



Doyle Home & School

DHSA Executive Board Planning Meeting Minutes for the 2021-2022 Year Agenda September 16, 2021@ 9:30 AM - 11:30 AM

Attendees: Jenn Caramenico (Co-Treasurer), Kate Fantaskey (Principal), Melissa Palermo (Co-Treasurer), Lauren Huezo (Co-VP), Jenny Salisbury (Co-VP), Clorece Kulp (Co-President)

Absent: Erin Douglass (Co-Secretary), Jess Schmidt (Co-President), Lucy Gonzalez (Co-Secretary)

Minutes Submitted By: Lauren Huezo

- **Meeting Minutes Approval**
 - Lauren made a motion to approve the August 2021 minutes. Jenn C 2nd motion and passed.
- **The following board meeting dates have been adjusted to allow for a balanced mix of morning and afternoon meetings to accommodate schedules.**
 - Oct 14 @ 9:30 AM
 - Nov 11 @ 3:45 PM
 - Dec 16 @ 3:45 PM
 - Jan 20 @ 3:45 PM
 - Feb 17 @ 9:30 AM
 - March 10 @ 3:45 PM
 - April 13 (Wednesday) @ 9:30 AM
 - May 12 @ 9:30 AM
 - Tuesday, May 24 - General Membership Meeting @ 6:00 PM
 - May/June - two dates needed after the General Meeting - one meeting for Budget Review and one meeting for Planning. Both to include new board members.
- **Principal Update**
 - Thank You to HSA for Back to School Lunch!
 - Procedural Items:
 - Emails with Board - please include Brigitte on all communications that is sent with Kate & Board
 - Building Facility Form - please complete and submit to Brigitte - 2 weeks in advance of the event.
 - Communication/Flyers - Sent to Brigitte to include in Flyer and Blackboard email blasts as needed. Include Lucy on these emails for social media.
 - Soaring Eagle Dates - TEAM Doyle - first Friday of each month and as determined when SE assemblies are scheduled throughout the year
 - School Musical: Kate working with Sarah Philo on details and timeline
 - Assembly - <https://www.benergy1.com> TEAM Doyle Day, Friday, September 24 - will be communicated on flyer and by teachers
 - Library Book Dedications - Mrs. Herwig is handling, checks made to Doyle Elementary. HSA to process any current orders.
- **Treasurer's Report**

- Provide YR END 2020-2021 Budget
 - YR Account Balance: \$16,863.16
 - Review and Approve 2021-2022 Budget - to be done via email
 - *Carry-over 20-21 expenses paid YTD: \$3156.96 (inc. Doyle Activities Funds; Memory Maker; Book Dedications)*
 - *21-22 YTD expenses paid out: \$886.52 (inc. SUG Prof service charge; Square Service Fees)*
 - *21-22 Budgeted Income: \$31,688.16*
 - *21-22 Budgeted Expenses: \$34,750.00*
 - Current Available Funds as of 9/16/21: \$14,241.54
 - Adjust income for Fall Fest and Spring Gest to \$500 each. Bingo night estimated income of \$200
 - Motion to add Jennifer Caramenico, Co-Treasurer to Univest DHSA Checking Account so she can assist with payments and deposits - will be done with separate email.
 - Discuss use of PTO Manager for Financial Tracking as CBSD will no longer cover service fee moving forward - need to discuss in October meeting.
- **Fundraising** {Jenny Salisbury}
 - Dollars for Doyle - Amount Raised To Date: \$2,760.00 (37% of \$7,500 goal)
 - 44 families have donated - \$58 average donation - all received Thank You email
 - Bulletin Board with Eagles and family names who have donated.
 - Virtual pick up date for envelopes (limited - 12 kids) 9/13, 9/14, 9/17
 - **Square Link** - <https://doyle-elementary-home-and-school-association.square.site/s/shop>
 - Reconcile magnets and masks - email Brigitte to get count
 - Add Yearbook Order Form
 - Create QR Code to have on signage at events for fundraising - Jenny
 - **Communications** {Lucy Gonzales}
 - Doyle Facebook Page - add link to Eagle Flyer
 - Twitter: @ParentsofDoyle
 - Instagram: Parents_of_Doyle_ES_CBSD
 - Doyle HSA landing page should be updated - <https://www.cbsd.org/domain/474> - Lucy/Erin to review and send changes to Brigitte
 - **Committee Updates**
 - [2021-2022 List of Chairs](#)
 - [Committee Contact Sheet](#) - List of names and emails gathered from sign ups.
 - Clorece/Jess to reach out to these groups to determine who are chairs.
 - Family to Family -any volunteers should contact Tracy K directly.
 - **Doyle Gear** {Jenny Salisbury}
 - Kampus Klothes - Create online options to sell
 - Pick 10 items to be on the catalog; send Jenny your two favorite items; 15 % of sales goes to HSA, Jenny working on new Doyle logo options, Launch in October - end in mid November for holiday gifts. Do a second round of offerings in late spring/field day.

- **Home Room Parent Coordinator** {Clorece Kulp}
 - Create Google Sheet of Homerooms parents - get names from Kate - only missing 4 names to date.
 - Script for Homeroom parents meeting - Brigitte & Kate updated and will be shared.
 - Money donations - \$5 per child to go to the parties, collected by the homeroom parent.
 - Party should be craft, snack and game. Keep it simple.
 - Kate is finalizing Halloween schedule. Tentative for Friday, October 29th with AM parade and class parties alternating times to limit volunteers in the building.
 - Total of (3) volunteers per party - so home room parent + 2 more.
 - Volunteer Clearances - process to turn in names with office, name tags, etc.

