

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**June 16, 2014**  
**Atkins Park Restaurant**  
**Submitted by Tahmida Shamsuddin**

<b>Board Members</b> (Present represented by X)	
	Yolanda Brown, Principal
	Jennifer Lockwood, Teacher Representative
X	Karri Hobson-Pape, Co-President
X	Meredith Smith, Co-President
X	Jennifer Hardwick, Vice President
X	Tahmida Shamsuddin, Secretary
	Holly Painter, Treasurer
X	Stephanie Brawner, Director - Communications
X	Ingrid Wilkerson, Director – Community Outreach
X	Todd Sharp, Director - Operations
X	Lisa Marie Smith, Director - Fundraising
	Heather Moore, Director - Enrichment
<b>Others Present</b>	
X	Mary Stouffer, Book Keeper

<b>Proceedings</b>	
1.	<b>Call to Order</b> was at 7:02 pm by Karri Hobson-Pape. Hobson-Pape announced that the Co-Presidents will take turns leading the PTO Board Meetings this year and that she would run this particular meeting.
2.	<b>Minutes.</b> This was the first meeting of the year for this PTO Board and no previous minutes needed to be approved.
3.	<p><b>PTO Budget Reconciliation</b></p> <p>Hobson-Pape introduced Mary Stouffer, the PTO's Book Keeper and asked her to present the budget from last year. Mary shared the draft reconciled budget. Some line items still need to be verified.</p> <ul style="list-style-type: none"> <li>• The PTO Fiscal Year ends on May 31</li> <li>• SPARK Supporters initiative raised almost double the amount last year than the previous school year</li> <li>• PTO Membership dues was confused in the past with PTO fundraising and that is why the PTO decided to combine the two and call it SPARK Supporters Program. Any SPARK Supporter is automatically a PTO Member.</li> <li>• Background: APS allocates very little money to run SPARK. Last year it was around \$70,000 for the whole year, for 630 children. That is why the PTO needs to raise additional funds to support the great programs, enrichment, curriculum and teacher support that makes SPARK the great school that it is. We need to spend a lot more, above and beyond what APS allocates to SPARK, to ensure the best quality education possible for SPARK students.</li> <li>• Mary reminded the PTO board about the need to capture the in-kind donations, such as when parents buy things and don't ask for reimbursement. Some parents also directly purchases items for the school or classroom. It is better to do it as a restricted donation to the PTO and let the PTO purchase the items needed. This way, all investments in the school is captured in the budget. Room parent tree can communicate this message to parents.</li> <li>• SPARK Partners is a new program we incorporated last year and it raised \$35,000 in new funds that we were otherwise not accessing.</li> <li>• Birthday Book Club – this program made a little bit of money last year. We need to ask Mr. Jackson if he would want to do it again.</li> <li>• Book Fair – moving to an enrichment event and not a fundraising event</li> <li>• Fun Run – final numbers not it yet</li> <li>• Spirit Wear – raised a little bit of money</li> <li>• Incentive Programs – Such as Target, Amazon, Publix, Box Tops, etc. We need to find out when</li> </ul>

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**June 16, 2014**  
**Atkins Park Restaurant**  
**Submitted by Tahmida Shamsuddin**

