

JACKSON DAVIS ELEMENTARY

PTA Executive Board Meeting Minutes

DATE: Tuesday, 4/18/2023	MEETING CALLED TO ORDER BY: RACHEL KELLEY
TIME: 6:00 PM	MINUTES APPROVED: 3/21/23
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, Spring Carnival: Games</p> <p><input type="checkbox"/> VACANT, After School Enrichment</p> <p><input checked="" type="checkbox"/> Kelly Barnes, One School One Book</p> <p><input 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, Spring Carnival: Inflatables</p> <p><input type="checkbox"/> Nancy Wallace, Faculty Representative, STEAM</p> <p><input type="checkbox"/> Liz Courts, Reflections, Spring Carnival Coordinator</p> <p><input type="checkbox"/> Heidi Samuelson, Reflections, Book Fair</p> <p><input type="checkbox"/> Carla Davenport, Reflections, Spring Carnival: Tickets</p> <p><input type="checkbox"/> Jessica Armstrong, Yearbook</p> <p><input checked="" type="checkbox"/> Katie Kilby, 2nd VP - Ways and Means, Spring Carnival: Tickets</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"/> 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 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</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 type="checkbox"/> Jessica Smith, Volunteer Coordinator, Spring Carnival: Volunteer Management</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"/> VACANT, Communications</p> <p><input type="checkbox"/> VACANT, Parliamentarian</p> <p><input checked="" 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 type="checkbox"/> Joe Armstrong, Member-at-Large</p> <p><input checked="" type="checkbox"/> Debbie Jones, Member-at-Large</p> <p><input checked="" type="checkbox"/> Cheryl Boggs, Member-at-Large</p>
---	---

SAVE THE DATES:

<ul style="list-style-type: none"> • May 8 – 12 - Teacher Appreciation Week • May 12 - Spring Carnival / May 19 - Spring Carnival (Rain date) • May 16 - PTA meeting and Kindergarten performance • June 9 - Last day of school
--

- I. Call to order Rachel Kelly
- II. Approval of minutes from last meeting (March 21) Kristy Brown
- III. Treasurer Report Erin Nielsen
 - a. Nothing more to report
 - b. Reimbursements need to be in by May 15th
- IV. Principle Report Christine Bonner & Amy Ford
 - a. Thank you for being here tonight and field day
 - b. New school building updates
 - i. Request for proposals from architect received and top 3 sent for school board approval (all have prototype for building)
 - ii. Looking to have community input meetings this year Mrs. Bonner will communicate information when available
 - c. Chicken Salad Chick would be willing to partner for possible events
- V. New Business & President Report Rachel Kelly
 - a. Welcome to anyone joining us for the first time!
 - b. Open Positions
 - i. Voted positions - Roles for nomination
 1. President – Emily Nielsen
 2. Treasurer – Jen Montgomery
 3. VP of Ways & Means – Oversees money making events (i.e., carnival, bingo night, papa johns, silent auction)
 4. VP Room Parent – Enlists room parents and keep events going for spring and winter celebrations
 5. VP Membership – Oversees memberships that come in
 - ii. Reflections Co-Chair – will have 3 people, 2 positions have been filled
 - iii. Carnival Committee Coordinators
 - iv. Silent Auction Chair
 - v. Dolphin Fund Co-coordinator – Helpful if there are 2 people, one position already filled
 - vi. Papa John’s Coordinator – End year event
 - vii. 5th Grade Activities Co-chair – Usually two 5th grade parents
 - viii. Henrico County Council Delegate & FACE committee
 - ix. Communications – Kelly Tornichio will fill
 - c. Nominating Committee
 - i. Nominating committee
 1. 3 Positions have been filled
 - d. Upcoming Events
 - i. Papa John’s Week
 1. Papa John’s will donate 20% of sales made May 1st – May 7th (use code dolphins)
 - ii. Kindergarten Registration Table May 9th 6-7pm
 - iii. Teacher Appreciation Week – May 8th – May 12th
 - iv. Spring Carnival & Silent Auction – Spring Carnival May 12th, Silent Auction bidding starts May 5th

- e. Committee updates
 - i. Cultural Arts
 - 1. Yearbook
 - a. Pictures should be provided to room parents so that they can upload by Friday, April 21
 - b. Online purchases ended March 31st
 - ii. Ways & Means
 - 1. Carnival
 - a. Signup genius link sent today for volunteers
 - b. Link will be sent to area middle and high schools as students get volunteer hours
 - c. Will coordinate with Ms. Mayo for time to get access to gym
 - d. Cash and checks accepted but will look into Venmo, Cash app, or PayPal (possibly for next year)
 - 2. Auction baskets
 - a. Cataloged and photographed baskets
 - b. Awaiting on response from 2 classrooms
 - 3. Dolphin Night Out – Apollo's received 13-14 orders total we made \$119.62 possibly doing it again in June (last week of school)
 - 4. Scholastic
 - a. Little over \$1700 in scholastic bucks
 - b. \$675 will expire in August will go to Reading Specialist
 - iii. Room Parents
 - 1. Teacher Appreciation Week
 - a. Would like to do a daily theme that ties into "Radiating Respect"
 - b. Examples: Help us grow – draw a picture of teacher's favorite flower, Light up your day – wear teacher's favorite color, give us energy – bring in teacher's favorite snack or drink, draw the best out of us – draw a card
 - 2. Each grade adopting a teacher that does not have students (Music, PE, Speech, Exceptional Education)
 - a. Will get staff list Ms. Bonner will send – Jen will send those things soon
 - 3. 5th grade Activities
 - a. 4th grade parents will donate food, drinks, coffee, orange juice
 - b. Needs 10 volunteers to setup and serve the food
 - iv. Membership
 - 1. Website
 - a. Going through and getting it updated still figuring out backups one update is dependent on the backup
- f. Next meeting (and LAST meeting!)- May 16th before kindergarten performance