

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**Oct 21, 2014**  
**SPARK Conference Room**  
**Submitted by Tahmida Shamsuddin**

<b>Board Members</b> (Present represented by X)	
X	Yolanda Brown, Principal
X	Jennifer Lockwood, Teacher Representative
X	Karri Hobson-Pape, Co-President
X	Meredith Smith, Co-President
	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
	Lisa Marie Smith, Director - Fundraising
X	Heather Moore, Director - Enrichment
<b>Others Present</b>	
	Stephanie Frederick
	Marcy Heilweil

<b>Proceedings</b>	
1.	<b>Call to Order</b> was at 6:37 pm by Karri Hobson-Pape.
2.	<b>Agenda and Minutes.</b> Karri motioned to approve the meeting agenda. Meredith seconds. Motion was approved. Approval of meeting minutes were postponed.
3.	<b>Principal's Update</b> <ul style="list-style-type: none"> <li>Enrollment is 668, below original projection. K classes are all leveled off. New teacher and para in place and all going well.</li> <li>Updated testing calendar for APS – Ms. Brown shared updated calendar for us to share with parents, on website, etc. CRCT replacement is called GA Milestones End of Grade for 3<sup>rd</sup> grade through 5<sup>th</sup> grade. These are district and state required assessments. Teachers have interim tests to check student progress and learning as well.</li> <li>Ebola precaution – wash hands with soap and water. Hand sanitizer is secondary. Concern: Parents that work for CDC and are travelling to Africa, could bring disease/germs back and pass it onto their kids. How do we control for that? What is the protocol if a suspected Ebola case is found? APS has protocol they follow and SPARK will do the same. We should ask parents to self-identify if they are travelling to West Africa and let Nurse Carr know.</li> <li>Improved attendance – SPARK has the worst attendance among Mary Lin, Morningside and SPARK. SPARK CARES (Come Always Ready for Educational Success) is the initiative to combat that. We will share with parents the reasoning behind it.</li> <li>Georgia Milestones – will focus next Principal Tea (Nov 21) on that topic for 3<sup>rd</sup>-5<sup>th</sup> grades. We will start communicating about that right away.</li> <li>Peer tutoring – Ms. Clay will oversee it and there will be an application process for both tutors and students. Reading and Math fluency will be the focus. Moshe Haspel really emphasized/led this. Ms. Lockwood has done this in her class. 3, 4, 5 grade students can show interest. Students will work with the grade lower than them. This will bridge relationships with kids that may not work with each other all the time. Will kick off with a big party in the gym. Just for one hour on Wednesdays after school. Hoping it can spread some brilliance around. The team did a lot of research about peer tutoring. Will do a 2-day training for the tutors (how to give complements, how to give direction positively). Ms. Brown and Ms. Clay will develop an update paragraph to include in SPARK-e about the program.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Cafeteria – Ms. Adamo has a plan that she will share.</li> <li>• Nov 6 is Project for a Day and Ann Cramer is our volunteer. This is through The Atlanta Partners for Education (APFE), which is a joint venture between the Metro Atlanta Chamber (MAC) and Atlanta Public Schools (APS).</li> </ul>
4.	<p><b>President's Update</b></p> <ul style="list-style-type: none"> <li>• The Advisory Committee recommends that BOE establish APS as a Charter System. We will share details as we find out more.</li> <li>• APS Advisory Committee: Mark Rebillot will be our representative on the Budget &amp; Finance Committee</li> <li>• Curriculum Coordination across cluster (LSC?) – This could help us save costs for software and other programmatic expenses.</li> <li>• Compost Wheels - \$27 for 27 weeks Program. Ms. Mobley is spearheading and we should spread the word.</li> <li>• Fernbank / Alliance Field Trips – need to coordinate teacher plans and make sure they do them during this school year.</li> <li>• Weather Station - Ms. Brown has been working with Facilities and the process is going to be harder than we had hoped. There is going to be issues with warranty (20 year warranty for roof)</li> <li>• Superintendent - Will have her Senior Leadership meeting at SPARK on Tuesday. Conference room for first part of day and Hirsch building for entire cabinet. This is the 4<sup>th</sup> time in 2.5 months.</li> <li>• Mary Lin Principals and senior Team - The ML team shadowed the SPARK team for a day. They liked the structure, etc. Brian Mitchell loved the math program and Dr. Naman's class and fell in love with the hand-on aspects of math. Brian learned a lot from Brown about SPARK's construction process.</li> <li>• EIP Program - We don't do pull outs any more for EIP in 5<sup>th</sup> grade, since we have 3 teachers hands on in the class for math. Special Ed is also in there assisting. The positive – you have more people in there and kids do not know which students are EIP.</li> <li>• Ms. Trice is doing a very good job to improve writing – this is paid for with PTO funds and Ms. Brown emphasized how important this has been!</li> <li>• DUKE TIP - Ms. Brown is going to speak to Ms. Watkins about pulling together the scores for eligible students and potentially submitting to Duke University.</li> <li>• Ms Berry Transition - Mr. S will be in her class for at least a week+ for transition. Ms. Brown will set up a meeting for parents to introduce the sub and discuss transition. Ms. Brown will get really involved now.</li> <li>• Artificial Turf - Ms. Brown will bring up the issue of any potential contaminants with APS Facilities. May be more of an LSC thing. Vincent Payne is project manager for building and he is going to another job (Children's Healthcare) so she is trying to get info from him before he leaves. Todd was on the design committee for SPARK construction/addition. The design committee did not request turf for the field. It did raise the point for consideration when APS acknowledged that there were persistent drainage issues on the field between the buildings. APS said they would not be installing turf and were clear on this point. APS subsequently installed turf, which was a surprise to the design committee. Ms. Brown has facilitated a review of the specification sheets by APS for the turf in light of the reports that raised this issue.</li> <li>• Technology - Aside from iPads, we need to take longer to make this decision because we need to invest in technology that APS can manage.</li> <li>• Teacher Recognition Wall - Ms. Brown would LOVE to have a teacher recognition wall. Location TBD. Holly will take the teacher's pictures and help implement this.</li> <li>• Website - Ms. Brown will send a role email for what Mr. Jackson does versus what Ida does. Will cc Steph, Ida, Meredith, Karri.</li> <li>• Cafeteria Visitors – They do not need to be cleared – just have to sign in and do visitor check-in</li> </ul>

