

**JACKSON DAVIS ELEMENTARY**  
**PTA Executive Board Meeting Minutes**

<b>DATE:</b> Tuesday, 10/17/2023	<b>MEETING CALLED TO ORDER BY:</b> ERIN NIELSEN
<b>TIME:</b> 6:00 PM	<b>MINUTES APPROVED:</b>
<b>LOCATION: JDES CAFETERIA</b>	
<p>Attendance: Present</p> <p><input checked="" type="checkbox"/> <b>Erin Nielsen, President</b></p> <p><input checked="" type="checkbox"/> <b>Jen Montgomery, Treasurer</b></p> <p><input checked="" type="checkbox"/> <b>Kristy Brown, Recording Secretary, Yearbook</b></p> <p><input checked="" type="checkbox"/> <b>Emily Sinsabaugh, Faculty Representative, 3<sup>rd</sup> VP Room Parents</b></p> <p><input type="checkbox"/> <b>Chris Bonner, Principal</b></p> <p><input checked="" type="checkbox"/> Amy Ford, Associate Principal</p> <p><input type="checkbox"/> Elaine Meade, Admin Assistant</p> <p><input checked="" type="checkbox"/> <b>Erin Hollerbach, 1<sup>st</sup> VP - Cultural Arts, Bingo Night, Carnival Games</b></p> <p><input checked="" type="checkbox"/> Cheryl Boggs, After School Enrichment, Silent Auction</p> <p><input checked="" type="checkbox"/> Kelly Barnes, One School One Book, 5<sup>th</sup> Grade Activities</p> <p><input checked="" type="checkbox"/> Mike Barnes, One School One Book</p> <p><input checked="" type="checkbox"/> Meredith Nystrom, Variety Show (International Night not at 2023-2024 event), Reflections, Bingo Night, Spring Carnival: Tickets, 5<sup>th</sup> Grade Activities</p> <p><input type="checkbox"/> Angie Allen, Art Night, Spring Carnival: Inflatables</p> <p><input checked="" type="checkbox"/> Nancy Wallace, STEAM</p> <p><input checked="" type="checkbox"/> Emily Doran, Reflections</p> <p><input type="checkbox"/> Jessica Armstrong, Yearbook</p> <p><input type="checkbox"/> <b>Rachel Kelly, 2<sup>nd</sup> VP - Ways and Means</b></p> <p><input type="checkbox"/> Liz Courts, Spring Carnival: Coordinator</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Communications</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Food</p> <p><input type="checkbox"/> VACANT, Spring Carnival: Vendors</p> <p><input type="checkbox"/> Jessica Smith, Spring Carnival: Volunteer Management, Volunteer Coordinator</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"/> Heidi Samuelson, Book Fair</p> <p><input type="checkbox"/> Rick Samuelson, Book Fair</p> <p><input checked="" type="checkbox"/> Alicia Smith, Spirit Wear</p> <p><input type="checkbox"/> VACANT, Spring Pizza Curbside (Papa John's Night)</p> <p><input type="checkbox"/> Erin Poston, Purchases/Donations</p> <p><input type="checkbox"/> Katie Merritt, Teacher Appreciation, Hospitality</p> <p><input checked="" type="checkbox"/> Debbie Jones, Teacher Appreciation, Hospitality</p> <p><input type="checkbox"/> <b>Kelly Tornichio, 4<sup>th</sup> VP - Membership</b></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>	

## SAVE THE DATES:

- October 16<sup>th</sup> – October 20<sup>th</sup> – Book Fair
- November 14<sup>th</sup> – **Veterans Day Breakfast & PTA Meeting**
- November 30<sup>th</sup> – Bingo Night
- December 5<sup>th</sup> – Reflections Ceremony
- **December 12<sup>th</sup> – PTA Meeting and tentative 5<sup>th</sup> Grade Performance**
- January 16<sup>th</sup> – **PTA Meeting**
- January TBD – Variety Show (Auditions TBD, Dress Rehearsal TBD)
- January 31<sup>st</sup> – After School Enrichment Starts (tentative)
- February 13<sup>th</sup> – **PTA Meeting and tentative 2<sup>nd</sup> Grade Performance**
- March 6<sup>th</sup> – After School Enrichment Ends
- March TBD – Art Night
- **March 12<sup>th</sup> – PTA Meeting and tentative 1<sup>st</sup> Grade Performance**
- March TBD – Spring Pizza Curbside (Papa John’s Night)
- **April 16<sup>th</sup> – PTA Meeting and tentative 4<sup>th</sup> Grade Performance**
- April TBD – Book Fair
- April 26<sup>th</sup> – Spring Carnival – Tentative
- May 3<sup>rd</sup> – Spring Carnival (Rain Date)
- May 6<sup>th</sup> – May 10<sup>th</sup> – Teacher Appreciation Week
- **May 14<sup>th</sup> – PTA Meeting and tentative Kindergarten performance**
- May 31<sup>st</sup> – Last day of school

