

SPARK 2010/11 PTO BOARD MEETING  
Thursday, December 9, 2010  
6:30-8:30 pm

**AGENDA**

1. Pending items, intra-meeting votes or new small requests needing a vote (6:30 to 6:40, if needed)
  - a. With respect to the proceeds received from the Scholastic Book Fair, on November 18, 2010, the Board approved the motion to request \$3000 in cash for the PTO and \$1,447 in scholastic dollars with the stipulation that the scholastic dollars will be spent on books or instructional material.
2. Report of the Principal/Administration (6:40 to 6:55)
  - a. Ms. Blackwell provided the report. Approximately 470 children attend the school. The school is still conducting audits to confirm that all children attending the school live within the school zone.
  - b. The children are enjoying use of the gym. Mrs. Brown is going to post pictures of the gym.
3. Director Reports (6:55 to 8:00) (Plan for 10 minutes on each subject, unless otherwise noted)
  - a. President (David)
    1. PTO General Meeting on Monday, 12/13 at approximately 6:30 during intermission of band and chorus performance. There will be a short meeting to announce SPARK After Dark and answer general questions.
    2. David announced that there is a committee of parents who have volunteered to be involved in the use of property purchased by

APS on Briarcliff. APS is hoping to get parking to open by next school year. The committee will convene after winter break.

b. Treasurer (Cameron)

1. The PTO has about \$115,000 in bank. Playground is allocated \$67,000 of that amount. We have a \$15,000 required reserve. We have about \$34,000 that is PTO money. We have approximately \$17,235 in expected expenses. We have a \$3,000 buffer, which leaves about \$14,000. SPARK After Dark, May Day, and the yearbook are not included, because we expect to make money on those events over what we spend on them.
2. We take in a lot more than we take out on Spirit Gear. The only near-term request is for SPARK After Dark. Last year we made \$9,500 at SPARK After Dark, and we hope to do as well this year.

c. Director of Student Enrichment (PK)

1. Not a tremendous amount of student enrichment right now. Hopeful that when we come back in January, we will start to plan an event at The Plaza for the students.
2. The Board discussed the concept of a talent show and various venues.
3. PK had a meeting with a program called Over Time Athletics. It is one hour/day of physical activity/education after school. The cost is \$10/day/child. The program is in 8 schools in Cobb County.

d. Director of Operations/Technology (Guido)

1. Ms. Reddick provided the report of the Technology Committee -  
The promethean board will be hosted in Mr. McKnight's room.  
The teachers have decided they want an open registration schedule,  
so they can maximize their time and use it when they need it.  
Funds have been earmarked for technology for the Hirsch House,  
but a decision has not been made to purchase any equipment at this  
time.

e. VP/Communications (Aleta)

1. SPARK-e read rate is about 35% to 40%. Last week we had a  
click-through rate of 21%. Aleta will start putting the newsletter  
on the bulletin board.
2. The Board discussed the read rate and how to get information to  
those who are not reading. Aleta sends it out to 691 contacts.  
Academic Bulletins are in the SPARK-e.

f. Teachers (Jenna)

1. Two grants have been approved, and 4 other requests came in on  
the day of the meeting. They will try to approve the grants before  
winter break. SINS grants came in. There have been a variety of  
grant requests received, including relating to music, books that we  
do not have in the media center, Ron Clarke Academy and a green  
program.
2. The grants approved: Career Day and Ms. Koefield needed money  
for applications for i-pods.

3. Working on a school-wide discipline program.

g. Secretary/5<sup>th</sup> Grade Committee (Deborah) (5 minutes)

1. It was recommended that the Fifth Grade Committee invite a fourth grade parent to get involved with the Fifth Grade Committee so that there is a transition for the following year.

h. Fundraising (Elizabeth)

1. Anna Palmer and Maria Zufall doing a great job, and Dawn Bell is working hard on save-the-date for SPARK After Dark, which they hope to get out by early next week. SPARK After Dark will be at By Design (venue donated) on February 5, 2011. Working on auction prizes and catering budget. Scott Edlein offered to cater at cost.
2. The Board discussed various ways to raise money, as well as options for donating wine and other beverages by individuals or area restaurants.
3. Two chairs for the May Day Festival – there is a suggestion to have Piedmont Park as the venue.
4. The Committee has requested \$7,500 for SPARK After Dark. Elizabeth will circulate to the Board an itemized budget so that the Board understands the expected use of the money.

i. Community Building (Liam)

1. No report.

3. Playground Committee Presentation (7:30 – 8:00)

- a. The Committee looked at the existing playground as a whole. It is worth about \$25,000 and has a long life, made by Little Tikes. Decided to leave the playground there and work around it. A lot of vendors do not want to cross-connect to another vendor's system.
- b. Wanted a higher structure, swings, and a climbing structure. Began fundraising and got preliminary estimates last April. Sent out RFQs in the Fall. The Committee received bids from 5 vendors. Some vendors were for equipment, some were surfacers, and some were both. One of the bidders decided not to bid.
- c. Discussion about the structure and connectivity. Play stations and wheelchair turnarounds every 12 feet. The equipment list is \$108,000, including the \$25,000 that is already there. The Committee was able to get the cost down to do Area 1 equipment, Area 2 swings. The Committee was able to bring the cost of the equipment and installation to \$45,000. Postponed benches, modified swingsets and some other made some other modifications.
- d. The Committee has come up with a phased approach. For Phase I – approximately \$45,000 for equipment for area one and two, approximately for \$25,000 for surfacing, with approximately \$4000 for expenses that will be required for work the vendor does not perform.
- e. Committee has approximately \$67,000 raised and is requesting \$8,000 so they can proceed with getting the pricing they have negotiated. (The

Committee explained that if they sign the contract before Tuesday, they will get free shipping that will save \$2,270.)

- f. If contract now, will be installed in January. The rubber surface requires 45 degree weather. Plan for two weeks for installation of the surface.
- g. The Board asked what approvals are required to move forward with the installation of the playground. Committee explained that the site plans show a playground where we plan to put one. The Committee also explained that APS advised a Committee member that we can move forward with installing the playground, which is behind the Hirsch Building.
- h. The Committee would also like a parent work weekend to move the current mulch under the swing set and remove the chain link fence.
- i. The Board was extremely complementary of the work performed on the plans and the pricing, and wants to ensure that installation of the equipment can proceed. The Board discussed various options for approving the funds request, ordering the equipment, and performing the appropriate due diligence.
- j. The Committee discussed the billing options and when payment is due. Question of which party should be the contracting party. Morningside had the contract in the name of the school, with the PTO signing the agreement. If in the name of SPARK with PTO signing, payment is due within 30 days. Payment terms require clarification, as it was not clear to from which date 30 days was marked (signing, delivery, installation, etc.).

- k. Phase 2A is \$5,000 in March/April 2011 for benches, bike racks, bricks, etc.; Phase 2B is \$45,149 in late summer 2011 and contemplates climbers, swings, and connecting activities/paths.
  - l. Fundraising efforts directed at parents to run through December 2010, and they will thereafter fundraise through the community.
  - m. Motion made to approve allocation of up to \$75,000 for Phase 1 of the playground installation as presented to the Board at the Board meeting on December 9, 2010, with disbursement of funds contingent on (1) approval of playground installation plans by Ms. Brown, and (2) approval of payment terms by the Treasurer. Motion unanimously approved.
4. Meeting was adjourned at approximately 8:50 p.m.