

SPRINGDALE PARK ELEMENTARY SCHOOL
PTO Board Meeting
SPARK Conference Room
June 14, 2010, 6:00 p.m.

Attendees

David Rein, President
Cameron Stoeckel, Treasurer
Deborah M. Danzig, Secretary
Elizabeth Ross Lieberman
Aleta Mills Stubin
Guido Sacchi
Liam Pelot
Jenna Mobley

Guests

Karen Van Atta
Jenn Ballentine
Tim Langan
Jennifer Cronin
Karen Woodward
Sharon Just

I. Pending Items or New Small Requests Needing a Vote

While there were no pending items that required a vote, Ms. Stoeckel reported that there was a check request from Jerusha Lambert regarding the Zoomobile for Family Science Night. After discussion, the Board requested that PK Trettel, Director of Student Enrichment, coordinate with Ms. Lambert and request that Ms. Lambert make a presentation regarding Family Science Night at the next Board meeting, including a proposed structure around and budget for Family Science Night.

II. Directors' Reports

a. President - Mr. Rein discussed the structure of the Board meetings, including a structure that would allow the Board to start each meeting with those items that require votes from the prior meeting. Mr. Rein also explained that, to the extent possible and with the exception of (1) requests for funds in an amount less than a threshold amount (\$100, for example) and (2) items that require expedited decisions, the Board would vote on items presented at any given meeting no later than the next following meeting.

b. VP/Communications - Ms. Stubin described the revamped newsletter and work with Ida Centner, including links that make navigation easier and direct e-mail addresses for Board members and committees. The updated Treasurer's report will be sent out soon after the meeting and two newsletters will be sent out this summer. Ms. Stubin described the need for time constraints/deadlines on the submissions of items to be included in the newsletters, and the Board discussed various ways to meet this need, including with e-mail reminders and Sunday distributions of SPARK-e. Ms. Stubin discussed the SPARK website. Ms. Mobley proposed that the staff section include pictures and other personal information and further discussed links on the website to the Academic Bulletins, as well as an archive of all Academic Bulletins throughout the year. Ms. Stubin discussed the possibility of

newsletters published on a quarterly or semester basis, with the possibility of selling ads as a potential source of revenue. The Board thereafter discussed the need for committee recruitment and two-way communication vehicles. The discussion was tabled and will be revisited at a subsequent meeting.

c. Treasurer - Ms. Stoeckel reported that Mr. Sacchi transitioned the treasurer function to her the prior week and that the final step of transitioning signatory rights was in process. The Board spent approximately the amount it raised in the prior year. The budget year is June 1 through May 31, and there is a \$59,000 balance remaining, part of which is a reserve fund and part of which is earmarked for the playground. Ms. Stoeckel explained that it is not clear what direct donations will be made in the school's second year and therefore that we should budget accordingly. Ms. Stoeckel suggested that we boost programs that support direct donations, and the Board discussed various programs, including the Publix and Georgia Gas programs, as well as the auction, annual campaign, and yearbooks. The Board awaits further information about the total cost of the yearbooks and the amount of money raised.

d. Secretary/5th Grade Committee - Ms. Danzig had no report on the 5th Grade Committee. The Board discussed timing of Board meetings and the general structure of the agenda for future meetings.

e. Fundraising - Ms. Lieberman continued the prior dialogue regarding fundraising options, including fundraisers like Mother Earth and the Publix card program, which brings in approximately \$450/month. The Committee will meet to discuss strategy for the year and has been given a goal to raise \$70,000.

f. Director of Operations and Technology - Mr. Sacchi reported first on transportation and safety, noting that Mary Stouffer is currently transitioning her responsibilities to Jennifer Dempsey. Kelly Fortin will be the parent volunteer for safety. At the Transportation and Safety Meeting on May 5, 2010, the following items were discussed: T&S manual to be updated and included in the parent/student handbook; sidewalk repair and resodding to be completed during the summer; working on bus routes based on the current routes with the possibility of software implementation to assist; the temporary parking is to continue next year (100 decals were ordered and 34 remain to be distributed). While Norm Richie administered the temporary parking program last year, he will no longer work in that role. Ms. Brown will be appointing the school's APS Chair by the next meeting (July 21, 2010). The targeted completion of the gym is the end of June, with a lit covered walkway by the end of July. All approved work for the playground has been completed.

