	

SAVE THE DATES:

- **April 18 - PTA Meeting and 4th Grade Performance**
- April 14 - Field Day
- May 8 – 12 - Teacher Appreciation Week
- May 12 - Spring Carnival
- **May 16 - PTA meeting and Kindergarten performance**
- May 19 - Spring Carnival (Rain date)
- June 9 - Last day of school

- I. Call to order Rachel Kelly
- II. Approval of minutes from last meeting (Feb 16) Kristy Brown
- III. Treasurer Report Erin Nielsen
 - a. Please submit reimbursements by May 15th checks need to be cashed by end of June to close the financial books
 - b. Bookfair made \$2K over what was expected
 - c. P&L report provided
- IV. Principle Report Christine Bonner & Amy Ford
 - a. Soup day was amazing
 - b. Second round of spring field trips are underway
 - i. 1st and 2nd graders received supplements however one grade used funds differently, therefore cost of trip may differ
 - c. Testing is coming up as end of 9 weeks is next week
 - d. Suggested that run club to be more family focuses for fun way to get fit as a family
 - e. Next week –
 - i. SCA will be selling smencils
 - ii. Spirit Weeks
- V. New Business & President Report Rachel Kelly
 - a. Welcome to anyone joining us for the first time!
 - b. Open Positions next year
 - i. President & Treasurer (voted positions)
 - 1. Cannot operate without president and treasurer
 - ii. After School Enrichment
 - iii. Variety Show (Alternates between international night and variety show)
 - iv. Reflections (Needs 2 more volunteers to assist)
 - v. Carnival committee coordinators
 - vi. Dolphin Fund (co-coordinator)
 - vii. Spirit Wear
 - viii. Papa John's
 - ix. 5th Grade activities
 - x. Henrico County Council Delegate & FACE Committee

- xi. Communications
 - 1. Updating website with meeting minutes
 - 2. Announcements for upcoming meetings
- c. Upcoming Events
 - i. Papa John's Night
 - ii. Spring Carnival planning meeting- Sunday at 11am at Starbucks
 - iii. Teacher Appreciation Week
 - iv. Spring Carnival and Silent Auction
 - 1. Silent Auction funds will be going to STEAM for purchasing equipment
- d. Committee Updates
 - i. Cultural Arts
 - 1. Yearbook
 - a. Will send out request for candid pictures to teachers with links to upload
 - 2. STEAM
 - ii. Ways & Means
 - 1. Carnival
 - a. Carnival planning is underway
 - i. Meeting 11am on Sunday at Regency Starbucks
 - b. 2 Food trucks scheduled and ice cream truck
 - i. 1115 Mobile Kitchen
 - ii. Fantabulous Chef not available on rain date
 - c. No clown or dunk tank this year
 - d. Need to purchase popcorn supplies
 - e. Inflatables are booked
 - f. Signup Genius will be going out for volunteers
 - g. Spirit wear table will be setup
 - 2. Auction
 - a. Themes for auction will be going out shortly
 - b. Baskets will be due week of April 10th (after Spring Break)
 - 3. Dolphin Night Out
 - a. Apollo's week after Spring Break
 - b. Looking into getting a volunteer for dolphin costume
 - 4. Spirit Wear
 - 5. Papa John's
 - a. So far 65 orders
 - b. Orders need to be made by 9am on Wednesday
 - iii. Room Parents
 - 1. Teacher Appreciation Week
 - a. Ideas for extended lunch
 - 2. 5th grade activities
 - a. Morning activity on June 1st
 - b. Afterschool activity June 6th 3pm – 4pm

- iv. Membership
 - 1. Nothing new
- e. Field Day
 - i. Donation of 500 popsicles for field day
- f. Announcements/Open Floor
 - i. Dolphin Stars goes through end of April , sign up by emailing Ms. Grado
- g. Next meeting- April 18th (Bring-A-Friend!) before 4th Grade Performance