

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**July 9, 2015**  
**Sara Zeigler's Home**  
**Submitted by Jeff Anderson**

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

<b>Proceedings</b>	
1.	<b>Call to Order</b> was at 7:39 pm by Jennifer Hardwick
2.	<b>Agenda and Minutes</b> <ul style="list-style-type: none"> <li>Agenda was drafted and distributed to the PTO Board by Jennifer Hardwick on 7/9 and approved by the Board</li> <li>6/4 PTO Board Meeting notes approved via digital vote on 6/30.</li> </ul>
3.	<b>President's Update</b> <ul style="list-style-type: none"> <li><b>Copy Center candidate</b> - Felicia Lucas, approved by Ms. Brown pending temp agency criminal background check and Level 2 APS clearance. Will start on 6/29/15 – 10 hours per week. May be able to help with maintaining supply closets if hours permit.</li> <li><b>Parking</b> - DHUMP approved parking for SPARK community for New Parent Orientation, Sneak Peek, Coffee and Kleenex, Back to School Night and APS Math Presentation. Any additional requests for use of parking lot will need to be approved by DHUMP.</li> <li><b>Budgets</b> – Jennifer Hardwick requested all PTO Board Members submit 2015-2016 budgets ASAP.</li> <li><b>Teacher focus groups</b> – discussed key action items from teacher focus groups. <ul style="list-style-type: none"> <li>Jennifer Harkwick to follow up with Ms. Brown about Internet access among student population</li> <li>Karin Greeson to reach out to help Ms Watkins get started pulling together resources for free/reduced computers and internet access. Shawna Mahony to consider including in teacher newsletter as well.</li> <li>Jeff Anderson to send note to Karen Zgonc about volunteer needs to set-up and maintain PTO storage rooms</li> </ul> </li> <li><b>Calendar</b> – Jeff Anderson to send working PTO calendar to Board as PDF</li> </ul>
	<b>Back to School (BTS) Planning</b> <ul style="list-style-type: none"> <li>Jeff Anderson, Karen Greeson and Traci Sinitiere leading BTS planning and collateral audit/development</li> <li><b>Teacher Assignment Mailing</b> – Jeff Anderson and Karen Greeson to co-develop “passport to Back to School success” to be included in mailing – and have copies at appropriate BTS events</li> <li><b>New Parent Orientation</b> – Ms. Brown will deliver a SPARK presentation followed by a Q&amp;A with PTO Board</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Sneak Peek</b> – Discussed timeline and logistical considerations for evening to ensure families did not go to classrooms until teachers are ready – including gymnasium centers and Food Trucks. Jennifer Hardwick checking on Food Truck availability. Discussed providing pizza for teachers prior to event and encourage participation in PTO at that time. Jennifer Hardwick to discuss with Ms. Brown to determine her comfort level with this.</li> <li>• <b>Back to School Night</b> – Discussed topline approach for evening. No specific details confirmed at this time.</li> <li>• <b>My School Anywhere</b> – Jeff Anderson to look at options for initial family registration <ul style="list-style-type: none"> <li>○ If possible to upload e-mail addresses from Spark-e list – send in advance of BTS efforts</li> <li>○ If not – promote sign-up in BTS communications and events (table of laptops)</li> </ul> </li> </ul>
	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• Ana Rosa Garcia Covaria provided update on fundraising activity <ul style="list-style-type: none"> <li>○ Developing video to encourage SPARK Supporter donations – will consider using at school events and on school/community social networks</li> <li>○ Developing collateral piece to encourage SPARK Supporter donations. Jennifer Hardwick to provide input on 2015 objectives, total dollar goal and suggested donation per student.</li> <li>○ For consistency, utilizing “I am SPARK” theme with tree (eg – eliminating year from magnets)</li> <li>○ Looking into PayPal as option for recurring SPARK Supporter donations</li> <li>○ Discussed creating more clarity around SPARK Supporter, PTO Member, etc. <ul style="list-style-type: none"> <li>▪ Jeff made a motion to use the following communication framework for SPARK Supporters – “Give \$5 to become a SPARK Supporter and you’re also automatically a PTO member. Recommended donation is \$X”. Jennifer Hardwick seconded. All present Board members approved. Motion passed.</li> </ul> </li> <li>○ Agreed to keep Spark Supporters listed on website</li> </ul> </li> </ul>
	<p><b>Enrichment</b></p> <ul style="list-style-type: none"> <li>• <b>Language Enrichment</b> <ul style="list-style-type: none"> <li>○ Ms. Brown is reconsidering to Mango as the solution for Language Enrichment (the program is currently in beta for younger kids)</li> <li>○ Sara Zeigler shared proposal from Lingual Kids, Inc as potential option <ul style="list-style-type: none"> <li>▪ Includes both in-school (Bi-lingual Story Time + Culture Shock Workshop – funded by PTO) and after-school (Enrichment Classes – funded by families)</li> <li>▪ Depending in interest level, possible to scale up in the cluster</li> </ul> </li> </ul> </li> <li>• Discussed wish list from PE/Music/Chorus team – including curtains, risers, sound system and lighting for gymnasium.</li> <li>• Agreed Ms. Brown’s priorities are needed before making any specific commitments.</li> <li>• Agreed to remind teachers about following through on grants during pre-planning.</li> </ul>
	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Karen developing side by side comparison for IdentAKid or Raptor – system to track parent/volunteer, tardy slips, checking in/out, etc.</li> </ul>
	<p><b>Community Outreach</b></p> <ul style="list-style-type: none"> <li>• 8/16 – Braves Game (of \$20 cost, SPARK keeps \$8)</li> <li>• Parent workdays – 8/1-8/4 – will not require volunteer clearance (no kids)</li> <li>• Spark Partner Nights – to discuss with Karrie</li> </ul>

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	<b>Communications</b> <ul style="list-style-type: none"><li>• Website redesign in progress. Traci Sinitiere to provide updated schedule to PTO Board.</li></ul>
	<b>Ms Brown Updates</b> <ul style="list-style-type: none"><li>• All staffing filled, but not yet publicized</li><li>• Second teacher liaison has been identified, but also not yet publicized</li></ul>
	<b>Meeting adjourned</b> at 10:13 by Jennifer Hardwick