

Springdale Park Elementary School
PTO Board Meeting
September 16, 2015
SPARK
Submitted by Jeff Anderson

Board Members (Present represented by X)	
X	Yolanda Brown, Principal
X	Dr. Dawn Stoner, Assistant Principal
X	Jennifer Lockwood, Teacher Representative
X	Jennifer Hardwick, Co-President
X	Mary Thurman, Teacher Representative
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
X	Courtney Wagner, Director – Fundraising
X	Sara Zeigler, Director – Enrichment
Others Present	

General Meeting

- Call to order was at 6:14 by Stephanie Brawner
- Four non-PTO Board parents in attendance
- Beth McCormack reviewed proposed 2015-2016 budget (attached) including income sources and expenses.
- Discussion points
 - Reason for reduction in total income from YE15 – conservative estimate based on 60% participation in Spark Supporters (at \$180 goal) – but hope to exceed that target and have additional “wish list” items that could be funded from stronger income
 - MySchoolAnywhere – discussed platform capabilities and plan for distribution of directories moving forward.
 - Environmental Education – Ms. Brown provided update on approach to environmental education as enrichment (versus official class) in combination with computer lab – including roles and responsibilities of Ms. Taylor and Ms. Mobley
 - Language – Sara Zeigler provided update on possible considerations for Language programs to fill gap created with cut of Spanish for K-2 – being developed by parent group. Discussed reasoning for passing on Mango online program.
- Board will send e-mail to all PTO members for budget vote in the next couple weeks.

Proceedings	
	Agenda and Minutes <ul style="list-style-type: none"> • Agenda approved unanimously • 8/31 Board Meeting minutes approved unanimously
	Principal's Update <ul style="list-style-type: none"> • Ms. Brown strongly encouraged PTO to push parents to attend 9/24 expansion meeting to represent SPARK and Grady Cluster to ensure our school and a variety of voices are heard. • Total enrollment is 666 – did not lose any teachers during leveling process. SPARK is still maintaining some of the smallest classes in the cluster • Dr. Stoner provided update on cafeteria – “Who Can Stay On Green” tracker – with award system for classes showing consistently positive behavior, new stoplight coming in, health-themed bulletin board up, new cork boards to be installed to help with sound, and lunch duty supervision schedule

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	<ul style="list-style-type: none"> Ms. Brown provided update on recess removal process – there should be no full scale recess removal (for full recess period), typically 5-10 minutes on an individual level, when necessary –and on rare occasions, larger groups. If that is not the process that students are experiencing - parents should discuss their understanding of the policy with the student's teacher.
5.	<p>President's Update</p> <ul style="list-style-type: none"> Given very low parent attendance at Board meeting – discussed potential opportunities to improve <ul style="list-style-type: none"> Consider presenting budget at BTS night Consider additional programming (teacher presentations of what they are doing with their PTO grants, curriculum updates like Common Core math meeting, Poetry event) Side by side (Karen Greeson to provide detail) Consider pushing back start time to 7:00 Jeff Anderson to take lead in brainstorming ideas to help increase PTO meeting attendance. School Supply Kits survey results – generally speaking well received. Cost was right. People that didn't participate, preferred to buy themselves. Jennifer Hardwick to provide final results to Board. Back to School Night survey results still coming in. Jennifer Hardwick to provide final results to Board and Jennifer Lockwood to provide recap of teacher feedback. Leveled Reading Room has been cleaned up and accessible <ul style="list-style-type: none"> Were able to sell some old textbooks Ms. Emerson leading retrieval of items from teachers and ordered stamp for tracking Some parents have had concerns about getting level 3 volunteer clearance – Jennifer Hardwick and Stephanie Brawner will be presenting data/frustrations to school board.
	<p>Teacher Liaisons Update</p> <ul style="list-style-type: none"> Innovation grants – Jennifer Lockwood developed process for awarding grants moving forward. Fernbank trips – teachers planning trips for school year Grades 3-5 STEAM Fair project information went home last week
	<p>Vice President Update</p> <ul style="list-style-type: none"> Teacher breakfasts – staffed continuously to date. Preference is to have parents arrive between 7:00 and 7:15 to give teachers time to eat before heading to classes. Dr. Stoner offered to meet parents to let them in during that window. VHCA Grant – received last of science kits this week. Promethean board technology – consider adding review of this as part of teacher focus group in January (Stephanie looking to schedule)
	<p>Secretary Updates</p> <ul style="list-style-type: none"> Provided update on MSA participation to date – 358 families and agreed to have one last push for participation before cutoff for directory. Jeff Anderson to explore MSA functionality for building digital and printed directory- including print estimate, addition of teacher information and SPARK Partner ads. Provided updated planning calendar to Board and discussed value of maintaining 2 separate calendars (Jeff and Ida) – and agreed to maintain status quo. Jeff Anderson to conduct additional research on DropBox alternative given space limitations. Jeff Anderson to compile final list of SPARK Supporters and send out budget vote – will work with

