

Springdale Park Elementary School
PTO Board Meeting
October 6, 2015
SPARK
Submitted by Stephanie Brawner (Jeff Anderson absent)

Board Members (Present represented by X)	
	Yolanda Brown, Principal
X	Dr. Dawn Stoner, Assistant Principal
	Jennifer Lockwood, Teacher Representative
X	Jennifer Hardwick, Co-President
X	Mary Thurman, Teacher Representative
X	Stephanie Brawner, Co-President
X	Shawna Mahony, Vice President
	Jeff Anderson, Secretary
	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	

Meeting called to order by Stephanie Brawner at 6:38pm.

Proceedings	
	<p>Agenda and Minutes</p> <ul style="list-style-type: none"> • Agenda approved unanimously • Sept. 16 meeting minutes are not ready to be approved at this time. Wait until next meeting.
	<p>Principal's Update (Dr. Stoner for Ms. Brown who was absent)</p> <ul style="list-style-type: none"> • Computer lab – Stoner is waiting to receive headphones order. Dr. Stoner says Teachers are supposed to be providing curriculum to Taylor. Ms. Thurman says they are not providing. K-3 is not going to computer lab until 2nd semester. Dr. Stoner is going to confirm with Taylor on Oct. 7. • No volunteers needed in computer lab until 2nd semester. • 9 staff are going to Georgia Math conference next week. Oct. 14-16. PTO is paying for meals, registration and gas cards. • Total enrollment 661 (was 666 on Sept. 16). Ms. Walker would know why 5 left. Dr. Stoner doesn't know. No risk of losing teachers.
5.	<p>President's Update</p> <ul style="list-style-type: none"> • 5 parents attended Principals Tea. Dr. Greer from APS presented CAAS. Jen requested from Dr. Stoner the PowerPoint that was shown there. Karen Z makes suggestion that having a guest come about CAAS might be better timed if presentation was AFTER CAAS came out. • Leveled Reading room still needs help. Thurman says Emerson only buys books. Action: Stoner is looking at calendar to oversee volunteers coming in. • Level 3. Process still not clear. Parents do not know if they have to go through administrator to get appointment downtown or not. Also not clear where Level 3 forms are stored and whether school knows which volunteers have been cleared. No action identified from the discussion. • Announcement about Oct. 19 meeting. • Innovative Grants update. \$2000 in budget. Still trying to decide how many grants to give out

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	<p>that total \$2000. Working on it. Mary, Sara, Jenny and Shawna are on this committee. They will let Karen Z know if they need more volunteers to help.</p> <ul style="list-style-type: none"> • Fernbank – Jen to meet w/ Karri and Fernbank folks to see what other programs they can work out under partnership. • Comcast free internet. Mary can talk to guidance counselor about how many Free reduced lunch kids we have that we could serve with this offer. •
	<p>Teacher Liaisons Update</p> <ul style="list-style-type: none"> • none
	<p>Vice President Update</p> <ul style="list-style-type: none"> • PTO gave custodians and Mr. Harris gift cards • Teacher focus group confirmed for jan 19 at 3pm • Cafeteria going better. Trying to move away from silent lunches. First grade parents were made aware of behavior and that has helped. Traci will send out via room parent tree to thank the parents. Some teachers are moving to assigned seats. A 5 min quiet is observed. <ul style="list-style-type: none"> ○ Oct. 30 – invite your parents to stay and eat. ○ Zero recycling and zero composting. This would be under Ingrid. We don't know the staff lead. We think it's Mobley as lead of programs under Environmental Education Committee. Sara will follow up. • Teacher breakfasts going fine. We moved it earlier and it's working fine. • Grants kits – One teacher said they didn't need any kits. Ms. Brown had told Shawna will ask K-3 if they need them, then Challenge.
	<p>Secretary Updates</p> <p>We will try to get Budget vote email out by Oct. 15. Courtney will finish entering new members by end of this week. Jeff and Traci will work on survey.</p>
	<p>Operations Updates</p> <p>Walk to school day is tomorrow. Need 2 volunteers to hand out stickers and bracelets. Jen Hardwick will help. Classroom Tally form was confusing.</p> <p>HAWK update. PTO has submitted that signal is erratic and signage has been knocked down. Alex Wans's aide responded. A police officer will be there tomorrow for Walk to school day. Have also included Jen Keenan, the new security lead for VaHi. Perhaps raise to Next Door.</p> <p>Karin and Dr. Stoner will work on Policies and Procedures doc.</p> <p>ID checking is happening successfully. Moving fwd with Identikid. Karin talked to Chris Adamo their rep. Total \$890. APS did not have anything in works with Idnetikid. SPARK has had hardware, but we have not been renewing subscription. APS does not pay for sex offender database for visitors. APS only has checks</p>

