

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**July 29, 2015**  
**SPARK**  
**Submitted by Jeff Anderson**

<b>Board Members</b> (Present represented by X)	
X	Yolanda Brown, Principal
X	Dr. Dawn Stoner, Assistant Principal
X	Jennifer Lockwood, Teacher Representative
X	Mary Thurman, 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
X	Traci Sinitiere, Director - Communications
X	Karen Zgonc, Director – Community Outreach
X	Karin Greeson, Director - Operations
	Courtney Wagner, Director - Fundraising
X	Sara Zeigler, Director - Enrichment
<b>Others Present</b>	

<b>Proceedings</b>	
1.	<b>Call to Order</b> was at 6:07 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 Stephanie Brawner on 7/29. Stephanie Brawner motioned to approve agenda. Beth McCormack seconded. Board approved unanimously.</li> <li>7/9 PTO Board Meeting Minutes distributed by Jeff Anderson on 7/27. Courtney Wagner motion to approve minutes. Karin Greeson seconded. Board approved unanimously.</li> </ul>
3.	<b>Principal's Update</b> <ul style="list-style-type: none"> <li>Board completed introductions to Ms. Brown and Dr. Stoner</li> <li>Ms. Brown provided final faculty/staff roster (complete with the exception of a few hourly employees). <ul style="list-style-type: none"> <li>Kindergarten: 5 teachers (expect to increase to 6 and have classroom available). Ms. Chaplan is lead.</li> <li>1<sup>st</sup>: 6 teachers. Ms. White is lead.</li> <li>2<sup>nd</sup>: 5 teachers. Ms. Marquis-Dunn is lead</li> <li>3<sup>rd</sup>: 5 teachers. Ms. English is lead</li> <li>4<sup>th</sup>: 4 teachers. Ms. Butler is lead</li> <li>5<sup>th</sup>: 4 teachers. Ms. Riggins is lead</li> <li>Specials – Ms. Mulheim is new art teacher. Ms. Garcia is Spanish teacher (shared with MaryLin – 4<sup>th</sup> and 5<sup>th</sup> only). Ms. Wade is band teacher (shared with all elementary schools – 4<sup>th</sup> and 5<sup>th</sup> only) Ms. Turgeon is lead.</li> <li>EIP – will have EIP for all grade levels. Ms. McWilliams is lead</li> <li>Gifted – Ms. Slack is lead</li> <li>Para Professionals – Ms. Taylor will lead computer lab and provide environmental support to Ms. Mobley (who is working 5 hours per week).</li> </ul> </li> <li>Ms. Brown provided update on budget 2015-2016 budget including top priority asks for PTO support <ul style="list-style-type: none"> <li>Total non-staffing budget 104K based on 686 children (\$153 per child).</li> <li>PTO Funding requests (some carry-over, some new): <ul style="list-style-type: none"> <li>\$15,058.40 - Saxon Phonics (K-3) – all new kits, refreshes only following year</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>▪ \$3,040.00 - Star Early Literacy/Reading (K-5)</li><li>▪ \$2,549.00 - New – Lexia (K-5 EIP and ESOL) – pilot program had very strong feedback for struggling students</li><li>▪ \$13,987.50 - Shurley English (3-5) – grammar program adopted last year for 3-5. Would like to purchase books for all 4<sup>th</sup> graders, then consumables moving forward.</li><li>▪ \$2,977.40 - Write Scope Common Core Writing (4-5) – evaluates writing and provides lesson plans to support. Adding 4<sup>th</sup> grade.</li><li>▪ Brain Pop (K-5)</li><li>▪ IXL (2-5) – adding 2<sup>nd</sup> grade</li><li>▪ Reflex Math (3-5)</li><li>▪ First in Math (1)</li><li>▪ Technology Hardware (to be funded from reserves) – student laptop cart, 6 replacement projectors</li></ul> <ul style="list-style-type: none"><li>• Schedule<ul style="list-style-type: none"><li>○ Given reduced specials, K-2 will have 30 minutes of recess each day</li><li>○ 3<sup>rd</sup> and 4<sup>th</sup> will have 25 minutes</li><li>○ 5<sup>th</sup> will have 20 minutes</li></ul></li><li>• Processes<ul style="list-style-type: none"><li>○ Bag Tags – will be color coded by transportation type – will communicate to families at sneak peek</li><li>○ Visitor sign-in and sign-out<ul style="list-style-type: none"><li>▪ All visitors will have to sign in and sign out – will take extra time for validation.</li><li>▪ All volunteers must have level 2 volunteer form completed and license on file</li></ul></li></ul></li></ul>
	<b>Teacher Liaisons</b> <ul style="list-style-type: none"><li>• Ms. Lockwood provided recap of teacher focus group sessions</li><li>• Will be offering English classes to ESOL parents – working on logistics (babysitting, transportation). PTO could find sponsor to make more hospitable and partner with Grady on babysitting. No specific action item determined.</li></ul>
	<b>Community Outreach</b> <ul style="list-style-type: none"><li>• Braves Day scheduled for Sunday, Aug 16<sup>th</sup> at 1:35.</li><li>• Karen Zgonc provided volunteer update<ul style="list-style-type: none"><li>○ Looking for volunteers for Parent Work Days and Day 1. Asked PTO Board to push their own contacts to sign up</li><li>○ Looking for parent volunteer for cafeteria monitor – currently using staff to help in short term. Also looking for 1<sup>st</sup> grade lunch to volunteer lunch</li><li>○ Found leads for May Day and Yearbook</li><li>○ Parent offered to establish a Special Education parent support committee. Could expand into other areas.</li></ul></li><li>• Karen Zgonc to provide list of general volunteer categories (and examples) to Jeff Anderson for volunteer interest form</li></ul>
