

Springdale Park Elementary School
PTO Board Meeting
Jan 13, 2015
SPARK Conference Room
Submitted by Tahmida Shamsuddin

Board Members (Present represented by X)	
X	Yolanda Brown, Principal
X	Jennifer Lockwood, Teacher Representative (by phone)
X	Karri Hobson-Pape, Co-President (by phone)
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
	Lisa Marie Smith, Director - Fundraising
	Heather Moore, Director - Enrichment
Others Present	

Proceedings	
1.	Call to Order was at 6:38 pm by Meredith Smith.
2.	Agenda and Minutes <ul style="list-style-type: none"> Jen Hardwick motions to approve agenda with and Holly seconds. Agenda is approved. Stephanie motions to approve the December minutes. Tahmida seconds. December meeting minutes approved.
3.	President's Update <ul style="list-style-type: none"> CINS/LSC/CLC/Druid Hills Update – nothing will be decided until legislative session is over. Grady Cluster Planning – Mark Rebillot is PTO rep, and Heather Hallett is the LSC rep. They will decide at the next meeting what the cluster will be/what their mission will be. CINS grant – open as of today, closes Jan 31. Jen Hardwick will apply for \$500. Teacher Recognition Wall – Jan-May timeframe to be done by end of school year. Karri and Holly are working on it. Steve Gregg/Weather station – Meredith will follow up with him. New Board Members – PTO nominations timeline (see attachment). Everyone fill in your position descriptions in the Google Doc. Next General PTO meeting – Start at 6:30 instead of 6:00 so more people can come. At SPARK After Dark we will raffle a reserved parking space as usual and in this Feb PTO meeting we can give away a free raffle ticket to all attendees as an incentive. In addition to soliciting for PTO positions and talking about the reserve, we could also introduce Ms. Watkins (counselor) and Ms. Wright (social worker) at the meeting. They could talk about time management and how to manage the student work load in higher grade levels at SPARK. School supplies – committee is starting to meet this week. Jen Hardwick, Steph Brawner and Ms. Lockwood are the committee members. Supporter Call-a-thon update – we raised \$2,500. Need to update the list and maybe have it again. Karri will talk to Lisa to figure out next steps.
4.	Principal's Update <ul style="list-style-type: none"> CAAS and STAR Reading testing is going on in Jan for all grades. Ms. Berry is out on maternity and Mr. David Siereveld is in place at 2nd grade. Peer Tutoring – will launch this term. Training is going on for the tutors and Mr. Jackson and Ms. Clay are in charge. A kick-off social gathering will be the start of the program. Tutors are from 3-5 grades and they will tutor kids in K-5.

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	<ul style="list-style-type: none"> • Grady cluster planning – Principals are working on collecting information about what academic/software programs are being used at each school and who is paying for it. This is to see if we can work together to better utilize available resources and have continuity from K-12 grade. • Computer Lab – In design phase now to see how we can maximize the space for use as a testing facility as well as small group activity. We're getting 30 machines and associated furniture. But it will not be done by testing time this spring.
5.	Technology Update <ul style="list-style-type: none"> • Todd outlined the SBAR (Situation, Background, Analysis, and Recommendation) of current technology needs at SPARK. See attached document. • The board considered the several scenarios and deliberated whether to wait until Jan 15 Principals Meeting and Jan 16 Grady Cluster meeting to decide which direction to take for SPARK. • Jenny Lockwood shared feedback from the teachers about their technology needs and concerns. • After a thorough discussion among board members and Ms. Brown, Jen Hardwick motioned to approve spending \$21, 475 for option 1 as outlined in the SBAR. Ingrid seconds. The motion is approved.
6.	Operations Update <ul style="list-style-type: none"> • Briarcliff Marquee Sign Repair – Todd updated everyone that the Briarcliff Sign has been repaired.
7.	Bees at SPARK <ul style="list-style-type: none"> • Jen Hardwick reported that SPARK has been selected by a local, fifth generation beekeeper to house his hive of honeybees at our rooftop garden. He selected us over a number of other offers because he wanted to support the local community. He extremely knowledgeable on bees and will be intimately involved in their care and management year round. We have identified the southwest corner of our garden (where some of the current composting materials are) as a prime, sheltered location for the hive, especially because we have a nearby rain barrel as a water source and our insecticide-free pollinator garden is close by. • Ms Mobley has a unit on pollinators, so their presence has a specific enrichment purpose and will keep our students busy as bees. Their presence also complements SPARK's green efforts. It is an added benefit that SPARK can contribute to helping to replenish dwindling honeybee colonies. Plus, we will receive liquid gold (honey) as "payment" for housing the hive that we may contribute to next year's SPARK After Dark auction. • The person donating will manage and handle everything. He will need a Level 2 volunteer clearance. • Allergy issues have been addressed with Nurse Carr.
8.	Disposable Plates in the Cafeteria <ul style="list-style-type: none"> • Ingrid brought up the concern from the Green Team about the cafeteria using plates that can't be recycled or composted. Ms. Brown said she will follow up with the cafeteria operators and APS. • The Styrofoam cups that were being used have been replaced with paper cups that can be recycled so possibly the same thing can be done with the plates.
9.	Meeting adjourned by Meredith at 9:30 pm.