- |      |  |                     |
|------|--|---------------------|
| I.   | Call to Order  | Erin Nielsen        |
|      | a. Introduction of all and welcome to new members                          |                     |
| II.  | Treasurer Report   | Jennifer Montgomery |
|      | a. Off to a good start   |                     |
|      | i. Dolphin fund successful   |                     |
| III. | Principal Report   | Amy Ford            |
|      | a. Backpacks to teachers are in and mar                                    |                     |
|      | b. Principle Bonner returning on Friday                                    |                     |
|      | c. Books and Boos tomorrow   |                     |
|      | d. Parent teacher conferences next week                                    |                     |
|      | e. Tonight at 7pm Henrico County is doing a brief overview of JDES rebuild |                     |
| IV.  | New Business & President Report  | Erin                |
|      | a. Committee chair list  |                     |
|      | i. Please reach out and transition ASAP if you haven’t already             |                     |
|      | ii. Open positions - Spring Pizza Curbside (Papa John’s night)             |                     |
|      | b. Tentative calendar of events & PTA meetings                             |                     |
|      | i. Feedback on Popsicles on the Playground                                 |                     |
|      | 1. Great event to get families out and see new faces                       |                     |
|      | ii. Tomorrow’s Books and Boos  |                     |

1. Extra candy donations came in
  2. Craft tables will be set up
  - iii. Veterans Breakfast - need help planning
    1. November 14<sup>th</sup> 8:30am
    2. Possible to have flags and digital pictures sent in for slideshow by 11/3
    3. SCA to present
    4. Menu: Juice, coffee, pastries, and fruit
  - iv. Grade Level Performances
    1. Third Grade Performance to be rescheduled
  - v. Flyers and announcements need 1 week lead time & approval from Mrs. Ford or Mrs. Bonner/Mrs. Mothershead
  - c. Tech Improvements
    - i. Givebacks used during open house for membership and spirit wear was a success and will continue to pilot
  - d. Scholastic dollars
    - i. \$1200 Scholastic Dollars currently available
    - ii. Approximately \$200 will be used for the raffle books for all kids
    - iii. Appropriate \$600 for the library motion approved and seconded
    - iv. Bookvending.com will be discussed further
      1. Earn coins for books – promoting good behavior
- V. Committee Updates
- a. VP Cultural Arts Erin Hollerbach
    - i. Bingo night and beyond update
      1. Will use Marcos (offers regular and gluten free crusts)
      2. Fliers will come home after election day – giveback code will be live next day
      3. Will have capacity limit - No entry tickets to purchase at the door
      4. Will sell additional bingo cards and drinks at event and before event
      5. \$300 motion approved and seconded for bingo night expense
    - ii. Reflections
      1. Liz Courts is getting judges
        - a. Looking for 2 people who is able to judge films
        - b. Approx. 15 minutes of footage to judge
        - c. No submissions via flash drive
          - i. Utilizing email and google drive for submissions
        - d. Entries due November 17<sup>th</sup>
        - e. Ceremony December 5<sup>th</sup>
    - iii. Variety show
      1. Auditions week of January 8<sup>th</sup> (when back from December holiday)
        - a. possibly considering digital auditions submissions
      2. Dress Rehearsal Tentative date: 2/22/24

- 3. Variety Show date: 2/29/24
- iv. After School Enrichment
  - 1. Verifying insurance for tree climbing
  - 2. 4 groups ready to go but possible to have parent participation
    - a. Every child needs to have at least 1 parent volunteer
    - b. Open to feedback to determine best timing to announce signups as prices vary (typically \$120 for 6 weeks)
- b. VP Ways & Means Rachel Kelly
  - i. Dolphin Fund Update
    - 1. successful
  - ii. Spirit Wear Update
    - 1. Generated \$275.11 in online sales
    - 2. Possible to have spirit wear sales table at grade level performances
  - iii. Update on Marcos
    - 1. Possible to use instead of Papa John's for curbside night
    - 2. Booked for November 30<sup>th</sup> Bingo Night
  - iv. DNO
    - 1. Chuckee Cheese
      - a. Pick a month and possible day of week to schedule
        - i. Can do up to 2 a school year
      - b. No charge and will send marketing
      - c. Day of event Chuckee will come to school to say bye to kids
      - d. Donates 20% of all sales
      - e. Free meal for teachers and ability to go into ticket blaster
      - f. Tentative date: January 19<sup>th</sup>
- c. VP Room Parents Emily Sinsabaugh
  - i. Everyone has 2 room parents except 1 kindergarten class
  - ii. Will Consider doing an "opt out form" if parent/guardians do not want to receive emails

VI. Next Meeting will be November 14<sup>th</sup>