	<b>Vice President</b> <ul style="list-style-type: none"><li>• Ms. Redel requesting 4 microscopes totaling \$319.91 and balance scales totaling \$429.75. Sara Zeigler motioned to approve funding request. Beth McCormack seconded. Board approved unanimously.</li><li>• Agreed to a need for better clarity around teacher funding (start-up funds, mid-year funds, grade level funds, PTO enrichment grants).<ul style="list-style-type: none"><li>○ Start-up funds - \$250 per teacher</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Mid-year funds - \$125 per teacher</li> <li>○ Grade level funds - \$1000 per grade level</li> <li>○ PTO enrichment grants – application based (can be requested by parents, teachers, students). Ms. Lockwood and Sara Zeigler to formalize/standardize process for grants.</li> <li>• School supply kit - Ms. Brown to provide class lists by Friday for kit distribution. Stephanie Brawner to confirm when specials prefer to get their kits. Agreed to establish School Supply Kits committee under VP given importance of teacher coordination.</li> </ul>
	<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• Jeff Anderson provided update PTO Planning Calendar to PTO Board and discussed process for updates: <ul style="list-style-type: none"> <li>○ Tentative and confirmed events should be e-mailed to Jeff Anderson with event name, date, time, location and whether it's tentative or confirmed.</li> <li>○ Jeff Anderson and Traci Sinitiere to connect separately to formalize process for transferring from Planning Calendar to website calendar</li> </ul> </li> <li>• My School Anywhere – 62 families registered at New Parent Orientation, will have laptop center at Sneak Peek for additional sign-ups.</li> </ul>
	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Karin Greeson completed SPARK Day in the Life presentation and script - Ms Brown to do VO for presentation prior to Sneak Peek.</li> <li>• Karin Greeson to connect with Ms. Brown about sign needs for campus.</li> <li>• All 7 bus captains in place.</li> </ul>
	<p><b>Enrichment</b></p> <ul style="list-style-type: none"> <li>• Sara Zeigler provided proposed enrichment budget and discussed key changes from last year</li> <li>• Ms. Brown provided input on priorities <ul style="list-style-type: none"> <li>○ STEAM is #1 priority – core element of cluster-wide college/career prep direction</li> <li>○ Would like to keep Big Thinkers 2x per year.</li> <li>○ Ideal would be having kits for Earth, Physical and Life sciences – each teacher would have 1 concept to start – check in and check out.</li> <li>○ Ms Brown to require science kits and weather station to be part of science lessons</li> </ul> </li> <li>• Sara Zeigler to provide Q-TALK contact to Ms. Brown</li> <li>• Confirmed STEAM Week for week of 10/19</li> <li>• Sara Zeigler motioned to approve to fund \$2500 in book purchases for the reading room. Stephanie Brawner seconded. Board approved unanimously.</li> </ul>
	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Room parent orientation scheduled for Friday, 7/31 at 3:15pm</li> <li>• Collateral printing budget running high – agreed to cut calendar and annual report and rerun the numbers</li> <li>• Ms. Brown to provide staff e-mail contacts</li> <li>• Traci Sinitiere and Jeff Anderson shared existing PTO Style Guide -</li> </ul>
	<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• No updates</li> </ul>
	<p><b>Fundraising</b></p>

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	<ul style="list-style-type: none"> <li>Stephanie provided update on Supporters – will be asking families to donate \$180 per student.</li> <li>Partners – Karri made great progress with SPARK partners this year. Stephanie Brawner asked PTO Board to encourage patronage at these businesses.</li> <li>Fundraising video development in progress – will show at Back to School night . Theme is I AM SPARK – interviewing 1 student from each grade up through current seniors.</li> </ul>
	<p><b>President's Update</b></p> <ul style="list-style-type: none"> <li>Sneak Peek preparations underway – discussed dates/times/attendance expectations for PTO Board.</li> <li>Sprit Wear – t-shirts have been ordered for Sneak Peek night.</li> <li>Copy center employee started today, will be working from 9:00-11:00am every day. Teachers will submit forms for copy center requests and teachers to figure out logistics for drop off and pick up.</li> <li>Reserves – earned \$8-9K at SPARK Kickoff Party for reserves (capital investments that depreciate over time)</li> <li>PTO Bi-laws – has been redlined and is in hands of lawyer. Not moving quickly, so Jennifer Hardwick asked for any other legal contacts.</li> <li>PTO office space secured on 3<sup>rd</sup> floor</li> </ul>
	<p><b>Adjournment</b> – meeting adjourned at 8:56</p>