

Springdale Park Elementary School
PTO Board Meeting
June 4, 2015
Shawna Mahony's Home
Submitted by Jeff Anderson

Board Members (Present represented by X)	
	Yolanda Brown, Principal
X	Jennifer Lockwood, Teacher Representative
X	Jennifer Hardwick, Co-President
X	Stephanie Brawner, Co-President
X	Shawna Mahony, Vice President
X	Jeff Anderson, Secretary
X	Beth McCormack, Treasurer
	Traci Sinitiere, Director - Communications
X	Karen Zgonc, Director – Community Outreach
X	Karin Greeson, Director - Operations
X	Courtney Wagner, Director - Fundraising
X	Sara Zeigler, Director - Enrichment
Others Present	

Proceedings	
1.	Call to Order was at 7:35 pm by Stephanie Brawner.
2.	Agenda and Minutes <ul style="list-style-type: none"> Agenda was drafted and distributed to the PTO Board by Stephanie Browner on 6/1. As this was the first meeting of the 2015-2016 PTO board, no previous meeting minutes to approve.
3.	President's Update <ul style="list-style-type: none"> Jennifer Hardwick and Stephanie Brawner provided updates from 6/4 meeting with Ms. Brown: <ul style="list-style-type: none"> Staffing – Ms. Callier hired as full time clerk. Ms. Brown working to fill additional vacancies in kindergarten and specials. Annual Planning – Ms. Brown beginning to develop 2015/2016 school priorities and budget which will help inform PTO planning – timing July. Scheduling – preliminary dates identified for back to school timeframe <ul style="list-style-type: none"> 7/30 - Parents Night 8/3 - Sneak Peak 8/5 – first day of school 8/25 or 8/27 - Back to School Night
4.	Strategic Objectives <ul style="list-style-type: none"> PTO Board had preliminary discussion about 2015-2016 strategic priorities based on known gaps – to be further prioritized, fleshed out and scheduled at 6/11 PTO Board Meeting. <ul style="list-style-type: none"> Environmental Science – <ul style="list-style-type: none"> Environmental science position cut from curriculum. Ms. Mobley will continue to work 5 hours per week at SPARK along with a full time paraprofessional who will oversee the garden and computer lab. Ms. Brown is considering garden as part of specials rotation (K-2). Ms Mobley provided PTO Board with proposal and pricing for incremental environmental science curriculum – No action was taken, as the priorities and programming offerings from SPARK have yet to be decided; however, there was a general consensus for week-long programming (versus sporadic throughout the

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	<p>year) that complements STE(A)M programming priorities. Proposal will need.</p> <ul style="list-style-type: none"> ▪ Additional solutions discussed: <ul style="list-style-type: none"> • Consider as enrichment versus curriculum or after school club • Focused effort in STE(A)M Week • Tap into existing SPARK teachers with interest / passion for environmental science who may be willing to take over all or a portion of the garden ("adopt a space") • Any direction will require dedicated committee (teachers, parents, community) to sustain and buy in from classroom teachers • Courtney Wagner (with support from Sara Z) to develop key activity, roles and responsibilities and timeline of events. ○ Foreign Language – Foreign Language been cut from K-3 curriculum. Ms. Brown is considering computer software, Mango, to supplement as part of specials rotation – and may ask PTO for funding. Also discussed as a possible after school club. ○ Arts – general alignment on converting STEM Week to STEAM week (addition of Arts), but will need to vote on in 6/11 Board Meeting ○ Physical Education – Board discussed opportunities to maintain ○ Other Enrichment – <ul style="list-style-type: none"> ▪ Sara Zeigler proposed 2015/2016 Enrichment program selection criteria along with a preliminary list of 2015/2015 Enrichment programs, Chairs, timing and key questions to be answered. ▪ Need to identify chair for Family STEAM Night (currently 10/1/15, but some discussion about pushing into November) ▪ Need to confirm if science project will be mandatory part of STEAM week.
	<p>Active Committee Updates</p> <ul style="list-style-type: none"> • <u>Budget</u> – no budget update. • <u>Fundraising</u> – identified key 2015-2016 fundraising challenges – need to establish plan to address <ul style="list-style-type: none"> ○ Streamlining the number and pacing of financial contribution requests of parents – particularly at the beginning of the year. ○ Ensuring parents have a clear understanding and personal appreciation of what their contributions fund (before they contribute and after) – requires development of impactful presentation and more deliberate "branding" of PTO-funded initiatives. Consider parent feedback mechanism to measure this. ○ Clarifying language (supporters, partners, PTO member, etc) • <u>Website Redesign</u> – website committee compiling feedback on website charter, site map and timeline. Once updates are made, will present to Ms. Brown for approval. • <u>CRM Program</u> - PTO Board considering MySchoolAnywhere for CRM system to more efficiently manage PTO membership, elections, family directory (including possible connection to Infinite Campus), doner tracker, volunteer tracking, email marketing and knowledge management. <ul style="list-style-type: none"> ○ Stephanie Brawner to set up June review and training with Jeff Anderson, Karen Zgonc, Karin Greeson and Courtney Wagner. ○ Jeff Anderson to sign up SPARK PTO for 30 day free trial and provide admin access to PTO Board. • <u>Back to School</u> – agreed on a need to refresh approach to parents night, sneak peak and back to school night to deliver the right key school and PTO messages at the right time. Jennifer Hardwick developing agenda. Initial priorities discussed: <ul style="list-style-type: none"> ○ School mission and vision ○ 2014-2015 school goals and performance against them

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	<ul style="list-style-type: none">○ 2015-2016 school goals and measurement plan○ Setting operational expectations (policy highlights, key changes, who to call, etc)○ PTO – impactful presentation connecting dots between 2015-2016 school goals, budget cut realities, proposed 2015-2016 PTO investments and why it's important to donate both time and money (eg. grants often consider parent participation). <ul style="list-style-type: none">• <u>Roles and Responsibilities</u> - agreed to audit all current PTO activity and develop roles and responsibilities chart between PTO and school. Need to identify lead and timing.• <u>Board Communication</u> – agreed on the following practices for PTO board communications<ul style="list-style-type: none">○ E-mail / attachments is preferred format for proposal feedback○ Jeff Anderson to manage master calendar – provide any calendar requests to him○ Google docs for activities requiring multiple authors (brainstorms, etc).• <u>Operations</u> – There were informal discussions on the sign-in process at SPARK and what other schools use, to include the RAPTOR program. Karin Greeson will research and find out what APS's current offerings are. This may not be a PTO priority but would be good to have research prepared and for Front Office staff/volunteers to know what the process does/does not entail.
4.	Meeting adjourned 10:30 pm