

**SPARK PTO Agenda**  
**July 17, 2018 @ 6:00 p.m. at Cat Hoelker's Home**

<b>Attendance</b> (Present represented by X) X Terry Harness - Principal Dr. Jennifer Toney - Assistant Principal X 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 X Jenny Reiner - Enrichment X Julie Witten - Communications		
<b>Meeting Call to Order: 6:30pm</b>		
<b>Topic</b>	<b>Speaker</b>	<b>Time</b>
Welcome and outline of meeting goals	Julie	1 minute
Approval of 6/5 Minutes	Chad	1 minute
Principal's Update <ul style="list-style-type: none"> <li>• <i>Teacher assignments are close to being finalized (small issue with early portal access caused some confusion)</i></li> <li>• <i>Teacher staffing is finalized and complete (there are a few para-positions which are outstanding)</i></li> <li>• <i>Registration - 714 students are registered but expecting an additional 30 students by start of school. Critical documents to validate registration are mortgage, deeds, power bill and immunization records.</i></li> <li>• <i>New parent orientation is on July 27th</i></li> <li>• <i>New after-school program has been announced. The enrichment clubs are currently being reviewed to determine which will be made available.</i></li> <li>• <i>New fence project is moving forward (posts are in the ground) and will be ongoing through August/September</i></li> <li>• <i>New bike racks have been installed :)</i></li> <li>• <i>Solid waste drop-off spot on Briarcliff next to carpool entrance is being reviewed</i></li> </ul>	Harness/Toney	15 minutes
Teachers' Update	Fellows	5 minutes
<b>Follow up from last meeting:</b>		20 minutes

<p>1. Finalize FY18-19 Annual Calendar/Events (Julie)</p> <ul style="list-style-type: none"> <li>• Review annual calendar and vote</li> <li>• <i>Reviewed calendar and changes noted below</i></li> <li>• <i>Voted and all in attendance agreed</i></li> <li>• Date changes: <ul style="list-style-type: none"> <li>• Move Intl. Night to 1/24</li> <li>• Move 5th Grade bball challenge to 3/1</li> <li>• Move Teacher Appreciation Week</li> </ul> </li> <li>• Movie Night <ul style="list-style-type: none"> <li>• <i>Placeholder for October 19th</i></li> <li>• <i>Cost is \$1000+ for equipment rental services</i></li> <li>• <i>Need to determine if this could be a school wide event (would have to be on the turf to accommodate larger attendees)</i></li> </ul> </li> <li>• AR Parties <ul style="list-style-type: none"> <li>• <i>Moving to more of an experience, probably dance parties powered by Knock House</i></li> </ul> </li> <li>• Earth Day updates (Jenny)</li> </ul>		
<p><b>New business:</b></p> <p>2. FY18-19 Budget (Cat/Scott)</p> <ul style="list-style-type: none"> <li>• Partners Update - \$27,000 (Amanda)</li> <li>• PTO suggested donation amount - \$150-\$200 (vote) <ul style="list-style-type: none"> <li>• <i>Suggested donation amount = \$200/student</i></li> <li>• <i>Voted and approved by all in attendance</i></li> </ul> </li> <li>• Budget priorities <ul style="list-style-type: none"> <li>• <i>Software subscriptions (iXL, etc)</i></li> <li>• <i>Chromebook and tablet carts for gifted and other opportunities</i></li> <li>• <i>Increasing media room collection</i></li> <li>• <i>Book room collection</i></li> </ul> </li> </ul>	Board	80 minutes

