

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**July 14, 2014**  
**Atkins Park Restaurant**  
**Submitted by Tahmida Shamsuddin**

<b>Board Members</b> (Present represented by X)	
	Yolanda Brown, Principal
X	Jennifer Lockwood, Teacher Representative
X	Karri Hobson-Pape, Co-President
	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
	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 6:40 pm by Karri Hobson-Pape.
2.	<b>Agenda and Minutes.</b> Hardwick motioned to approve the meeting Agenda. Shamsuddin seconded. The Agenda was approved unanimously. Vote on the minutes from the last meeting were tabled until next time.
3.	<p><b>Principal's Update</b></p> <p>Hobson-Pape shared the following update from Ms. Brown.</p> <ul style="list-style-type: none"> <li>• Staffing update and student enrollment updates – Ms. Brown will give this update next week. She requested 30-45 minutes on the Agenda.</li> <li>• Orientation for new parents is scheduled for Thurs July 31 from 7-8 PM. No location confirmed yet and no parking info either. Ms. Brown will try to get permission from DHUMC to park in the church lot for both this event and Sneak Peek. In that one hour with new parents, we plan to cover: transportation and food mainly. Plus Supporters and Q &amp; A.</li> <li>• Sneak Peek – need to confirm location and parking</li> <li>• Advanced training for parents is planned for Back to School Night in Computer Lab – SPARK 101 - to show in detail how to use Infinite Campus, navigate website, questions about the common core, STEM, testing, challenge, etc.</li> <li>• School will open on July 28 for teachers.</li> </ul>
4.	<p><b>President's Update</b></p> <ul style="list-style-type: none"> <li>• Discussion was held about general PTO meetings for the year and when they should be held. The following dates were selected. These meetings will be from 6-7 pm at school. 7-9 PM would be the PTO Board Meetings following the general meeting on these dates. <ul style="list-style-type: none"> <li>- Tues Sept 16 - topic is Discussion and Approval of Annual PTO Budget</li> <li>- Tues Feb 10 - topic TBD</li> <li>- Tues Apr 21 - topic TBD</li> </ul> </li> <li>• Karri and Jen Hardwick attended the last meeting of the Grady Cluster Leadership Council and learned about cluster-wide issues.</li> <li>• PTO Overview document is being drafted by Lisa Marie's intern. It will be ready by Sneak Peek.</li> <li>• Parent Expectation Letter – draft is in Google Doc. It will be finalized and ready to print by next week.</li> </ul>

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	<ul style="list-style-type: none"> <li>• SPARKIE Needs You campaign – this will be the tagline for all campaigns this year, both for Supporters and volunteers.</li> <li>• STEM at SPARK document – we need to put it on website and communicate it to all parents.</li> </ul>
5.	<b>Communications</b> <ul style="list-style-type: none"> <li>• Website update – a lot of things are outdated. Need to make strategic changes to make the user experience on the site. Also need to update pictures.</li> <li>• Handbook – need comments before it can be finalized. Stephanie will send updated versions. Will have hard copies available in the main office (maybe 10 or so). Parents will be instructed to download it from the website.</li> <li>• School supply lists – these were posted on the website today (under academics/supply list), announced on FB and Twitter. Stephanie, Jen Hardwick, Tahmida Shamsuddin, Jen Lockwood will form a committee to simplify and standardize the school supply list for next year.</li> <li>• There is a need to communicate to teachers about classroom grants, startup and midyear funds right away so that teachers know about it now. We need to reuse non-disposable supplies from year to year.</li> <li>• We need a Teacher Expectation Letter – Ms. Lockwood will help draft it.</li> <li>• Stephanie motioned to spend up to \$300 for Challenge, Spanish and Music teachers to get started with basic supplies. Holly seconded. Motion was approved.</li> <li>• Agendas and Wordly Wise Books – 3rd – 5th grades need to bring \$20 cash or check at Sneak Peek for these books. Mr. Holly orders Agendas and Ms. Brown and her team orders Wordly Wise. Karri will verify cost with Ms. Brown. We will communicate this to parents.</li> <li>• Back to School – Special SPARK-e will go out with all the details.</li> </ul>
6.	<b>Teacher Assignment Letter Packets</b> <ul style="list-style-type: none"> <li>• Karri will talk to Ms. Brown about the process and what help PTO can provide. We need the PTO One Pager, SPARK Partners document, PTO letter to parents, and the Annual Report printed for this mailing.</li> <li>• We might need to schedule a stuffing party for next week. Documents will go to print Tuesday so will probably be Thursday.</li> </ul>
7.	<b>Fundraising</b> <ul style="list-style-type: none"> <li>• Karri is working on Partners program and feels we are behind from last year. Need everyone's help to recruit more businesses. We need more service companies and a large donor to reach our goal.</li> <li>• Lisa will schedule a SPARK After Dark meeting with Irma.</li> <li>• There will be a Call for Supporters at Back to School Night and New Parent Orientation.</li> <li>• We need to clarify that Supporters are PTO members by default and a donation of more than \$10 means two voting adults per family automatically.</li> </ul>
8.	<b>Enrichment</b> <ul style="list-style-type: none"> <li>• We need the calendar from After School Classe for all After School Clubs and also the club registration information. Tahmida will find out from Jan Maycock and send the information to Stephanie.</li> <li>• We are moving forward with plans to add a Broadcast Studio. Mr. Jackson is joining us next week for 15-20 minutes to talk about this and other new programs he wants to implement.</li> </ul>
9.	<b>Operations</b>

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	<ul style="list-style-type: none"> <li>Signage and Parking – need update from Todd. Stephanie suggested yard signs like political signs saying Park Here or Do Not Park or Walk Through Here, Special Event Parking, etc. We could put it on the sidewalk by DHUMC and on school property.</li> </ul>
10.	<b>Community Outreach</b> <ul style="list-style-type: none"> <li>Braves Night – minimum of 100 tickets to have an event at a Braves Game. Next week Ingrid will have information with pricing ready for a vote.</li> <li>Parent Work Days – Ms. Lockwood will send request to staff and ask for list of jobs for parents coming to help on these Work Days.</li> <li>Volunteer recruitment/Google docs management – Ingrid created a draft list of open positions. Needs job descriptions for volunteer positions. Tahmida will send it to her.</li> <li>Ingrid will talk to Matt Westmoreland about replacing Styrofoam cups in the cafeteria with a green option. Mary Stouffer may know about who to talk to as well.</li> </ul>
11.	<b>Budget</b> <ul style="list-style-type: none"> <li>Holly will cover budget at the next meeting.</li> </ul>
12.	<b>By Laws</b> <ul style="list-style-type: none"> <li>Karri and Tahmida are working on updating the PTO By Laws. Jenifer Keenan offered legal expertise to change the language once the updates are finalized and voted on by the PTO.</li> </ul>
13.	<b>Meeting adjourned</b> by Hobson-Pape at 9:51 pm. Next meeting will be on Monday July 21 and it will start early at 6 PM since we have a long agenda.