

Springdale Park Elementary School
PTO Board Meeting
July 21, 2014
SPARK Media Center
Submitted by Tahmida Shamsuddin

Board Members (Present represented by X)	
X	Yolanda Brown, Principal
X	Jennifer Lockwood, Teacher Representative
X	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
	Ingrid Wilkerson, Director – Community Outreach
	Todd Sharp, Director - Operations
X	Lisa Marie Smith, Director - Fundraising
	Heather Moore, Director - Enrichment
Others Present	

Proceedings	
1.	Call to Order was at 6:06 pm by Meredith Smith.
2.	Agenda and Minutes. Meredith motioned to approve the meeting minutes from the last two meetings. Hardwick seconds. Motion was approved.
3.	Back to School Planning <ul style="list-style-type: none"> • SPARK-e – Stephanie Brawner is working on special SPARK-e with all back to school information that can also be printed in a easy to read, printer friendly format. • Teacher Assignment Letter – we need to get Ms. Brown any PTO material by Friday this week if it is to be included with the Teacher Assignment letter. • Orientation for Parents of New Students – This event will be held from 7-8 PM in the Cafeteria on July 31. DHUMC parking is allowed. The agenda will be: <ul style="list-style-type: none"> - Ms. Brown's welcome presentation - PTO welcome (Meredith, Tahmida, Stephanie, Holly, Jen Hardwick) - Transportation overview by Mary Stouffer - 3 tables: Supporters/Volunteers, Spirit Wear, and Transportation • Meredith asked the board to approve spending up to \$2,000 for Back to School events for printing, supplies and custodial and security staff (\$35 an hour for New Parent Orientation and Back to School night) and miscellaneous expenses. Tahmida motioned. Holly seconds. Motion was approved. • Lisa motioned to approve spending \$900 on new magnets and design for SPARK Supporters. Hardwick seconds. Motion was approved. • Lisa motioned to approve spending \$300 for SPARK Partner banner. Karri seconds. Motion was approved. • Sneak Peek <ul style="list-style-type: none"> - Setup is at 3:30 PM. Maybe parent work day volunteers can help with the setup. - SPARKy – Can someone dress up as SPARKy for Sneak Peek? - Agenda: Bar Meatball will be there from 5-7 pm, Welcome Fair is 5-7:30 pm, Classroom visit is from 5-7 pm. • Parent Work Days – need a plan of action with PTO board members in charge of days/time slots. After Jul 30, when teachers respond to the form Ms. Lockwood sent, we will know for sure what the plan is, who needs help when, etc. Tahmida will help Ingrid with the plan.

Springdale Park Elementary School
PTO Board Meeting
July 21, 2014
SPARK Media Center
Submitted by Tahmida Shamsuddin

	<ul style="list-style-type: none"> • First Day of School – Coffee and Kleenex from 8-9:00 am, SPARKy appearance as kids and buses arrive. • Back to School Night Agenda: After Sneak Peek we will tackle Back to School Night <ul style="list-style-type: none"> - No food truck planned since this is parents only - Location – New Gym - Welcome fair for PTO with tables for supporters, partners, spirit wear, volunteers, etc. - PTO will get a chance to speak. • School Directory Database Process <ul style="list-style-type: none"> - Jen Hardwick offered to help. Tahmida will ask Moshe if he would do the data entry again if we collect the student information forms for him with Mr. Waites help. • First Principle's Tea – agenda could include a tour of new building/campus (30 minutes)
4.	<p>Principal's Update</p> <ul style="list-style-type: none"> • Staffing – the school is fully staffed. There are a lot of new faces to welcome. Holly will cut checks for all teachers for their startup funds. • Cafeteria – Ms. Adamo, the new Assistant Principal, will manage the Cafeteria and figure out needs and systems to put in place. There will be no cafeteria monitor for the 1st semester until Ms. Adamo has a chance to figure things out and make a decision. Interested volunteers should contact Ms. Adamo. We don't know if we can have parents come eat with their children yet. PTO will offer support where needed, both bodies/committee and funds if needed for Ms. Adamo. • Budget Request – Ms. Brown made a request for Instructional program & materials for \$39,637.40. Additional need for Technology Upgrade is for \$23,258.45. Todd will research other options on Technology and discuss with Ms. Brown before PTO makes a decision. Hardwick motions to approve the Curriculum budget. Karri seconds. Motion approved. The amount approved is \$37,047.40 for now which includes everything on Ms. Brown's list except Brain Pop since it was paid for last year and Study Island which is TBD. Ms. Brown will let the PTO know. • Campus Maps – Stephanie created an outside map and Mr. Waites will create an inside map with room numbers.
5.	<p>Fundraising</p> <ul style="list-style-type: none"> • Lisa is in the process of updating the Supporters letter which will be included with the Teacher Assignment letter mailing. • A major concern among board members is that expenses are going up a lot. How are we going to increase revenue to be able to fund all the needs? • \$112,000 is the total goal for SPARK Supporters this year which translates to \$165 per student. Lisa motions to approve this ask in her letter. Holly seconds. Motion is approved. • We all need to come up with new ideas to drive up participation and also find new fundraising ideas.
6.	<p>Communications</p> <ul style="list-style-type: none"> • Handbook is in the process of being updated. Stephanie will send final version for approval via email vote.
7.	<p>Community Outreach</p> <ul style="list-style-type: none"> • Braves night event planned for end of August has a 100 ticket minimum. Stephanie motioned to approve pre-buying mid-level tickets at \$19 per ticket selling price. She will ask Ida to setup a paypal site on the school website to start sales by the time Thurs special SPARK-e goes out. We can also promote it at Sneak Peek. Hardwick seconds. Motion is approved.

Springdale Park Elementary School
PTO Board Meeting
July 21, 2014
SPARK Media Center
Submitted by Tahmida Shamsuddin

8.	Teacher Support Update <ul style="list-style-type: none">• Pet Supermarket – Jen Hardwick talked about a free “pets in the classroom program” through Pet Super Market. She will work with teachers on a process for this. Teachers will agree first to participate and then find permanent homes for them at the end of the year.• This year Jen will start a Faculty Birthday recognition program quarterly.• Teacher breakfasts on Mondays will start on Aug 11.
9.	Budget <ul style="list-style-type: none">• Ms. Brown’s discretionary funds will be setup in a prepaid Visa card and it will have \$1,000 at a time. We can replenish as needed. Meredith motions. Tahmida seconds. Motion is approved.
10.	Meeting adjourned by Meredith Smith at 9:31 pm. Next meeting will be on Tuesday Aug 19 at 6:30 PM.