

**Springdale Park Elementary School
PTO Board Meeting
August 19 & 26, 2014
SPARK Media Center
Submitted by Tahmida Shamsuddin**

August 19 – Budget Meeting, Part I

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
X	Ingrid Wilkerson, Director – Community Outreach
X	Todd Sharp, Director - Operations
X	Lisa Marie Smith, Director - Fundraising
X	Heather Moore, Director - Enrichment
Others Present	

Proceedings	
1.	Call to Order was at 6:37 pm by Karri Hobson-Pape.
2.	Agenda and Minutes. Meredith motioned to approve the meeting agenda and minute from the last meeting. Hardwick seconds. Motion was approved.
3.	<p>Principal's Update</p> <ul style="list-style-type: none"> Ms. Brown reported that the opening of the new school year went well. All grades except for K are under the max class sizes at the APS 10-Day Count. Leveling will take place this week and next. K will likely get a 6th teacher since they are over the 1:25 ratio in all 5 classes. Ms. Brown is working with David White, ED of Elementary Schools and the HR director at APS to hire a new K teacher from a pool of available teachers whose positions are being eliminated at other schools in our region. <ul style="list-style-type: none"> K students who enrolled last will be in the new class and parents can also volunteer to be in the new class. After that id more students are needed to fill the class, names will be pulled in random. K classes will go down to 1:23 in the existing 5 classes and the new class will have around 18 students. SPARK has dealt with this 3 times in the past. This year it is happening much earlier in the year than before which is a good thing. Transportation: bus dismissal process is now working well after initial difficulties. Initial errors were corrected and it took some time to figure out the new building and what the best procedures should be with the new configuration. <ul style="list-style-type: none"> Ms. Brown asked the PTO to spread the positives and try to quell negative rumors. It is not helpful to dwell on mistakes and we should give the administration time to fix problems when they happen. STEM: Science Fair will be fully integrated this year with high expectations fort 3rd, 4th and 5th graders. Ms. Mobley will work with K-2nd graders in the Science Enrichment lab to do class projects.
4.	<p>Volunteer Policy</p> <ul style="list-style-type: none"> Ingrid asked if we could re-issue the security and volunteer background check information to all

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	<p>parents again to remind everyone of the APS policy regarding volunteers.</p> <ul style="list-style-type: none"> It was agreed that Ingrid will start communicating this through SPARK-e and Room Parent Tree.
5.	<p>President's Update</p> <ul style="list-style-type: none"> All board members were asked to be at school at 4 pm if possible to setup for Back to School night. The board will be meeting with Mr. Jackson about STEM at SPARK and come up with a plan to communicate all STEM activities to the parents. Recess has been a question for many parents recently. The PTO will communicate that all grades K-4th gets a 20 minutes and 5th grade recess is 15 minutes.
6.	<p>Budget</p> <ul style="list-style-type: none"> Holly walked everyone through the budget line item by line item. There was discussion around each revenue source and all of the expense line items in detail.
7.	<p>Meeting adjourned at 10:00 pm. The Budget discussion will be continued next week on Tuesday Aug 26 at 6:30 PM.</p>

August 26 – Budget Meeting, Part II

Board Members (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
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
X	Heather Moore, Director - Enrichment
Others Present	

Proceedings	
1.	Call to Order was at 6:35 pm by Meredith Smith.
2.	Agenda and Minutes. Nothing to approve at this meeting.
3.	<p>Budget</p> <ul style="list-style-type: none"> Holly continued to walk through the updated budget based on last week's discussions and after much deliberation the board decided to reduce spending of around \$23,000 to balance the budget. This is based on the assumptions that all projected revenue will come in at levels predicted. There were still a few unanswered questions about line items related to technology, STEM

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	<p>enrichment, and cost of replacing promethean boards.</p> <ul style="list-style-type: none"> Holly will email the budget for final vote to the PTO members in the coming weeks.
4.	<p>Meeting adjourned by Meredith Smith at 9:31 pm. Next meeting will be on Tuesday Sept 16 at 6:00 PM which is the first general meeting of the PTO. The Budget will be presented to the general membership at that meeting.</p>
5.	<p>Email Vote</p> <ul style="list-style-type: none"> On Sept 5, 2014, Holly emailed the Board the finalized budget that was ready for approval and motioned to approve the 2014-2015 Budget for the SPARK PTO. Meredith Smith seconded the motion and the budget was approved via email vote. On Sept 11, Holly informed the board that there had to be some changes made to the budget due to the following issues: <ul style="list-style-type: none"> Accounting for VIK and Gift in Revenue and Expenses. The Partners total was calculated incorrectly and has been recalculated. Added a line item for the Annual Report to account for copying cost. Moved some line items in G&A to Physical Resources. Added \$150 for Crossing guard appreciation. 3 guards at \$50 each. Holiday gifts line item was raised to what we spent last year Holly sent the revised budget via email attachment to the board and motioned to approve the revised and finalized budget via email. Meredith seconded the motion and the revised budget was unanimously approved by the board.