- **Back to School Picnic (Tuesday, September 21, Date - Rain date 9/23)**
 - Time: 5:30 PM - 7:30 PM
 - Setup on blacktop, park in lot and softball fields.
 - Complete Building Facility Form - Clorece
 - Brigitte sending Email Blast Reminder
 - Bring Sign up Sheets for final empty committees - Lauren to bring
 - Table to have Square QR Code sign, Social Media Sign, DFD envelopes
 - Guy's Hot Dog, 20% of proceeds donated {Clorece}
 - Sloby Ice Cream Truck {Melissa}

- **Fall Fest (Thursday, October 28)** {Lucy Gonzales}
 - Time: 6:00 PM - 9:00 PM
 - Back up rain date??
 - Added to 2021-2022 Budget - \$500 projected income
 - Tabora Farm
 - Our cost \$10 per person - Ticket Price: 12? Based on estimated 300 attendees income of \$600 plus concession sales.
 - Wagon ride, corn maze (mildly haunted but little kid-appropriate), lighted festival activity center, hay bale climb
 - Tabora will sell concessions based on our numbers/needs. They have a menu that they can tailor to our wants. They like to have the school give a headcount for food (do it when people purchase tickets – just check off if you want dinner or not). That gives them the numbers to figure out how much food they need.
 - Ticket Sales - Add to Square and create a form for check and cash??
 - Committee to focus on ticket sales and S'mores concession stand
 - Create Flyer for Marketing
 - Volunteers

- **Staff Appreciation Committee** {Lauren Huezco}
 - Welcome Back Teachers Lunch (Tuesday, August 24)
 - Purchased 65 boxed lunches from Tabora. Next year, cut ham order in 1/2 and add more veggie sandwiches. Boxed lunch was a sandwich/chips/cookie/candy.
 - Drinks/ice/napkins, cups, and sign - donated.

- Total Cost: \$650.00, 65 sandwich x \$10 each
 - Stock the Nest - Fall - “Spooktacular Teachers” (October)
 - Will blast our SUG October 11th in Eagle Flyer + SM
 - SUG Link: <https://www.signupgenius.com/go/20FoE4EAAAE2CA2FDo-fall1>
 - Committee will decorate and set up on October 26th @ 9:00 AM.
 - No expenses for this event to date - all donations.
 - “Grateful for Teachers” (November)
 - November 15-19 - American Education Week - 100th year!
 - Kate is waiting to hear if parents will be allowed to enter the school this year for the AM and PM sessions.
 - Gratitude Tree - give each student a leaf to “write something you are grateful for about somebody that works at Doyle”. Will create a bulletin board of the leaves to post that week.
 - “You are All that and a Slice of Pie” - Purchase (70) Mini Pies - 2/\$1 at Walmart and place in Eagles Nest for Doyle Staff on Monday as kick off.
- **The Great Doyle Pumpkin Decorating Contest (October)** {Lauren Huevo}
 - October 4 - Post in Eagle Flyer - SM
 - October 25 - Submissions due for Pumpkin Decorating Contest
 - October 29 - Pumpkin Carving Winners Announced
 - Purchase (5) \$10 gift certificates to Evolution Candy
- **Secret Shop (December)** {Chair: Lucy Gonzales}
 - Need HSA approval to sign with Penguin for the first week in December for our shoppe.
 - Need to determine date of event
- **Class “Spring Flings”**
 - Kate suggested we poll community to get feedback on idea
 - Activity that takes place January - April - replace Sweetheart Dance
 - Would be 2 events
 - Kindergarten +1st grade + 2nd grade + 3rd grade
 - 4th grade + 5th grade + 6th grade
 - 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 class chairs with assistance from homeroom parents.
 - Would be required to breakeven on costs or be a small fundraiser.
- **6th Grade Class Committee**
 - Need Co-Chairs confirmed from sign up list
 - Thanksgiving Pie Sales (November)
 - Date for sales beginning
 - Pie Order Form
 - Marketing - should we push more general fundraisers or go through 6th grader?
 - Pick up date - volunteers to pick up and distribute
 - 2020 - Order were Due Nov 11
 - Pickup Distribution - Tuesday Nov 23 - 4pm-7pm
- **Dining for Doyle** {Chair: Shana Trichon}

- A fundraising goal of \$2,500 for next year
- Donation Boxes
- Jules/LoveBird - Tuesday, September 28, 4:00 PM - 8:30 PM
 - Market to do Take Out + Attend HSA Meeting
- Primo's - Sunday, October 10 - Eagles/Panthers Game Hoagie Promo
- Villa Capri - Monday, November 1 - night before day off, School of Rock plays
- Chipotle - Wednesday, December 8
- Bagel Barrel - idea to have 1 day a month be Doyle Bagel Day
- Nonna - Doyle Coffee Day once a month
 - Suggested to do 1st Friday of the month since that is our Soaring Eagle Days already so might be easier to remember and kids are in their Doyle Gear!
- **2021-2022 Tentative Calendar**
 - September 21 - Back To School Picnic
 - September 23 - Back To School Picnic Rain Date
 - September 24 - Soaring Eagle Day (Assembly)
 - September 28 - HSA General Meeting + Homeroom Parent Meeting
 - Complete Building Facility Form - Clorece
 - PowerPoint Presentation - Jess/Clorece
 - September 28 - Jules/LoveBird Dining for Doyle
 - October 1 - Soaring Eagle Day
 - October 6 - Walk to School Day
 - October 10 - Primo Sunday Football Dining for Doyle
 - October 13 - Picture Day
 - October 25 - Submissions due for Pumpkin Decorating Contest
 - October 26 - Stock the Nest Setup
 - October 29 - Pumpkin Carving Winners Announced
 - October 28 - Fall Fest
 - October 29 - Halloween Parade (Tentative) + Class Parties

[2021-2022 CBSD School Calendar](#)

Next Meeting: Thursday, October 14 @ 9:30 AM