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Attachment A: PTO Board Nominations

Section 4.4. Election. (From the Bylaws)

(a) General Rules: Except for the Initial Board (January, 2009-September, 2009) as described in 4.4(b) below, and the First School Year Board (September, 2009-May, 2010) as described in 4.4(c) below, the Vice President/Elect (or Co-Vice Presidents/Elect) and the At-Large Directors shall be elected at each annual meeting of the Members in May of each year, prior to the end of the academic school year ("Annual Meeting"). At the general meeting immediately prior to the Annual Meeting, the Nominating Committee (which shall be established as provided in these Bylaws) shall open the slate for nominations for Vice President/Elect (or Co-Vice Presidents/Elect) and At-Large Board positions. Nominations will remain open by mail or email to the Nominating Committee for a period of 15 days thereafter ("Nominating Period"). All nominations will be made on such form approved by the board, and shall include requests for resume or list of relevant experience. Any Member may make a nomination of themselves or another Member, and any At-Large Directors completing their first term may nominate themselves for a second term. At the end of the Nominating Period, and at least fifteen (15) days prior to the annual Board meeting, the nominations shall close, and the Nominating Committee shall present to the Board and the Members (by email, mail, posting on the website or otherwise) a slate listing the names of all nominees for Vice President/Elect (or Co-Vice Presidents/Elect) and At-Large board positions, as well as any biographical information the Nominating Committee may require of all nominees. Voting shall be open at least 15 days prior to the at the Annual Meeting for dues paying Members to vote by written ballot or email, in any manner reasonably determined by the Nominations Committee, and voting shall end with a written ballot taken at the Annual Meeting for those who were not able to vote prior to the Annual Meeting. The votes shall be tallied at the Annual meeting, and the winners announced immediately.

PTO Nominations – DRAFT Timeline

Tues Feb 10	Announce/describe available PTO positions at General PTO Meeting and ask for Nominations and Nominating Committee members
Feb 10-23	Nominating committee developed and members finalized
Tues, 2/24	Announcement in SPARK-e about Need for new PTO Board Members for next year (maybe also send in Room Parent Tree?)
Tues, 3/3	Repeat Announcement in SPARK-e about Need for new PTO Board Members for next year (maybe also send in Room Parent Tree?)
Tues, 3/10	Repeat Announcement in SPARK-e about Need for new PTO Board Members for next year (maybe also send in Room Parent Tree?)
March 10-20	Nominating committee ensures all nominees have filled out the forms and send in bio as required by the process
Fri, 3/20	Nominating Committee Confirms all Potential Members for Slate and sends survey for voting to PTO general membership.

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Fri 3/27	Reminder email to PTO members to vote for the sale of nominees
Friday, 4/10	Nominating Committee closes survey/voting; Contact each PTO board member to let them know, confirm final slate of board members for 2015-2016 school year.
Tues 4/14	Official Announcement of new 2015-2016 Board on SPARK-e
April 20-30	Schedule 1:1 meetings with your counterpart on the new board and schedule official transition from old PTO to new PTO (like dinners we've held in the past)
Friday, 5/1	Volunteer Appreciation Party at Fernbank Museum, Introduction of new PTO Board Members and Other key volunteers

SPark Technology SBAR

(S)ituation

The school has effectively operated without a significant technology capability for the first half of the 2014-15 school year. The district is requiring the 4th grade to take Georgia Milestone assessments in the Spring on computers. The school does not have the capacity to provide meaningful keyboard training on the number of computers required to enable the 4th grade to do its best work for these assessments, nor does the school have the number of machines needed to support building this keyboarding capacity by the Spring. Additionally, the school is not able to integrate for all grades information technology into the curriculum due to the limited number of machines currently available.