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	Traci Sinitiere on Constant Contact integration.
	<p>Operations Updates</p> <ul style="list-style-type: none"> Karen Greeson provided update on operations meeting with Ms. Brown and Dr. Stoner. <ul style="list-style-type: none"> Start <ul style="list-style-type: none"> Will be changing e-mail protocol – will direct operations questions directly to Ms. Brown and Dr. Stoner so they are aware – and can take appropriate action Continue <ul style="list-style-type: none"> Bus captains are very helpful Bag tags – and maintain volunteers on first day of school Playground visual check completed. One piece needed to be replaced – part ordered. Walk to school day – 10/7. Will likely have treats for participants. Mr Jackson will take pictures. GDOT – will be doing transportation tallies on random day Dr. Stoner agreed to staff transportation table at BTS night. PTO would have bus captains and bag tags Looking at needs for blinds in gymnasium Karen provided side by side comparison of Identikid and Raptor (wish list). There is precedent for PTO funding - but also should consider having APS fund. Ms. Brown checking with APS if system wide contract is in place. Dr Stoner to explore opportunities to accelerate. Looking for opportunities to get security assessment of HAWK violations – stalled a bit, but Jennifer Hardwick pushing it forward.
	<p>Community Outreach Updates</p> <ul style="list-style-type: none"> Atkins Park Sprit night tomorrow night Braves day - \$351 in profit Teacher-led committees are the biggest needs
	<p>Enrichments Updates</p> <ul style="list-style-type: none"> Computer lab volunteers needed to help younger grades with logging on during early part of the year. Sara to follow up with Ms. Mobley & Ms. Taylor to coordinate Fresh Fruit Friday will run every week from 10/26-12/11. Preference is to have fruit delivered at lunch versus in classroom Steam Week – <ul style="list-style-type: none"> Alliance Theater will do 30 min age-appropriate performances earlier in the week (during classtime) Big Thinkers-like activities – looking at various options for later in the week (during classtime) Fair – many logistics figured out, communication went out today to start nailing down vendor participation/sessions, group will be looking to sponsors to supplement budget. Sara Zeigler to connect with chairs for to get updates on garden committee and language/cultural enrichment. Fun Run – Set for 10/30 – will tie in post-fun-run grade-level post-run parties in the courtyard. Looking to schedule pep rally the week of 10/15. Rain would likely require a postponement. Dragon's on the Move starts on Tuesday 9/29.
	<p>Communications Updates</p> <ul style="list-style-type: none"> Room parents in place for all classes (some only have 1) – next Tuesday orientation meeting. There are caps on certain gifts, but leaving open to non-cash gifts for (wish lists) with any remaining funds

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	<ul style="list-style-type: none"> • Media release forms – need to promote need to get those back either way. Mr Jackson will determine cut-off time so we know students we can and cannot feature. Will go in all communications • Courtney to provide updated list of partners for featuring in commnications. SPARK e will show partner spotlight.
	Treasurer Updates <ul style="list-style-type: none"> • Bookkeeper – may need to replace • Next board meeting will discuss Spark Reserves
	Fundraising Updates <ul style="list-style-type: none"> • 70% of supporters goal - Looking at ways to get a second push of supporters – could consider Q4 tax deduction. • Partners going well – few new partners in last week • Spirit Wear – Rebecca working to get online store up and running – ordered inventory today (water bottle, coffee mug, stadium cup) • Auction – March 26 – looking at a lot of venue options. Looking for grade level themed prizes for raffle. • Will be doing the art projects – need to talk to new art teacher – and who is responsible.
	Adjourn – Jennifer Hardwick adjourned meeting at 9:11