



## Doyle Home & School

### DHSA Executive Board Planning Meeting Minutes for the 2021-2022 Year Agenda August 3, 2021 and August 5, 2021

**Attendees:** Jenn Caramenico (Co-Treasurer), Erin Douglass (Co-Secretary), Kate Fantaskey (Principal), Melissa Palermo (Co-Treasurer), Lauren Huevo (Co-VP), Jenny Salisbury (Co-VP), Jess Schmidt (Co-President), Clorece Kulp (Co-President), Lucy Gonzalez (Co-Secretary)

**Absent:** Mrs. Fantaskey absent for August 5th meeting

**Minutes Submitted By:** Erin Douglass

- **Summary of August 3, 2021 meeting**
  - Finalizing the Budget for the 2021-2022 school year with Mrs Fantaskey
- **August 5, 2021 meeting**
  - Discussed schedule for upcoming year, need to confirm with Mrs Fantaskey but tentative dates are: Wed Sept 8th, Thurs Oct 21st, Thurs Nov 18th, Thurs Dec 16th, Thurs Jan 20th, Thurs Feb 17th, Thurs March 17th, Thurs April 21st, Thurs May 19, June TBD
  - Tues Sept 28th- Homeroom parent orientation
  - Mon Oct 25th General Meeting via Teams virtual and In-person (may try to coordinate with Sept 28th meeting)
- **Treasurer's Report**
  - Finalized 2020-2021 Budget
  - This year everything will be through Square, will add in service fees
  - <https://doyle-elementary-home-and-school-association.square.site/s/shop>
- **Fundraising**
  - Dollars for Doyle
    - September Launch - Jenny S will get envelopes ready for Student Tours + Back to School Night
- **Communications**
  - Lucy Gonzalez will create Twitter, Instagram accounts to match Facebook page and update Doyle HSA webpage- <https://www.cbsd.org/domain/474>
- **Volunteers (Membership)**
  - Lauren H creating sign-up sheets/mini-ads for volunteer for committees this year
  - Coordinate tables for networking and to meet parents at Kindergarten orientation, new student orientation, Back to School Night, Parent/Teacher Conferences and Fall Fest to encourage volunteer sign ups.

- **Committee Updates - [2021-2022 List of Chairs](#)**
  - **New Family Tours**
    - To include new families from 2020-2021 & 2021-2022
    - Popsicles on the Playground after evening tours. HSA reps to be there for each tour.
      - Popsicles, Wipes, Napkins, 5:00 PM to 6:30 PM
    - Tuesday, August 10<sup>th</sup> evening- Jess, Lucy, Melissa, Jenn C (Jess Bringing Pops)
    - Thursday, August 19<sup>th</sup> evening - Lauren, Jess, Erin (Jess Bringing Pops)
  - **Back to School Night**
    - BTSN presentation from HSA (5 minutes or less)
    - Tables cafeteria with committee sign ups
    - Bulletin Board in hallway highlighting committee positions and Save the Date
  - **Doyle Gear**
    - 2021-2022 Doyle Year Shirt - Mrs Fantaskey ordered for all students and staff
    - Kampus Klothes (Jenny S)
      - Create online options to sell
    - Caldwell's will come to both Back to School nights to sell shirts
  - **Back to School Picnic (Tuesday, September 21, Date - Rain date 9/23)**
    - Clorece will contact for hot dog truck
    - Shana T. to possibly set up Dining for Doyle at pizza or sandwich shop
    - Will contact Sloby for Ice-Cream Truck
  - **Fall Fest (Friday, October 15) - Lucy G will chair**
    - Hellerick's Family Farm -\$7pp, hayride, bonfire and maze, can sell F&B, lighting
      - Sell to Doyle Families for \$10 per person, Square, Cash or Check
      - To contact Plumstead Fire Dept for possibly using their lighting
    - Committee members needed to help with concessions, ticketing, etc
  - **Staff Appreciation Committee - need multiple chairs**
    - Manages all Doyle staff appreciation events throughout the year. Develop a 10-month plan of clever themes, activities or ideas throughout the school year based on budget and organizing doyle family donations. Need chairs for these.
      - Welcome Back Teachers Lunch (August 24) (Jess)
        - Tabora Boxed Lunch - \$720 for the 72 lunches
        - Decorations (Lauren)
      - Stock the Nest - Fall - "Spooktacular Teachers" (October)
      - Celebrate Education Week in November- "Thank you notes from kids" (Lauren H)
      - Celebrating Teachers- week long event in May
      - Casserole Cooks (December Conference)
      - Teacher Holiday Cookie Giving (December)