	<p>the checks come in from these companies.</p> <ul style="list-style-type: none"> <li>• House Parties – should we do it like Morningside does? Themed parties hosted by a group (host committee) and have sign-up sheets at SPARK After Dark auction event where people buy tickets to attend the parties.</li> <li>• Distinction between restricted grant vs general donation – grants are the ones the PTO has to apply for, with a specific purpose and have follow up reporting, etc.</li> <li>• Classroom Support – this is an idea we had last year to help teachers spend more time in the classroom teaching and lessening the time they have to spend on administrative paperwork, copying, etc. It got derailed by APS budget crisis last year. Need to host a teacher focus group this summer before school starts to get teacher input, and then implement it this fall based on the feedback we receive.</li> <li>• Presentations for the Whole School – we had a line item in the budget for it but did not use it. The previous counselor Ms. Russo used to bring in motivational speakers in assembly style gatherings of students. We need to bring it back and work with the current counselor Mr. Holley.</li> <li>• Playground – need a cash reserve for future issues with playground equipment and surface</li> <li>• Principal's discretionary fund – can we give Ms. Brown \$5,000 visa card to use as needed? She can just submit receipts monthly.</li> <li>• Jennifer Lockwood – request her help as the teacher liaison to make sure all teachers are using PTO funded education software from Day 1 of school. We need a system to make sure that they are using it and all students have access to their login and passwords. Since PTO is paying for it, can PTO communicate this information to the parents through RPT?</li> <li>• There is \$20k worth of capacity to buy teacher supplies that the teachers didn't utilize this year. How can we solve this disconnect between the PTO and staff?</li> <li>• We need to work very closely with the PTO teacher liaison rep – Ms. Lockwood - to connect better and communicate better with teachers – Jen Hardwick will take that on this year.</li> <li>• Registration – very important to do it well. Should fall under Operations - Todd.</li> <li>• We need to save money by not sending items multiple times to parents who have multiple kids at the school – PTO published and distributed items especially.</li> <li>• Preliminary numbers – we netted positive \$9k in the 2013-2014 school year.</li> </ul>
4.	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Safe Route to School – to get the beacon lights (like on Monroe) GDOT needs to do an assessment and it will take 1-2 years before we can get it installed. GDOT doesn't provide infrastructure money but consulting money. So we had a \$30k grant to do a study which we did. Can we expedite the process? Letter writing campaign?</li> <li>• Carpool will now be on Briarcliff. Buses will still be on Ponce. We will request bus routes again for walk zones. We need a cross walk at Briarcliff Place.</li> <li>• Need more bus captains – at least 7 total</li> <li>• Need a technology person to take charge of all Technology at school and figure out future needs – Todd will take this on.</li> <li>• Todd will work with Jen Ilkin on playground issues. She expressed interest in chairing the Playground Committee.</li> </ul>
5.	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• SPARK After Dark auction – needs to be our main event and a major fundraising focus. We can make it great and better than what it is. Add house parties. We need subcommittees. Procurement, art work, etc. should be led by committees. Morningside Room Parents are responsible for bringing in auction items. Run the event longer.</li> <li>• SPARK Partners – Hobson-Pape asked that PTO members should ask any businesses they can think of to become a Partner. SPARK Partner logo on front signage at school to recognize them could be a benefit.</li> <li>• We need to clarify to SPARK supporters the rules about voting members, family vs. individuals, etc.</li> </ul>

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**June 16, 2014**  
**Atkins Park Restaurant**  
**Submitted by Tahmida Shamsuddin**

	This can be addressed in the by-laws and communicated upfront.
6.	<b>Community Outreach</b> <ul style="list-style-type: none"> <li>• Letting people know what events are coming up ahead of time would ensure they are informed and engaged</li> <li>• How do we get more people to commit to sign up and actually show up to volunteer?</li> <li>• Should we get Volunteer t-shirts? More Volunteer recognition?</li> <li>• Volunteer Corner on SPARK-e to tell their story and spotlight on key volunteers.</li> <li>• Do we still have the volunteer form at Sneak Peek and collect names that way? Or would a volunteer table work better to recruit people? What about Back to School night?</li> </ul>
7.	<b>Calendar</b> <ul style="list-style-type: none"> <li>• Move PTO meetings during school year to Tuesday nights – do it for Aug-Oct and then have a check in to decide from Nov – May meetings. Hardwick motioned to approve new meeting schedule; Smith seconded; board unanimously approved.</li> <li>• Tahmida will get major events in people's calendars.</li> </ul>
8.	<b>School Supplies Program through SchoolKidz</b> <ul style="list-style-type: none"> <li>• Sold 326 kits and 139 additional items for total sales of \$20,709.56.</li> <li>• PTO will receive a check for \$2,889.71 as contribution from the program</li> <li>• Need to work with teachers earlier in the year on simplifying the supply lists and run the program longer next year.</li> </ul>
9.	<b>Retreat Recap</b> <ul style="list-style-type: none"> <li>• Hobson-Pape went over the Working Well Together document that was developed at the retreat and reminded everyone about the way the PTO should function this coming year.</li> </ul>
10.	<b>Meeting adjourned</b> by Hobson-Pape at 9:43 p.m.