

SPARK PTO Agenda
August 21, 2018 @ 6:30 p.m., SPARK Conf. Room

Attendance (Present represented by X) X Terry Harness - Principal Dr. Jennifer Toney - Assistant Principal X Susie Fellows - Teacher Representative X Kimberly Muhlheim - Teacher Representative X Julie Kimble - Co-President X Cat Hoelker - Co-President X 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		
Meeting Call to Order: 6:31pm		
Topic	Speaker	Time
Welcome and outline of meeting goals	Julie	1 minute
Principal's Update <ul style="list-style-type: none"> ● <i>Our current enrollment is 735 students. We may receive an additional 10-15 students after September 1st.</i> ● <i>We do not expect any leveling to occur at this time.</i> ● <i>GA Milestones results were very positive - several goals to move students up in categorical results were met in every area.</i> <ul style="list-style-type: none"> ○ <i>Social studies were the #1 category of improvement</i> ○ <i>Narrative writing was a huge gain as well</i> ○ <i>This all happened with 45 extra students that were unplanned</i> ● <i>We are ranked #28 out of 1200 elementary schools (public and private) according to SchoolDigger.com which incorporates greatschools.org and a number of different factors.</i> ● <i>Our leveled library is now in place and going to be instrumental in establishing our "just right library" for kids to be reading at the right reading level for them</i> ● <i>The perimeter fence is continuing progress and we have posts and landscaping in place.</i> 	Harness/Toney	15 minutes

<p>The entire project should be in place within the next week or so. Once it is in place there will be far more portions of the SPARK campus which can be utilized during school hours in addition to providing general security and protection.</p>		
Teachers' Update	Fellows/ Muhlheim	5 minutes
<p>Follow up from last meeting:</p> <p>1. Operations Update (Carrie has to leave early)</p> <ul style="list-style-type: none"> • Green Transportation Day needs • <i>We need 5 volunteers to maintain both main entrances to cheer kids on and encourage participation</i> • <i>Considering options for a class prize for those with the most participation</i> • 9/15 Family Work Day plans • <i>There are some needs related to the Rooftop Garden and the Playground which can drive the event</i> • <i>Refreshment needs for parents (coffee) and kids (water)</i> • Sports Court research update • <i>Quotes have received for an additional sports court from existing provider and the color run will benefit.</i> • <i>Concrete will be the most expensive piece so parent referrals are appreciated</i> • <i>A gaga court is going to be installed as a gift from 5th grade (small contained ball game popular with 5th graders from previous year) will be installed soon. Inman Middle School has 3 of them.</i> <p>2. Sneak Peek</p> <ul style="list-style-type: none"> • What worked well • <i>Logistics setup worked well with volunteer and spirit wear in the primary area</i> • What can we improve for next year 		15 minutes

<ul style="list-style-type: none"> • <i>Spirit wear should have setup earlier so we could have supported the teachers and staff needs to get ready early</i> • <i>Could have worked well to have partners & PTO supporter requests represented at new parent orientation so parents can have the opportunity to digest requests in one event (NPO) and then make a decision at the next one (Sneak Peek)</i> <p>3. FY18-19 Budget (Scott)</p> <ul style="list-style-type: none"> • Supporters Update - \$44,770 (39%) (Amanda) • <i>We are roughly at the same level at last year pending on when amounts were recorded</i> • <i>We will lock down our budget after we finalize our supporters amounts in the October time frame</i> • Budget priorities update (Harness) • <i>We have some upcoming expenses with large amounts mostly related to software licenses for resources like Reflex Math, IXL and Saxon Phonics</i> • August spend votes • <i>Budget requests are ongoing and will be handled separately with the PTO board regarding some expenses</i> 		
<p>New business:</p> <p>4. Back to School Night (Cat/Julie)</p> <ul style="list-style-type: none"> • Schedule and flow • Volunteers needed! • <i>We are still low and need volunteering assistance</i> • Printed materials and f/u materials • <i>Annual report from 2017-2018 will be shared at BTS and in printed folders</i> • Spirit wear • <i>We are ready to go for BTS night and we are considering online options in the future to fill inventory gaps</i> <p>5. Fundraising Update (Amanda)</p> <ul style="list-style-type: none"> • Outreach for Supporters campaign 	Board	50 minutes

<ul style="list-style-type: none"> • <i>Need to finalize the design and ordering for supporters bumper stickers.</i> • Color Run campaign • <i>Need to finalize a committee. Things are delayed</i> • SPARK After Dark campaign • <i>We are close to finalizing the location for our event</i> <p>6. Enrichment Update (Jenny)</p> <ul style="list-style-type: none"> • Movie Night 10/19 • <i>Need to finalize costs for screen rental and the ultimate movie selection, concessions, etc</i> • STEAM Night 10/25 • <i>We are going to keep it as a fair model.</i> • <i>We expect to have two different food vendors and hand-friendly food for people walking around during science events</i> <p>7. Grant Update (Preston)</p> <ul style="list-style-type: none"> • <i>Virginia Highlands Civic Association we are working on a grant application</i> <p>8. Technology Update (Chad)</p> <ul style="list-style-type: none"> • G-suite & Slack checkpoint • <i>Everything is up and running well at this point. Will support with additional training as necessary</i> • Website Calendar • <i>We will migrate the calendar on our website back to a google based calendar which will allow (1) parents to subscribe to it and (2) allowing updates to be made more easily without having to request manual changes through our webmaster</i> • Website Forms • <i>We have resolved some immediate issues with how forms on the website forward responses via email, but will explore more permanent solutions.</i> • Tasks 		
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<ul style="list-style-type: none"> <i>We are exploring Asana as a task management solution to keep everybody on the board more informed of who is doing what and what has been completed, etc</i> 		
<p>9. Needs on Horizon:</p> <ul style="list-style-type: none"> Finalize SPARK After Dark date/location Media Center Design committee Sports Court committee Color Run committee/volunteers Book Fair committee 		
<p>Upcoming dates:</p> <ul style="list-style-type: none"> 8/23 - Back to School Night (5-7:30pm) 8/27 - After school clubs begin 8/29 - Room Parent Orientation 8/31 - Green Transportation Day 9/3 - NO SCHOOL (Labor Day) 9/15 - SPARK Family Work Day 9/19 - Open PTO meeting and Lantern Making Event <ul style="list-style-type: none"> <i>Moved to 9/20 to accommodate for Yom Kippur</i> 9/28 - Green Transportation Day 		
<p>Meeting Adjourned: 8:23pm</p>		