

SPARK PTO Meeting Minutes
June 5, 2018 @ 6:00 p.m. at Julie Kimble's Home

Attendance (Present represented by X) X Terry Harness - Principal Dr. Jennifer Toney - Assistant Principal Susie Fellows - Teacher Representative Kimberly Muhlheim - Teacher Representative X Julie Kimble - Co-President X Cat Hoelker - Co-President Amanda Curran - Fundraising X Chad Estes - Secretary X Becca Kirby - Volunteer/Outreach X Preston Ladds - VP X Scott Newman - Treasurer X Carrie Pursifull - Operations Jenny Reiner - Enrichment X Julie Witten - Communications		
Meeting Call to Order: 6:15pm		
Discussion	Speaker	Time
Welcome to the 2018-2019 Board! Julie Kimble and Cat Hoelker - Co-Presidents Amanda Curran - Fundraising Chad Estes - Secretary Becca Kirby - Volunteer/Outreach Preston Ladds - VP Scott Newman - Treasurer Carrie Pursifull - Operations Jenny Reiner - Enrichment Julie Witten - Communications	You!	15 minutes
Minutes	Chad	1 minute
Principal's Update <ul style="list-style-type: none"> <i>GA Milestones results are in and look very good and every grade and content level went up.</i> <i>Almost all vacant teacher/staff positions have been filled.</i> <i>The fence update - things look like they are going to happen and landscaping will also occur and will not be our expense. Druid Hills is happy we are proceeding with a 6 foot fence (instead of 8 foot) and landscaping elements such as shrubs.</i> <i>Bike racks are installed in front of front door carpool area and our portion was \$400 and a sponsor paid \$4000.</i> <i>Ms. Peebles will be back in mid-August from medical leave.</i> <i>Rising K group. Projection to have 135 students but only 86 are registered to date. There are no more</i> 	Harness/Toney	15 minutes

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<p><i>specific registration dates so everyday in summer is a registration date.</i></p> <ul style="list-style-type: none"> • <i>Teachers will come back on the 23rd of July</i> • <i>Afterschool Classe program is being reconsidered for a different program.</i> 		
Teachers' Update	Fellows/ Muhlheim	5 minutes
<p>Budget Update</p> <ul style="list-style-type: none"> • <i>Scott is planning a transition meeting with previous treasurer.</i> • <i>Need to clarify how we invoice services for photocopies (a couple hours a week)</i> 	Scott	
<p>Follow up from last meeting:</p> <p>1. Small-Tall Ball</p> <p><i>This was a very well attended event and did raise money this year but there were many issues with regards to organization & logistics. The board decided to not move forward with this event again next year.</i></p> <p>2. Field Day</p> <p><i>Good event - well run by school.</i></p> <p>3. Teacher helper day 5/29</p> <p><i>Yes - good stuff.</i></p>	Board	5 minutes
<p>New business:</p> <p>1. 2018-2019 Annual Calendar & Events</p> <ul style="list-style-type: none"> • <i>Need to continue to focus on 4 pillars (fundraising, community, spirit and communications)</i> • <i>Sneak Peak see notes below</i> • <i>PTO Board meetings going forward throughout the year - would be nice to try a morning meeting between 7-8am.</i> • <i>PTO Board meeting on August 21st 2018 from 6:30pm-8:00pm.</i> • <i>Room Parent Orientation - Traci S. is primary coordinator</i> • <i>9/22 - Lantern Parade - will have a building event and hopefully a group to make a big dragon or perhaps have a parade watching group with a friendly/safe watching spot. (Intown Yoga?)</i> • <i>9/21 - 5th Grade Fall picnic is ON! Should it be on 9/21 right before the Lantern Parade? Or on a different day like 9/28? Does this need to be removed from PTO Board's plate?</i> • <i>9/30 - Atlanta Streets Alive - will be in Midtown this year. We partner with Knock Music House and sponsor it in a way similar to Summerfest, etc</i> • <i>8/31 - Bike to school - Back to school? How do we promote further GREEN transportation options? How</i> 	Board	60 minutes

