

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**June 23, 2014**  
**Atkins Park Restaurant**  
**Submitted by Tahmida Shamsuddin**

<b>Board Members</b> (Present represented by X)	
	Yolanda Brown, Principal
X	Jennifer Lockwood, Teacher Representative
	Karri Hobson-Pape, Co-President
X	Meredith Smith, Co-President
X	Jennifer Hardwick, Vice President
X	Tahmida Shamsuddin, Secretary
X	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>	

<b>Proceedings</b>	
1.	<b>Call to Order</b> was at 6:35 pm by Meredith Smith.
2.	<b>Agenda and Minutes.</b> The Agenda for this meeting and the minutes from last week's meeting (June 16 meeting) were approved. Smith motioned. Hardwick seconded. One abstention by Holly Painter because she was absent last week.
3.	<p><b>Principal's Update</b></p> <p>Smith shared the following update from Ms. Brown.</p> <ul style="list-style-type: none"> <li>Springdale Park will be welcoming a new Assistant Principal for the 2014-2015 school year. The district has made several personnel moves across the district to provide principals with support at the assistant principal level. Sadly, Ms. Blackwell will be re-assigned to another school and we will be assigned Ms. Adamo from Mary Lin. Also Mary Lin will receive a new Assistant Principal and so will Inman. So, there are changes all around our cluster.</li> <li>I (Ms. Brown) am still in the process of interviewing for various positions. So, I will be pretty tied up for the rest of June. I had over 300- 400 candidates in the pool for SPARK.</li> <li>I will let you know as soon as I get the word that we are ready to move in. Please Mark your calendars for the Sneak Peek on August 1, 2014 from 5:00 p.m. - 7:00 p.m.</li> <li>I am in the process of gathering the quotes for the various programs that we would like funded by the PTO.</li> <li>If I am not here next week, I will have Mr. Glaze open the attic for you (for the planned clean up of supplies stored in the attic space). He is here on Mondays and Wednesdays.</li> <li>Thank everyone for their support!!!!</li> </ul>
4.	<p><b>President's Update</b></p> <ul style="list-style-type: none"> <li>Meeting with other PTAs from schools in our cluster to learn from one another - Karri &amp; Meredith will set dates on calendar from summer- fall time range to meet with members of those PTAs. They will be morning coffees.</li> <li>Parent Expectations – PTO will send out this letter we are drafting before Sneak Peek, with teacher assignment letters.</li> <li>Ideas discussed included possibly creating something like ABCs of SPARK as a mini version of handbook to distribute at Back to school night on Thurs Aug 21</li> <li>Flyer/Info-graphic – We could also distribute a flyer/one pager about the PTO at Back to school night to communicate the need for parents to get involved and support SPARK.</li> </ul>

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5.	<b>Budget</b> <ul style="list-style-type: none"> <li>Holly will have the Mon Jul 21 meeting to cover the new budget since it has to be finalized by Thurs Aug 21 at general PTO meeting for approval</li> <li>We all as a PTO and Ms. Brown need to get numbers to Holly by July 21</li> <li>The PTO needs to set up a petty cash policy</li> </ul>
6.	<b>Kick-off to the School Year</b> <ul style="list-style-type: none"> <li>Open day – we don't have a date yet for when the building will be open</li> <li>Parent Work Days – keep plugging it and recruiting volunteers</li> <li>Sneak Peek is Aug 1, 5-7 PM, new parent orientation is also same day – 7:15-8</li> <li>Should we separate New Parent Orientation as a separate event? Thurs Aug 7, time TBD? 7-8 pm maybe? This is still proposed and we need to confirm with Ms. Brown.</li> <li>Teacher Supply Exchange – this could be done in the front office storage room where Mr. Waites' office used to be. It is an opportunity for teachers to share extra supplies and trade items with one another.</li> <li>New Parent Orientation – new event, separate from Sneak Peek. Ms. Lockwood will give ideas about what to present, topics, etc.</li> <li>Back to School Night – details to come</li> </ul>
7.	<b>Communications</b> <ul style="list-style-type: none"> <li>Stephanie Brawner &amp; Rebecca Baggett met to go over room parent issues/topics. Rebecca will require organizer room parents to submit budgets to her this year.</li> <li>Software PTO pays for – we will make a list and put it on SPARK-e and website so parents know. Also include in parent expectation letter.</li> <li>SPARK-e - include parent work days, transportation/bus captains, etc. in the next one. Plan is to send every two weeks over the summer.</li> <li>Facebook – how often should we post things on FB? Who has access? This is something we need to plan for the year.</li> <li>Volunteer Positions Sign-Up Genius link – Ingrid and Tahmida will work on it and start recruiting volunteers for the year.</li> </ul>
8.	<b>Operations</b> <ul style="list-style-type: none"> <li>Signage/Parking for Sneak Peek – need to figure it out</li> <li>LSC has to review/approve operations related topics in the handbook</li> <li>Technology – Todd is working on a Google grant application.</li> </ul>
9.	<b>Community Outreach</b> <ul style="list-style-type: none"> <li>Braves Night event for parents and kids – set for Fri Aug 29. This would be a combination fundraising and community event. Could we/should we pre-sell tickets at Sneak Peek?</li> <li>How many different cultures do we have represented at SPARK? Languages? Ms. Brown has the data and can share it. This could help us plan community events that everyone can relate to.</li> <li>How to be more culturally diverse? Add cultural events to the calendar and celebrate? Maybe involve broadcasting studio?</li> <li>CRCT scores by race and ethnicity – would be great data to have for grants and growth purposes.</li> <li>Translation services – APS Spanish language liaison, Mr. Barfield would be a good person to ask, Ms. Richardson as ESOL teacher could also help. Instead of translating every document and communication, could we ask/include language that says: "I you need it in Spanish or another language ask us?"</li> </ul>

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10.	<b>Enrichment</b> <ul style="list-style-type: none"><li>• Kumon in Ansley Mall interested in hosting coffee for parents similar to what they do for Morningside. Could we have her host a Parent enrichment/university event?</li></ul>
11.	<b>Meeting adjourned</b> by Smith at 8:51 pm.