

PTO BOARD MEETING MINUTES
Springdale Park Elementary School
6:30 p.m. EDT
Thursday, July 21, 2011

In attendance: Ms. Yolanda Brown, Ms. Jenna Mobley, Ms. Karine Stephens, Morna Gailor, Heather Hallett, Aleta Mills-Stubin, Liam Pelot, Maria Rein, Cameron Stoeckel

1. Welcome and old business – No old business
2. Report of Principal Brown/Administration
 - The District is under budgetary constraints. We may have new student/teacher ratios, potentially with major changes. Ms. Brown hopes to receive staffing allocations tomorrow. Ms. Brown will send an update to the PTO Board once the information is received and communicated to staff. Teacher assignments will be mailed out by the end of next week (7/29). We will not have an Assistant Principal this year. Ms. Blackwell will stay on as LSS.
 - After School Clubs – Spark will be the first elementary school in APS to have after school clubs run by the school vs. PTO. New process is in place with more rigorous standards, including fingerprinting of volunteers and sign out procedures.
 - Debate Team – We have one teacher volunteer for this Club. We have not received a response to our request to have the district fund the club.
 - Parking Lot – It is open and ready for the first day of school, and pre-school welcome activities. The parking lot is intended for park and walk only (no drop off at that location). There is also a large playfield which can be used for outdoor playtime.
 - Back to School Night – We will be moving this event from 8/25 to Tuesday 8/30 due to a parking conflict with the church (Inman is on Sept. 1)
 - Saxon Phonics has arrived!
3. Report of Teachers/Ms. Mobley
 - Ms. Rousso is considering starting a parent library containing materials on topics that parents frequently have questions. We may see a teacher grant request for this in the fall.
4. Presidents items
 - Lynne Kushner is interested in volunteering on the Community Building team.
 - Open house / back to school night info – Aleta is working to put together forms needed for table
5. Pending Items/Intra-Meeting Items Needing a Vote
 - Director and President/Director spending approval limits (w/o full board vote)
Proposal: Director can approve up to \$100 expenditures. Director with President can approve up to \$250 expenditures. All requests over \$250 must go to full board for approval. Motion, Seconded, Approved.

- Motion to approve Nicole Foerschler as member at large (recommended by nominating committee to replace Karlene Joseph who has resigned from the board due to an out of state move), Seconded, Approved.
- PTO Organization – We revised the Director/Committee alignment to better reflect the current state of affairs. Aleta will send out a list of the revised areas and which committees fall under each. She will draft a Committee Chair request to go in the Spark-e for any unfilled positions. Aleta presented a revised PTO Membership form which also recruits for volunteer opportunities.

6. Final Designation of Board Positions/Liaisons and Reports

- Treasurer (Heather), Secretary/Focused Interests (Cameron), Fundraising (Maria), Communication (Aleta), Student and Community Enrichment (Morna – this will be combining two previous areas, but removing Special Needs and Kindergarten Ambassador), Director of Operations/Technology (Nicole).
- Aleta will take photos of all board members for the website at the next meeting.
- Family Science Night – Tentative date is Thursday 9/22 (based on parking approval – Ms. Brown will request parking for that night). Morna will head this up. Maria can help recruit volunteers.
- Treasurer – Heather will be working on a preliminary budget to be presented at the September Board meeting. She will work with Mary Stouffer on transitioning to Quickbooks. She is also working to get our IRS Determination letter. Heather will order gift cards as soon as Ms. Brown confirms the number of teachers and will have them shipped to the school. Motion to purchase a \$200 gift card for each teacher, Seconded, Approved. We will plan to do a gift card for non-teaching staff at winter break. We may do another gift card for teachers for the second half of the year.
- Procedure: At the April Board Meeting each Director is responsible for reporting Committee Chairs for the following school year. Each Director should report who is taking each committee position and which positions are still open.

7. Discussion on items we need for Sneak Peek

- Spirit Gear – This will be transitioned to Student and Community Enrichment (Morna). To get us through Sneak Peak, Judi Weber will design a t-shirt (send to board representative for preview), order the shirts from Squeegee Sharks, and deliver the shirts to school. Heather will man the table 8/4 pm for New Parent Orientation. Cameron will man table on 8/5 with help.
- Teacher Gift Cards – see above
- Bag Tags – The school is ordering 250 of these on school budget for new students. Replacements will cost \$5. Carpool numbers will also be ordered by the school.
- Bus route info – APS has developed preliminary routes. Bus route number will now match the number on the bus. Ms. Brown will ask Mary Stouffer to review the routes before they are posted on the website. We will have 7 buses again this year.

8. Calendar - date of November meeting – moved from 11/21 to 11/14.