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<p><i>do we incorporate this into a fundraising event?</i> <i>Drive/walk/bus for x-number of times to earn money and sponsorships (Aug and Sept in Fall) and perhaps twice in Spring as well.</i></p> <ul style="list-style-type: none"> • <i>Friday's are spirit days. We can choose specialized events that make sense for SPARK, ATL UTD, Falcons, Hawks, Dream (need to make sure to include women's sports as well)</i> • <i>10/19 - Movie Night (7pm start) - can we do full school? Do we do this at SPARK with paying for rentals (all A/V included)? Or do we do this at a place like Landmark movie theatre, Plaza Theatre, etc and seek sponsorships, etc? Cost would be \$600-1000 based on pricing estimates. Need to ensure the 5th graders still get their cut for fundraising if we do a full-school event.</i> • <i>10/25 - STEAM Night - Run by Sara Caughron and Preston volunteered to help. We normally have a food truck or food sponsor. Should have t-shirts for sale as well. In 2017 we had a conflict with Gusto and 5th graders selling the same food/drink stuff. We should look at more hands-on stuff from the STEAM truck or from GaTech contacts.</i> • <i>12/14 - DASHH - will be coordinated across SPARK, Mary Lin, Hope Hill, etc.</i> <p>2. PTO suggested donation amount</p> <p><i>Need to be careful about dropping any lower than previous suggested donations (previous year \$170/student. Many contribute the asked amount. Should we raise it to \$200/student?</i></p> <p><i>Should we incorporate an option to make a recurring monthly donation to the PTO?</i> <i>Example: \$10.00 / month automatically billed to a credit card. (Preston)</i></p> <ul style="list-style-type: none"> • contributing value (vote & directory) <p>3. Budget priorities</p> <p><i>Considering new options for fun-run fundraising options</i></p> <p>4. Summer Solstice</p> <p><i>Might have a fundraising option for higher \$\$ levels that occurs during summer. We would have to identify the donation intention if it happens. Postponed until next summer.</i></p> <p>5. Back to school</p> <p>6. Technology Update</p>		
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<ul style="list-style-type: none"> • File management (Dropbox/Google) • <i>We have been approved for non-profit FREE usage of G-suite and will therefore be moving forward with our migration of all files from Dropbox to G-suite before the Dropbox auto-renewal date of 6/23</i> • <i>G-suite also includes email management so we will be switching our email domain from GoDaddy to G-suite as well.</i> • Communication (Slack) • <i>Chad recommends we use Slack as a team communication platform as a replacement for email. It's free for our entire team and Chad will setup and invite everybody to our SPARK PTO team and offer a training session for everybody. Recommend we start using ASAP and establish early on. We will make final decision in July board meeting</i> • Directory (MySchoolAnywhere) <ul style="list-style-type: none"> • <i>We pay \$800 per year for a solution we use only the directory portion for, but have limited usage as the directory is opt-in only for contributing PTO members</i> • <i>General push is to deactivate the directory, but we should ask Mary Linn and Morningside how they handle the concept of a directory before we pull the plug</i> <p>7. Media Center redecorating <i>Terry would like a face-lift of our media center to make it feel more up-to-date. We should consider things like: seating options, color, inviting feeling, chalkboard walls. Examples include Mary Lin (who has a Beltline muralist). E-Rivers redecorated their media-center for \$2000 total. Can we fund this from PTO budget?</i></p> <p>8. Spirit Wear <i>Need to do a special 10 year anniversary logo. Perhaps the SPARK tree, dragon, #BeSPARK, the number 10, color green</i></p>		
<p>Upcoming dates:</p> <ul style="list-style-type: none"> • 6/9-6/10 – VaHi Summerfest (volunteers needed!) <ul style="list-style-type: none"> • <i>We have a need from 12-3pm for volunteers</i> • <i>Located on Arcadia same as last year</i> • 7/31 - Sneak Peek (9-11am) <ul style="list-style-type: none"> • <i>Will require volunteers & prep checklists.</i> • <i>Let's reuse the model from last year.</i> 		10 minutes

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<ul style="list-style-type: none"> ● <i>It would be nice to have some kind of staff shirts (possibly a version of the 10-year shirt).</i> ● <i>We need better coordination of buses</i> ● 8/1 - First Day of School ● 8/23 - Back to School Night (5-7:30pm) <ul style="list-style-type: none"> ● <i>Is this early enough in the year? Main reason is delay of registrations from those that don't know school starts 8/1</i> ● <i>Do we want to have a <u>printed</u> information folder of forms and information? Or do we have digital only information and possibly segment out the info over time to keep things simpler?</i> ● <i>We need to highlight the problems we are solving in a simple visual way (lowest funded school in APS overall).</i> ● SPARK AFTER DARK ● <i>Do we need to adjust the idea here? We might have access to a new Knock Music House space for free. The big issue in 2017 was ticket sales. Was it because of the location (west side created issues)? Was it a timing issue? Conflicts in 2017 with fine arts night, teacher appreciation week, etc? Should there be tiers of tickets?</i> ● <i>Volunteer Appreciation - can we reduce the costs for this event from a logistics perspective? Use a free space or limit attendee costs (babysitter).</i> 		
Meeting Adjourned: 9:45pm		