Therefore, there are multiple urgent needs to position the students for success. It is the premise of this paper that the most urgent need is to build keyboarding capacity using QWERTY style keyboards so the children are better prepared both for their tests this Spring and computing in general. A secondary goal is to also support on ongoing technology enrichment programming at the school, whereby all students will be able to learn on and access modern information technology resources to support the curriculum and classroom learning objectives

(B)ackground

Springdale Park Elementary has received a commitment from APS to setup a robust and modern computer lab for the school's use. Unfortunately this was not determined by APS during the recent construction phase and is being addressed as 'another construction phase' at SPARK. Apparently added time was lost in transition (according to APS) between the previous project manager (Vince Payne) and the current project manager (Dan Gutlay) but they are now (as of November) ready to proceed 'full speed'. To date no additional updates have been provided, though there was commitment made to provide updates as they enter the implementation phase.

While this is good news, the school has now operated without a feasible information technology component for the students for half a year. For the fourth grade in particular, who are required by APS to take the Georgia Milestones assessments via computer this Spring, this situation has become absolutely untenable and must be remedied immediately in order for the students to gain keyboard time required to acquire skills to perform to their abilities on the computerized test.

Fortunately, the PTO has set aside funds for technology at SPARK. For the 2014-2015 academic year it initially proved challenging just to get a dialogue with APS to determine the approach best suited to the needs of the students and how to actually use these funds. Thankfully in December 2014 and January 2015, Ms. Brown was able to gain the support of Mr. Justin Haynes of APS IT, who was able to collaborate with SPARK representatives to contribute some information enabling the options outlined in this paper.

Also fortunately, the release of very low cost equipment over the past year by industry leading vendors provides the opportunity for the school to procure a larger number of machines than originally thought.

Unfortunately there are some challenges in that by doing so, the APS IT office will be unable to fully support these machines themselves and therefore the PTO will need to provide a support program instead.

The reasons for this are that APS only supports Windows 7, which is a now 5 year old operating system and the new, cost effective machines run Windows 8.1. APS has stated that it is the district's intention to leapfrog to a later Windows operating system some time before the end of 2016 (possibly Windows 10 or 11) and at that time, any machines upgraded to the supported windows system would be able to receive some level of support.

APS has also stated that while they will be unable to support Windows 8.1 itself, they will still be able to support the users as normal for things like network connectivity, basic trouble-shooting and the like.

As well, Windows 7 mainstream support by Microsoft ends January 13th 2015 (TODAY), meaning any investment in Windows 7 is not an investment for the future.

Therefore should the PTO opt to purchase the computers on its own, there will also be a need to provide a supplemental support framework to keep the machines up to date, secure and virus free, whereas if the APS standard machines were purchased with PTO funds, there would be no such need.

The alternative is to donate the PTO funds to APS so that APS can procure its current standard laptops instead. A comparison of these options is outlined below for review.

As an additional piece of information for consideration, the Spring testing will be completed on machines provided by APS. APS is now in the planning phase for how they will provide enough machines for Milestone testing, district wide, concurrently to meet the need of all fourth graders in the district. If the PTO purchased APS standard machines, then those machines could be used as a portion of the total number, meaning APS would have to bring in fewer machines for testing. We have been told that if the PTO purchases non-standard machines, that APS will not be able to use those for the assessment testing. This point, while interesting, does not appear to be relevant as either way it is APS' responsibility to get an adequate number of machines in each school across the district for the week of the milestone testing and it is planning to do so, therefore it is thought that this point should not factor into the decision of the PTO.

According to instructional leadership, most if not all of the student activities on computers are currently completed using a web browser. As such, iXL, typepad, Accelerated Reader and other programs do not require workstation grade computing for these educational activities to be performed. As such, the equipment can be industry standard, but less powerful and therefore less expensive than the equipment found in professional settings.

(A)ssessment

As outlined, there are two potential 'paths forward' under consideration:

- 1) PTO purchases APS standard equipment for use by the students
- 2) PTO provides purchased equipment for use by the students plus support service

Each option has its own merits and challenges as further outlined below.

An analysis of the two options provides a good basis for further review.

