

PTO BOARD MEETING
School Reform Team 3 Offices
1631 La France Drive, Atlanta, GA
Thursday, July 30, 2009
6:30 PM

Present: Jenn Ballentine, Yolonda Brown, Steve Fazenbaker, Lynne Kushner, Elizabeth Lieberman, Clare Richie, Guido Sacchi
Invited Guest: Elizabeth Mothershed, Mary Stouffer
Absent: Jason Brewster, Aaron Danzig

The meeting was called to order by Clare Richie at 6:40 PM. The agenda was distributed and accepted.

Update from Ms. Brown

- Building will be ready for first day of school on August 10th. The SPARK teachers will tour the building on Friday, July 31st, in the morning; PTO board members and invited guests will tour the building in the afternoon.
- Back-to-School night has been rescheduled for Thursday, August 27, 6:30 PM.
- Parking is approved at Druid Hills UMC for the following events:
 - Orientation (August 6th, 6:30 – 8:30 PM)
 - Sneak Peek (August 7th, 10:00 AM – noon)
 - Coffee and Kleenex (August 10th in the cafeteria, 8:00 – 8:45 AM)
 - Back-to-School Night (August 27th, 6:30 – 8:00 PM)
- Staffing: SPARK is fully staffed; student placements will be mailed out on Friday, July 31; teacher roster will be posted to the website during the following week
- Kindergarten will have 4 teachers; 1st and 2nd grades will have 5 teachers each; 3rd grade will have 4 teachers; 4th grade will have 3 teachers
- SPARK will have an extended school day, 8:00 AM – 3:00 PM.
- Work is being finalized on the student / parent handbook; PTO board representatives and other interested parties will review prior to printing
- All anticipated technology has arrived; Promethean boards and classroom computers have been installed
- SPARK phone number: 404-802-6050

Orientation / Sneak Peek

- Orientation will be on Thursday, August 6th
 - 6:30 – 7:30 PM: tours of SPARK
 - 7:30 – 8:30 PM: information session, with presentations by Ms. Brown and Mary Stouffer, followed by Q&A
- Sneak Peek will be on Friday, August 7th
 - Students may tour school with their parents, or spend time with their teachers and new classmates in classrooms
 - Usernames and passwords will be available for parents to access the “Parent Portal,” check students’ schedules and attendance info.
- Information tables at both events include:

- Membership
- Transportation and Safety
- Spirit Gear
- Off-site aftercare providers (printed material only)
- Clubs / Activities

Mascot Selection

- Submissions for mascot graphic designs will be solicited, accepted through September
- Committee will narrow submissions down to three or four, students will vote on the mascot

Upcoming Meetings (all meetings to be held at SPARK)

- PTO Board Meeting – Tuesday, August 25th, 6:30 PM
- PTO General Meeting (Back-to-School Night) – Thursday, August 27th, 6:30 PM
- PTO Board Meeting – Tuesday, September 15, 6:30 PM
- PTO General Meeting – Tuesday, September 22, 6:30 PM

Transportation and Safety Report

- Mary Stouffer outlined the T&S Policies and Procedures for the group.
- The policies and procedures are final and will be disseminated via email and in printed form at Parent Orientation and Sneak Peak. They will also be posted to the website.

Budget

- Board approved purchasing two additional \$150 gift cards, to be given to the Spanish teachers, to use when purchasing school supplies
- For 2009-2010 budget:
 - Solid budget projections are to be sent to Guido for appropriate line items, with an indication as to whether the projection is to be considered an annual expense
 - Unprojected needs may be re-allocated from the “Unallocated Funds” line item.
- Guido will develop a set of guidelines for the budgeting process, to be referenced by PTO members with budgetary responsibilities

Fundraising

Board approved having a “green” fundraiser in August.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Steve Fazenbaker, secretary