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	<p>and get tag. Those people should not be alone with students.</p> <ul style="list-style-type: none"> <li>• Cafeteria Staffing – Ms. Brown asked PTO to bring up with Adamo. Ms. Brown will look into the possibility of lowering the trays, etc. We conveyed that volunteers are ending 10/24.</li> <li>• Bookfair - Still waiting to hear from Druid Hill UMC for parking. Ms. Brown will remind teacher to attend Book Fair kick off party from 3 – 4:30. Ms. Brown will make sure Mr. Parsons does not turn air off the night of book fair night. Superintendent will not be at SPARK on Thursday evening, so can use space downstairs.</li> <li>• Career Fair - Ms Watkins met with Heather and Meredith. Found a day in Feb or March that will work. She will send Heather a list of CCRPI goals and we will match careers with grade level. JA is not involved this year, so will need to find A LOT of parents with specific careers.</li> <li>• Kindergarteners - Parents very happy with new teacher. New teacher happy too.</li> <li>• Teacher Morale - Teachers are having a party at Atkins Park in November. Ms. Brown is really happy about that.</li> <li>• Recess - Ms. Brown has been really serious with teachers about having recess taken away for just a few kids misbehaving. The teachers are very clear on this.</li> <li>• Transition for Next PTO – Ms. Brown would love to have PTO members interested in President role to join our Principal meetings.</li> <li>• All in all, things are good at school. A lot happening, but good.</li> </ul>
5.	<p><b>SPARK PTO Grants Committee</b></p> <ul style="list-style-type: none"> <li>• Stephanie Frederick and Marcy Heilweil presented the grant applications they received. It was the largest number of applicants and amount asked ever which is great. There was even a student who applied.</li> <li>• PTO allocated a total of \$3,000 for the grants this year. The board agreed to go with the committee's recommendations for the grants.</li> </ul>
6.	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Todd will be in touch directly with APS Technology person. Ms. Brown will facilitate that. We need a technology plan that APS will support and maintain.</li> <li>• Microsoft grant was denied. Todd will reach out to parent who works at Microsoft (5th grader) for help.</li> <li>• Todd thinks the cost of technology upgrade will be around \$12k.</li> <li>• Todd will respond to parent concerned about trash can smell.</li> <li>• Todd working with a sign company to clean and repair the marquis signs.</li> <li>• Kiln going in the basement of Rutland building. APS will install in and do proper ventilation.</li> </ul>
7.	<p><b>Fundraising</b></p> <p>We Need an update on this year's school DIRECTORY. As soon as it is available, we can schedule a calling night for people who have not contributed to SPARK Supporters.</p> <ul style="list-style-type: none"> <li>• SPARK after Dark Date, Location, Planning – in progress</li> <li>• SPARK Supporter Tracking, Thank yous – Laura Rebillot is handling</li> <li>• Parent Matching Challenge \$5K Results - ongoing</li> <li>• Donor Appreciation Event – will be on 1/15 at Wisteria</li> <li>• SPARK Partner Banner in entrance needs to be updated</li> <li>• FunRun - Leadership team in place, led by Sara Zeigler</li> </ul>
8.	<p><b>Community Outreach</b></p>

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	<ul style="list-style-type: none"> <li>• To all PTO - Please scan entire Volunteer Google Doc and be sure that all names are there for Volunteer Appreciation Event</li> <li>• If anyone has a big event (Heather, Lisa), Ingrid is happy to go to the mega list of volunteers for volunteers for the event.</li> <li>• Eliminating Grandparents Day for this year</li> <li>• Keeping track of Volunteer Forms needs to be a person at school's job</li> <li>• PTO members need to sign NDA form for PTO members. Tahmida will collect.</li> <li>• Faculty meeting – can we sell shirts for teachers at these meetings? Meredith and Steph will do that. Any teachers that want t-shirts, can also send request to Meredith, and she will get it for them.</li> </ul>
9.	<b>Budget</b> <ul style="list-style-type: none"> <li>• Process for Budget Approval – Tahmida will send Request to vote on the budget via Constant Contact email communication to current PTO members (those who have paid) with Budget Summary. They will have a week to respond. After that the budget will be officially approved by general PTO members.</li> </ul>
10.	<b>Review of STEM@ SPARK 2014</b>  Feedback for all STEM activities (list below) has been good. Even though there was some objections from parents about making the STEM Fair mandatory, in the end everyone was impressed with the results. <ul style="list-style-type: none"> <li>• STEM Fair Projects / Panel of judges</li> <li>• STEM Enrichment 9/29 – 10/2 by Big Thinkers,</li> <li>• SPARK Administration did their own program on 10/3</li> <li>• Family STEM Night on 10/2</li> </ul>
11.	<b>Book Fair Update</b> <ul style="list-style-type: none"> <li>• Leadership team is on board for 2 yrs! Led by Stephanie Frederick and Heidi Franetovich.</li> <li>• Schedule 10/20-24, Family Night on 10/23</li> <li>• Food - Marlay House Food Truck @ 4:30</li> </ul>
12.	<b>Meeting adjourned</b> by Karri at 9:32 pm.