	Option 1 – Standard	Option 2 – PTO Provided
Total Spend used for Analysis	\$30,000	\$30,000
APS Support?	Complete	User and Network
Proposed Hardware	Lenovo	HP Stream 11 Laptop
Price per Unit	\$660 (incl 2 yr warranty)	\$199 (incl
Hardware Support Package	\$0	\$189
Operating/Software Support Package	APS Provided	\$5/month
# Machines – 1 yr amortization	40	85
2 year amortization	40	59

Option 1 Background:

Hardware

Quantity		Mfg Part #	Description	Unit Price	Total Price	Remove	Modify
30	Update	KIT-APSSTDNTLT	APS Student Non-Touch Laptop - Student Use Only	\$660.00	\$19,800.00	Remove	Modify
1	Update	55321CHBBW	VLT30 Laptop Cart Balloon Wheels Cherry & Black UL (Supports 30 Laptops)	\$1,675.00	\$1,675.00	Remove	
Order Sub-Total:					\$21,475.00	Remove all	

APS Student Non-Touch Laptop - Student Use Only



PRODUCT INFORMATION

Availability: In Stock

Mfg Part Nbr: KIT-APSSTDNTLT  **Add To Cart**

PRODUCT DESCRIPTION

Corporate Standard: APS Student Non-Touch Laptop - Student Use Only

Description:

- Lenovo ThinkPad 11E
- Intel N2920 Processor
- 4GB RAM
- 320GB HD
- 11.6" Display
- 720p HD Camera
- Imaging, Delivery, Setup
- Three year depot warranty with Accidental Damage Protection

REQUIRED CORPORATE STANDARD ELEMENTS

Vendor Name	Part Number	Description	Qty	Price
Lenovo	KIT-APSSTDNTLT	APS Student Non-Touch Laptop - Student Use Only	1	\$660.00
				Total: \$660.00

Option 2 Background:

Hardware



HP Stream - 11-d010nr Laptop

[See all offers](#)

- Windows 8.1 with Bing 64
- Intel® Celeron® N2840 with Intel HD Graphics (2.16 GHz, up to 2.58 GHz, 1 MB cache, 2 cores)
- 2 GB 1333 MHz DDR3L SDRAM (onboard)
- 11.6" diagonal HD anti-glare WLED-backlit (1366 x 768)

[See all Specs](#)


\$199.99

Add To Cart

Support Package (RMM Package)

\$5/month/machine

Hardware & software audits	Desktop Performance Monitoring
Performance & Preventive Maintenance Reports	Administrative Scripting
LogMeIn Pro Remote Control	Policy Management
LogMeIn Pro Remote Control (End-Client Access)	Client Communicator with Self-Help Center
Patch Whitelisting Service	VIPRE Antivirus License
Antivirus Management	Malwarebytes Anti-Malware Pro Software
Web-based Management Portal	



HP 2 year Accidental Damage Protection w/Pickup and Return...

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\$189.99

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Product# U7C96A

With HP Pick Up and Return with Accidental Damage Protection Service, you'll enjoy quick pickup, repair and return of your notebook PC, shipping included. You'll also have access to 24x7 technical support and extended coverage—while keeping your notebook covered by the manufacturer that knows it best. Enhance your coverage even further with HP Pick Up and Return Service with Accidental Damage Protection—and know you're covered should the unexpected happen to your PC. Extended coverage begins the day you buy your HP PC. You'll get the most coverage and value if you buy this plan when you purchase your PC. For example: If you buy the 2-year plan when you purchase your PC, you'll get coverage for 2 full years. If you buy the 2-year plan 3 months after you purchase your PC, you'll get 21 months of coverage only. Multi-year options are available.

Convenient door-to-door PC pickup and return with round-trip shipping included

Expert 24x7 toll-free phone and real-time chat technical assistance that includes PC setup, troubleshooting, and diagnosis of spyware and virus issues

Coverage for hardware parts, labor and shipping

Coverage for damage caused by drops, spills, electrical surges and other unpredictable damage (one accident per year)

(R)ecommendation

Based on the immediate need to help support the fourth grade's need to build keyboarding capacities in advance of the impending Georgia Milestone assessments and the ability for the support package as provided to deliver the update and support services required, it is the recommendation that the PTO authorize the use of funds to procure the highest number of machines available to give the highest number of students access to the technology, both now in preparation for assessments as well as throughout the future. By going with Option 2 the PTO procures more equipment, provides 2 year replacement for hardware failures including accidental damage (which may be especially valuable in this environment) AND provides real-time monitoring and management for operating system updates, security updates, anti-virus and similar needs. Depending on the budget allocated, the benefits of this approach will only increase with additional budget being available and by procuring industry standard hardware, the school is assured that it should be kept up to date and in good working order.