

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**August 11, 2015**  
**SPARK**  
**Submitted by Jeff Anderson**

<b>Board Members</b> (Present represented by X)	
<b>X</b>	Yolanda Brown, Principal
	Dr. Dawn Stoner, Assistant Principal
<b>X</b>	Jennifer Lockwood, Teacher Representative
<b>X</b>	Jennifer Hardwick, Co-President
<b>X</b>	Mary Thurman, Teacher Representative
<b>X</b>	Stephanie Brawner, Co-President
<b>X</b>	Shawna Mahony, Vice President
<b>X</b>	Jeff Anderson, Secretary
<b>X</b>	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
<b>X</b>	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 6:10 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 and Jennifer Hardwick on 8/11. Sara Zeigler motioned to approve agenda. Stephanie Brawner seconded. Board approved unanimously.</li> <li>Minutes for 7/29/15 meeting to be circulated by Jeff Anderson for e-mail approval.</li> </ul>
	<b>Principal's Update</b> <ul style="list-style-type: none"> <li>Ms. Brown provided update on attendance. 690 was original projection, currently at 657. <ul style="list-style-type: none"> <li>K and 5 – currently under expectations, will not likely add any staffing</li> <li>1<sup>st</sup> – 4<sup>th</sup> – currently at expectations</li> </ul> </li> <li>Great opening for the year.</li> <li>Student Handbook with APS legal – timing for completed handbook TBD.</li> </ul>
5.	<b>President's Update</b> <ul style="list-style-type: none"> <li><b>Volunteer Forms and NDA</b> - PTO Board asked to complete Volunteer and NDA – return Volunteer form to Ms. Collier ASAP; return NDA to Jeff Anderson at meeting.</li> <li><b>Back to School</b> - Discussed key learnings from Sneak Peek night. After Action Review developed by Jennifer Hardwick and circulated to PTO Board – who should add any additional feedback (teacher feedback from survey to come from Shawna Mahony). Jeff Anderson, Karin Greeson, Traci Sinitiere to use as foundation for Back to School Kit.</li> <li><b>Spirit Wear</b> – strong sales at Sneak Peek. Courtney Wagner identified potential lead for Spirit Wear moving forward</li> <li><b>Copy Center</b> – current process is working well</li> <li><b>By-Laws</b> – waiting on final confirmation from current attorney on expected delivery date. If not received this week, will solicit help from another attorney to push forward.</li> <li><b>PTO Office</b> – 3<sup>rd</sup> floor – available for PTO Board except on Thursdays – and will need to get key from Ms. Brown, Dr. Stoner or custodial staff</li> <li><b>Reserves 1 pager</b> – Jennifer Hardwick provided document with summary of the SPARK Reserves.</li> </ul>

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	<p>Stephanie Brawner to develop key talking points for PTO Board should people have questions.</p> <ul style="list-style-type: none"> <li>• <b>Promethean Board Technology</b> - discussed possibility of updating technology from Promethean Boards rather than replacing. Shawna to develop questionnaire for teachers to understand how boards are currently being used. Once updates are required, agreed to set up technology committee (teachers, students, Promethean representative) to consider alternatives</li> <li>• <b>Next PTO Board Meeting</b> – confirmed 8/31, 6pm at SPARK. Jeff Anderson to add to calendar.</li> <li>• <b>Grady Cluster Planning Team</b> – offered to increase SPARK representation for this committee. Jennifer Hardwick to send email correspondence with this proposal to Board to consider.</li> <li>• <b>PTO Rolling Cart</b> – Jennifer Hardwick provided keys for PTO rolling card to PTO Board.</li> </ul>
	<p><b>Teacher Updates</b></p> <ul style="list-style-type: none"> <li>• Some confusion on grade level start-up funds – need to ensure clarity in process for this year. No specific action item defined.</li> <li>• PTO-funded software subscriptions need to be renewed ASAP. No specific action item defined. (Note – post meeting, PTO voted to renew subscriptions for software included in Ms. Brown's priority list from 7/29/15 meeting.)</li> </ul>
6.	<p><b>Vice President Update</b></p> <ul style="list-style-type: none"> <li>• <b>Cafeteria</b> – <ul style="list-style-type: none"> <li>○ Dr. Stoner developing cafeteria rules which will be communicated to parents and students.</li> <li>○ Current stop light not working - Shawna Mahony to research upgrade options for possible inclusion in 2015/2016 budget.</li> <li>○ Shawna Mahony to connect with Ms. Brown about getting cork boards from APS for display and noise-dampening.</li> <li>○ Stephanie Brawner to check on PTO owned microphone/speaker system</li> </ul> </li> <li>• <b>Teacher Survey on Sneak Peak</b> – distributed, but no feedback yet</li> <li>• <b>Teacher Breakfast</b> – completed this week – teachers very appreciative</li> <li>• <b>Teacher Awards</b> – 6 SPARK teachers won DonersChoose.org grants this year. Ms. Lockwood recommending teachers have active projects at all times as larger donors often do sweeps and fulfill all projects</li> <li>• <b>Staff T-Shirt Sales</b> – Thursday at 2:30pm – staff can bring coupons in for t-shirts</li> <li>• <b>Ms. Redel</b> – received supplies approved at 7/29 Board meeting.</li> <li>• <b>VHCA Grant</b> – tries to fulfill a grant from each school in their area. Tends to be about \$3,000 per school. Shawna Mahony developing grants (likely 2) aligned with Ms. Brown's priorities for the year.</li> </ul>
	<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• <b>Calendar</b> <ul style="list-style-type: none"> <li>○ Co-president's coffees – removed any sessions that overlapped with school out dates.</li> <li>○ Added Poetry Slam and PTO General Board Meeting for 2/23/16</li> <li>○ Ms. Thurman to get back to PTO Board with revised date for talent show (May is difficult).</li> <li>○ 5<sup>th</sup> grade movie night shifted from Sep 18<sup>th</sup> to 25<sup>th</sup></li> <li>○ Likely moving Scholastic bookfair up a week – Sara Zeigler to confirm</li> </ul> </li> <li>• <b>My School Anywhere</b> – <ul style="list-style-type: none"> <li>○ 160 registrations to date.</li> <li>○ Jeff Anderson to create banner for front of school to encourage families to register.</li> <li>○ Jeff Anderson to figure out best way to get full teacher data into system</li> </ul> </li> <li>• <b>Dropbox</b> – approved to increase dropbox storage – Stephanie Brawner to send purchase information to Beth McCormack</li> </ul>