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	<p>for volunteers.</p> <p>Playground - APS did walkthrough. They are Replacing monkey bar. The aps person made clear that the "Fall safe" turf will not prevent a break of limb. Only concussions. PTO is not supposed to pay for this. Tad Arnold is director of general services. Courtney makes clear that maintenance might be APS but PTO is still responsible for replacing entire system when it gets old in 10 years (via reserves \$\$). PTO had slated \$2,000 for playground. Discussion about moving that budget money toward Identikid.</p> <p>Sara Motion made to allocate \$2,000 from playground/budget to necessary resources to pay \$890 to purchase identikid. Karin G seconded. Motion passes. Action: Karin pls tell Beth to make change to budget.</p> <p>Sara asking why doors are open for clubs during dismissal. Protocol is that vendors should dismiss outside. Jen will work with Karin to get Clubs Vendor/Classe' to remind vendors, some of who are not following the policy.</p>
	<p>Community Outreach Updates</p> <ul style="list-style-type: none"> • Spirit night at atkins went well. Courtney reminds us that Murphys does not pay Partnership until after this night to make sure they recoup costs. <p>Hope hill is in crisis situation w/ influx of 100+ kids. Karen has connected with right person now and Angela Lewis. They need help with fall festival and financial. Karen Z is point of contact for hope Hill. Mary Thurman wants to get student government involved. Courtney suggests parent chefs who could help us make this bigger. Assembly line for meals.</p>
	<p>Enrichments Updates</p> <p>Met w/ 6 teachers to do focus group. Plan to work with Mobley on garden plots.</p> <p>STEAM week – Tues/Thurs big thinkers will present. Compromise with older grades doing shared classes, younger classes do assemblies. Dr. Stoner worked out schedule for teachers and passed out to PTO.</p> <p>STEAM family night – presentation slots are filling up. Going well. Sara and Traci discussed communication around it. Steph: find last year's SPARKe special edition to send to Traci. Atkins park food all set. Parking: Dr. Stoner is going to confirm with Ms. Brown</p> <p>Jen/Steph: custodian amount – get to Sara.</p> <p>Steph will write a tax-receipt letter for Alliance's in-kind donation. Use supporters template.</p> <p>Sara and Traci talked about Switching marquee for STEAM events.</p> <p>Traci needs content for STEAM week for calendar entry. Sara will give it to her.</p>

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	<p>Poetry slam: Sara will send dates to “news@”. She needs help marketing the event.</p> <p>Career day – will be confirmed by end of next week.</p> <p>Art Show – planning has begun with Heather, Ms. Mulheim.</p> <p>Fun Run Volunteer sign in process – sara wrote up one.</p> <p>Karen Z asks about Level 2 process. Callier is in charge of it, not PTO.</p>
	<p>Communications Updates</p> <ul style="list-style-type: none"> Room parent: Traci is checking with teachers to make sure everyone has a room parent and will send reminder to parents via SPARKe Level reading room on reserves Reserves – strategy and communication needed not just fundraising. Steph to write a volunteer description. Need someone to communicate, field questions, write thank you notes from party, update them on amounts.
	<p>Treasurer Updates</p> <ul style="list-style-type: none"> None. Beth not present
	<p>Fundraising Updates</p> <ul style="list-style-type: none"> Need someone to join partners team. Someone with a sales background. Courtney will send out verbiage to recruit. Partners flyer w/ partners card went out in kids’ folders. SWAG spirit wear items are in! Selling at STEAM night only. Donor appreciation update Auction – ponce city market is location!!! We think March 26 is auction date. Night before Easter. Volunteers are needed for soliciting donations. We are doing mobile bidding this year. <ul style="list-style-type: none"> Auction to do: make sure to communicate to room parents about (1) ART per class and (2) grade level baskets Frames may have been bought out of pocket last year by tahmida. Check books or ask Tahmida how much was spent, net profit. <p>Fun Run update</p> <ul style="list-style-type: none"> Need volunteer check in. One email about post-fun-run celebration. Sara reiterates reasons why we decided to do this. Traci – will write up small copy about room parent reminder about party Who communicates about no costumes for Halloween? This is a school policy. Last year, Ms. Brown asked PTO to put this in SPARKe. Sara wants to use \$250 to purchase capes for Fun Run. We would own them for PTO. Kids do not take them home. Beth: Write letter tax receipt for people who donate money to capes. Jen can buy capes w/ her card for Sara.

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	Adjourn – Meeting adjourned at 9:02pm.
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