<ul style="list-style-type: none"> <li>• <i>Improve our STEM education and manipulatives</i></li> <li>• <i>Athletic/sport court (improve outdoor area for older kids beyond playground)</i></li> <li>• Add Fun Run event? (vote) <ul style="list-style-type: none"> <li>• <i>Considering Boosterthon as a partner</i></li> <li>• <i>We should rename the event such as "Color Run" and orient the donation towards a specific ask</i></li> <li>• <i>Kickoff for fundraising Oct 29th and actual Event on Nov 8th</i></li> <li>• <i>Vote was collected and all in attendance agreed</i></li> </ul> </li> <li>• Summer spend votes <ul style="list-style-type: none"> <li>• <i>\$14,500 - teacher start of school funds for room supplies (\$250/teacher for 58 teachers)</i></li> <li>• <i>\$500 - ongoing copy machine rental and usage &amp; services</i></li> <li>• <i>\$45 - Constant Contact email system</i></li> <li>• <i>Vote - all in agreement approved the expenses</i></li> </ul> </li> <li>• Restricted donations for garden/outdoor classroom <ul style="list-style-type: none"> <li>• <i>Some desire to allow donations solicitation to go towards specific things, but the board decided creating a formal program around this does not make sense at this time.</i></li> </ul> </li> </ul> <p>3. Sneak Peek (Cat/Julie)</p> <ul style="list-style-type: none"> <li>• Volunteers needed</li> <li>• PTO table <ul style="list-style-type: none"> <li>• <i>There will be a sneak peek committee that will be called by Cat and Julie to finalize coordination of the event</i></li> </ul> </li> </ul> <p>4. Transportation update (Carrie/Preston)</p> <ul style="list-style-type: none"> <li>• Bag/Carpool tags</li> </ul>		
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<ul style="list-style-type: none"> <li>• <i>There will be new ones this year and the expense was already approved</i></li> <li>• Bus signage</li> <li>• <i>Because of the bus circle we have confusion on where kids find their bus. We need new signs to clarify this process.</i></li> <li>• <i>\$250 budget approved by all in attendance for this request</i></li> </ul> <p>5. Back to School Night (Cat/Julie)</p> <ul style="list-style-type: none"> <li>• Goal for the night</li> <li>• Volunteers needed</li> <li>• PTO table</li> <li>• Printed materials</li> <li>• <i>We will have a Back2School committee to organize final details</i></li> <li>• <i>We will have strong PTO representation to staff the event</i></li> </ul> <p>6. Grant Update (Preston)</p> <ul style="list-style-type: none"> <li>• <i>VHCA (Virginia Highlands) grant is important</i></li> <li>• <i>We can find grants for specific things such as Green initiatives</i></li> <li>• <i>Several other options are being considered</i></li> </ul> <p>7. Technology Update (Chad)</p> <ul style="list-style-type: none"> <li>• Directory (MySchoolAnywhere) - 7/19</li> <li>• <i>Recommendation is to drop the system as we have limited usage for \$800/year</i></li> <li>• <i>Voted and all agree (with exception of one board member)</i></li> <li>• G-Suite migration</li> <li>• <i>Complete!</i></li> <li>• Slack</li> <li>• <i>We agreed we would continue to use this as a board</i></li> <li>• Tasks</li> </ul> <p>8. Operations Update (Carrie)</p> <ul style="list-style-type: none"> <li>• Solid Waste site issues/status</li> </ul> <p>9. Fundraising Update (Amanda)</p>		
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<ul style="list-style-type: none"> <li>• Holiday card sales</li> <li>• Braves Spring event</li> <li>• Amazon, Publix and Box Tops</li> </ul> <p>10. Spirit Wear Update (Chad)</p> <ul style="list-style-type: none"> <li>• <i>10 year anniversary shirts are ordered and will have prior to Sneak Peek with an estimated ship date of 7/23</i></li> </ul> <p>11. Needs:</p> <ul style="list-style-type: none"> <li>• Online School Supply volunteers 7/26</li> <li>• Finalize SPARK After Dark date</li> <li>• Media Center Design committee</li> <li>• Book Fair committee</li> <li>• Teacher Breakfast Committee</li> <li>• 5th grade committee chairs and members</li> <li>• ATL Mural for "Off the wall" in advance of ATL SuperBowl in 2019</li> </ul>		
<p><b>Upcoming dates:</b></p> <ul style="list-style-type: none"> <li>• 7/27 - New Parent Orientation (9-10:30am)</li> <li>• 7/31 - Sneak Peek (9-11am)</li> <li>• 8/1 - First Day of School</li> <li>• 8/23 - Back to School Night (5-7:30pm)</li> </ul>		
<p><b>Meeting Adjourned: 9:38pm</b></p>		