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	<p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Buses</b> – Few minor bus incidents, but going well so far. Directing people to APS for any transportation issues. Discussed protocol for contacting APS versus Bus Captains – no specific changes in procedure determined, but on radar. Agreed to work with LSC to gather data, develop list of concerns and connect with head of transportation and COO of APS to get any outstanding transportation issues resolved.</li> <li>• <b>Bag tags</b> – new color coding successful so far – Karen Greeson has some additional ideas to streamline for next year.</li> <li>• <b>Parent visitation</b> – Ms Callier following new protocol. Discussed parent paparazzi and some concerns with safety for that tradition. Agreed to table discussion for now.</li> </ul>
	<p><b>Community Outreach</b></p> <ul style="list-style-type: none"> <li>• <b>Braves Day</b> – Saturday at 1:30 – 65 attendees so far</li> <li>• <b>Volunteer Updates</b> – starting to receive requests from teachers</li> <li>• <b>Spark Supporter / Volunteer Forms</b> – started to discuss process for transferring data from forms to MSA – agreed to table until MSA was further established.</li> <li>• <b>Kindergarten lunch volunteers</b> - going well, booked through September</li> <li>• <b>Volunteer Policy and Form</b> – required to submit 2 days prior to volunteering.</li> <li>• <b>Thank you notes</b> – being send a week after volunteer – and including additional volunteer opportunities, as appropriate.</li> </ul>
	<p><b>Enrichment</b></p> <ul style="list-style-type: none"> <li>• <b>Spanish Enrichment</b> – 3 parents leading planning process will bring back recommendation to the PTO Board.</li> <li>• <b>Computer Lab</b> – K-2 students taking a long time to enter passwords to get started. Ms. Brown to confirm if ok to have parent volunteer help (ensure no privacy issues).</li> <li>• <b>Keyboarding Tools</b> – considering purchase of keyboarding tools through SPARK general fund (no PTO funding required as of now).</li> <li>• <b>Garden</b> – requested meeting with Ms. Mobley and Ms. Taylor to finalize plans – looking for teachers to use garden space as part of science standards outside of Ms. Taylor’s curriculum. Considering “adoptable” area for each grade level as part of effort to establish more ownership across staff.</li> <li>• <b>Enrichment presentations/lessons/Fernbank field trips</b> – parents must pay for bus and entry fee for these field trips (all SPARK students must attend Fernbank once per year). Looking at possibility of having Fernback come to SPARK for older grade levels.</li> </ul>
	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• <b>Room Parent System</b> – up and running, still looking to find quite a few volunteers. Some confusion on whether or not teachers were required to recruit their own room parents. Shawna Mahony to add to teacher newsletter and Traci Sinitiere to create signs for rooms at Back to School night. Teachers to provide input for Antoine for talking points for parent orientation.</li> <li>• <b>Parties</b> – discussed policies for sweets – wellness committee to examine opportunities for balance.</li> <li>• <b>ESOL Services for Parents</b> – Ms. Brown to provide dates for events – PTO to publicize through all communication channels</li> <li>• <b>Back to School Family Survey</b> – agreed to hold until after Back to School Night.</li> </ul>
	<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• Budget preparation in progress – met on 8/10/15 to begin laying out budget and review process.</li> </ul>

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	<ul style="list-style-type: none"><li>• Sneak Peek sales estimate - \$4000 in T-shirts, Supporters - \$15,000, Partners looking good.</li></ul>
	<b>Fundraising</b> <ul style="list-style-type: none"><li>• <b>Partners</b> - \$47,600 (some is value in kind) – conversations going well.</li><li>• <b>First Sprit Night</b> – 9/17 at Atkins Park</li><li>• <b>Video</b> – coming along well – need to have good number of volunteers at Back to School night ready to take donations.</li></ul>
	<b>Adjourn</b> – Jennifer Hardwick adjourned meeting at 9:27