- **Pumpkin Decorating Contest (October)** {Vice President}
- **Holiday Gift/Secret Shop (December)** [\[Need Chair\]](#)
- **Gingerbread House Decorating Contest (December)** {Vice President}
- **BINGO Night (March)** [\[Need Chair\]](#)
- **Spring Flings for Grade levels** [\[Need Chair\]](#)
  - To take place Jan-May
  - Combine K-1st, 2nd-3rd, 4th-5th
  - Ideas: Roller skating, tie-dye shirt night, glow party night at a trampoline park, rock climbing, YMCA swim night, Zone4Fun Night, Pillow Polo in gym, bowling, Paint Night
  - Organized by homeroom parents per grade, cost
- **Bus Driver/Crossing Guard Appreciation Breakfast** [\[Need Chair\]](#)
- **Field Day Shirts Decorating (June)** [\[Need Chair\]](#)
- **Kindergarten Class Committee Chair** [\[Need Chair\]](#)
- **1st Grade Class Committee Chair** [\[Need Chair\]](#)
- **2nd Grade Class Committee Chair** [\[Need Chair\]](#)
- **3rd Grade Class Committee Chair** [\[Need Chair\]](#)
- **4th Grade Class Committee Chair** [\[Need Chair\]](#)
  
- **Winter After School Enrichment (January-February)** [\[Need Chair\]](#)
  - Need to review expenses to make sure registration fees cover for break even.
  
- **Dining for Doyle** [Chair: Shana Trichon]
  - Fundraising goal of \$2,500 for next year
  - Need Picnic Night setup
  
- **6<sup>th</sup> Grade Class Committee Chair** [\[Need Chair\]](#)
  - Thanksgiving Pie Sales (November)
  - Social (May)
  
- **5th Grade Class Committee Chair** [Megan Komada Kear]
  - 5th Grade Promotion
  - Shadow 6th Grade Chair to take over that role the following year.
  
- **Community Service Chair** [\[Need Chair\]](#)
  - Cultural Diversity Committee - monthly bulletin boards diversity
  
- **Go Green Committee Chair** [\[Need Chair\]](#)
  - Spring - Earth Day, Garden, Hanging Baskets
  
- **Wellness Committee Chair** [\[Need Chair\]](#)
  - Walk to School Day (Wednesday, October 6) - work with Mrs. Williams (gym teacher) / Clorece Kulp
  - iRun for Life (Spring)

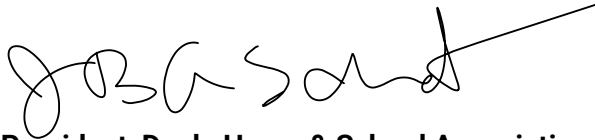
- **Yearbooks** - Christa Morris [[Need Co-Chair or even have 3 Chairs plus photographers](#)]
  - Need new 2-year contract details and costing
  - Add to Square for ordering in September
  - Discussion of giving all student a book - would need 440
  
- **Library Book Dedications** (Elizabeth O'Malley)
  - Need to determine the process and if HSA or Doyle is handling moving forward with payments. Mrs Fantaskey will get back to the board regarding this.
  - [New Order Form](#)
  
- **Library Volunteer (Jen C)**
  - Heather has requested a volunteer to be in school 2-3 times weekly, 1-2 hours
    - Learn the system, restock books. Needs to be the same person and year long commitment.
  
- **2021-2022 Tentative Calendar**
  - August 10 - Family Tours/Popsicles on Playground (HSA members will be there)
  - August 19 - Family Tours/Popsicles on Playground (HSA members will be there)
  - August 24 - Teachers First Day + Teachers Lunch (Jess S)
  - August 26 - Kindergarten Orientation @ 1:00 PM for AM + 1:30 PM for PM (Lauren, Lucy, Melissa and Jen C)
  - August 30 - First Day of School - Mrs Fantaskey will do Chalk the Walk
  - August 31 - Back to School Night, Grade 1-3 (Melissa speaking)
  - September 1 - Back to School Night, Grade 4-6 (Jess speaking)
  - September 3 - NO SCHOOL
  - September 6 - NO SCHOOL
  - September 7 - NO SCHOOL
  - September 13<sup>th</sup> & 14<sup>th</sup> - 6<sup>th</sup> Grade Team Building Ropes Course
  - September 16 - NO SCHOOL
  - September 28<sup>th</sup> - HomeRoom Parent Meeting
  - September 28 vs Oct 25<sup>th</sup> - HSA General Meeting
  - September 19 - iRunForLife 3K (off-site, promote Doyle involvement)/ Clorece Kulp
  - September 21 - Back To School Picnic
  - October 6 - Walk to School Day
  - October 13 - Picture Day
  - October 15 - Fall Fest
  - October 21<sup>st</sup> - HSA Board Meeting

[2021-2022 CBSD School Calendar](#)

**Next Meeting: September 16, 2021**

**Date Approved: 8/7/2021**

**Signature:**

A handwritten signature in black ink, appearing to read "J. B. Sand". The signature is written in a cursive style with a long horizontal stroke extending to the right.

**President, Doyle Home & School Association**

**Signature:**

**Erin Douglass**

**Submitting Secretary, Doyle Home & School Association**