Mr. Sacchi then presented the Technology report. Mr. Sacchi noted that there is a call for parent volunteers to the Technology Committee in order to establish a plan for 2010-2011. The main objectives will be adoption and use of existing technology, such as the Mac Lab. Mr. Sacchi further proposed technology clubs and the need for parent volunteers. The Board discussed how to best utilize existing resources. Ms. Mobley described the current situation and proposals that could increase the use of technology, including additional administrative resources (to assist in checking equipment in and out of the media center), classroom applications, and instruction regarding how to incorporate technology in the classroom.

g. Director of Campus Programs - Mr. Pelot's report was held over until the next meeting.

h. Director of Student Enrichment - Ms. Trettel was absent from the meeting and therefore did not present on student enrichment.

III. Committee Presentations and Requests

a. 5th Grade Lockers - Karen Van Atta - Ms. Van Atta described the various benefits of lockers for fifth graders, including incentivizing the students, giving them something to look forward to, teaching responsibility and time-management, and creating tradition. In addition, as the students reach the 4th and 5th grades, Ms. Van Atta described the desks and classrooms as not large enough to accommodate all of the books, backpacks and other belongings of the students. Ms. Van Atta requested approximately \$4,100 for the purchase of 60 lockers for the 5th grade class. APS has agreed to install the lockers at no charge.

The cost breakdown presented by Ms. Van Atta for 60, 12x15x30 lockers (large enough for books and backpacks) is:

- \$2,500 for the physical lockers (\$250 for each set of 6)
- \$650 for 60 built-in combination locks (5-6 combinations that can be changed year after year)
- \$510 for the slope kit
- \$375 for shipping (with two weeks anticipated shipping time)

The Board discussed the cost and configuration of the lockers, as well as anticipated future class sizes. The Board requested that Ms. Van Atta get additional bids for purchase of the lockers. Ms. Van Atta noted that Mrs. Brown requested installation by the end of the July, with an expected two days of installation.

b. Wellness Committee - Jenn Ballentine - Ms. Ballentine first proposed adoption of a set of Guidelines with suggestions for healthier food options to bring into the SPARK classrooms. After discussion, Mr. Sacchi moved to vote in favor of approving the Guidelines. Mr. Pelot seconded the motion, and the proposal was unanimously approved.

Ms. Ballentine further presented a proposal to set up an "award program" that would provide healthier snacks and more environmentally friendly rewards for the SPARK children, including pencils, markers, erasers, and coupons (i.e., homework pass, 10 free minutes, etc.). Ms. Ballentine requested \$81 for implementation of the program. Ms. Mobley discussed a similar program being developed by the school, and Ms. Ballentine agreed to work with Ms. Mobley in an effort to promote the proposed award program consistent with the program being developed by the school. [Ms. Ballentine's request for \$81 was unanimously approved.]

c. Playground Committee - Tim Langan, Jennifer Cronin, Karen Woodward, and Sharon Just - The Committee noted that of the \$5,000 in last year's budget, \$4,000 was spent on basketball hoops, tetherball, 4-square, hopscotch, basketballs, and basketball cages. The Committee described the current playground, which was inherited by APS from the Howard School and which is neither ADA compliant nor wheelchair accessible. The Committee presented the proposed design of the playground, which was also displayed at the May Day Festival. Ms. Just described the slopes, existing structure, various play areas, flooring, and other features of the proposed playground, and discussed the most cost-effective way to build a bigger playground (adding to the current structure). Karen Woodward described the history of the Committee's efforts and permit requirements. The Committee presented an estimated cost for the proposed playground (\$121,000 to \$132,500) and discussed the cost of other playgrounds in the Atlanta area. The Committee discussed the need for grants and donations from the parent population, civic association, and local businesses. The Committee discussed how Morningside

Elementary raised the required funds to build its playground and the timing of Morningside's fundraising efforts.

The Committee and the Board discussed the need for staging and coordination, so that the fundraising efforts for the playground will coordinate with the efforts for fundraising for the general operation of the PTO.

The Committee requested approval to send a fundraising letter to SPARK families and presented a proposed letter and request form. The Board unanimously approved commencement of fundraising efforts by the Committee subject to the following: (1) the first phase of fundraising must be complete by August 1, 2010; (2) the Board is given the opportunity to review, comment on, and approve the final version of the fundraising letter; (3) the Committee present current status and discuss next steps for its fundraising efforts at the August Board meeting; and (4) the Committee coordinate its fundraising efforts with the Fundraising Committee in the Fall.

Mr. Rein requested that Mr. Langan forward a final version of the draft letter to the Board and committed that the Board would get back to the Committee soon thereafter.

IV. Administration and Teacher Reports - Mr. Rein reported that Mrs. Brown anticipated that she would be requesting \$10,000 for instructional materials. Ms. Mobley discussed various instructional programs that might be included in such a request.

V. Adjournment

The meeting was adjourned at 9:45 p.m. The July meeting has not yet been specifically set.