

Springdale Park Elementary School
PTO Board Meeting
November 3, 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
	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	

Proceedings	
	<p>Agenda and Minutes</p> <ul style="list-style-type: none"> • Board unanimously approved 11.3.15 meeting agenda. • Board unanimously approved minutes from 9.16.15 and 10.6.15 Meetings.
	<p>Principal's Update</p> <ul style="list-style-type: none"> • Leveled reading room plan: Dr. Stoner has requested that Riggins and Fellows lead the teacher's side of the organizing/cleanup effort. Ms. Lockwood asked if Ms. Emerson was aware that other faculty are involved since she was originally the faculty lead on the Leveled Reading Room. Ms. Emerson has been overseeing the purchase of materials for the room. Riggins and Fellows are being brought in to help with cleaning up and organizing volunteers, so no one teacher gets tapped out. Action: Expect Riggins and Fellow to get back to Dr. Stoner by end of this week with a date that works for them. • Science fair winners: PTO cannot publish names of winners until we have media releases on the students. Action: Dr. Stoner will talk to Jackson about releases for winners so we can publish that before waiting on him to collect all student's forms. • Ms. Brown connecting with Mr. Rawlins to understand date and elements for APS Security Audit, but know it will include review of plans/protocols, observation and feedback. Action: Ms. Brown to provide update – not date determined. • Ms. Brown provided update on computer lab <ul style="list-style-type: none"> ○ Necessary online assessments have made computer lab access more challenging to date. ○ K-2 have not started with Computer Lab – Ms. Brown and Ms. Taylor working on curriculum to start in mid-November – focused on basics and PTO-funded learning programs. ○ No need for parent volunteers yet – Ms. Taylor will let PTO when volunteers are necessary • Ms. Brown provided update on recent Principal's Tea dialogues <ul style="list-style-type: none"> ○ New Student Support Team (SST) and Response to Intervention (RTI) lead – Joseph Woodruff (at SPARK on Thursdays and Fridays) ○ Action: Ms. Brown to ask Mr. Woodruff to help draft key communication points for SST and RTI for Board use, as required.

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	<ul style="list-style-type: none"> ○ Next session will focus on milestones • Ms. Brown provided update on Local School Governance Team (LSGT) – which will play a key role in decision making process at SPARK (allows for more control at a school level). <ul style="list-style-type: none"> ○ Campaigning will start soon (if we have enough candidates). ○ Action: Request made for PTO to hold forum for potential candidates to express their POV. PTO will also likely need to help with development and delivery of communications. ○ 3 parents, 3 teachers/staff, principal, 2 appointed ○ Experience on PTO and Local School Council is ideal. Ability to handle sensitive information.
5.	<p>President's Update</p> <ul style="list-style-type: none"> • Power outage recap - No issues with power outage at school or with buses. For a major event (more severe than a power outage) – APS crisis team assembles, in communication directly with Ms. Brown, and would develop any communications for SPARK families. • Level 3 clearance – Action: Ms. Brown to request APS update and publish the way to gain Level 3 clearance. Visitor (lunch with kids) does not require Level 2 clearance • Absence policy – current policy is to get email after 3 days absence. Recently, e-mail also included a requirement for a doctor's note with 3 consecutive days. Action: Dr. Stoner to follow up with social worker to confirm this is aligned with APS policy. Consider pushing out notification about policy via SPARK-e – in context of holidays and based on research about attendance linked to student performance. Action: Karen G. to take lead in developing communications. • SPARK Reserves – Stephanie and Jennifer working on getting additional support for SPARK Reserves • Box Tops for Education – will receive \$430 from first cycle. Ms. White's team won competition – Jennifer Hardwick working with her on class reward. Two more cycles during the year. • Co-president Coffees – one person attended last session.
	<p>Teacher Liaisons Update</p> <ul style="list-style-type: none"> • STEAM feedback – went well, rooms put back in order. Teachers would like to be more involved in planning process moving forward. • Fun Run feedback – also went well. Fun Run team didn't come to the rooms very often and crew was much less energetic than previous years. Committee is aware of breakdown in communication with room parents about grade level / class parties. • Student government will be doing a toiletry drive over the holidays. Will start publicity the week after Thanksgiving. • Seven applications for innovation grants to date. Have developed rubric for evaluating work. • Update teacher appreciation breakfasts quantity from 40 to 72.
	<p>Vice President Update</p> <ul style="list-style-type: none"> • Teacher Science Kits – Shawna contacted teacher leads for order date for kits • Appreciation dates – no standard national, state or APS official list of staff appreciation days. Discussed possibility of combining all into a single faculty/staff appreciation event/week later in year. Action: Shawna will figure out plan for appreciation in May – and then communicate ahead for 2016-2017.
	<p>Secretary Updates</p> <ul style="list-style-type: none"> • Reviewed and updated November and December planning calendar <ul style="list-style-type: none"> ○ AR Party – move to 11/5 ○ Bookfair Family night – move to 11/11 ○ Grady Cluster Community Meeting – 11/9

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	<ul style="list-style-type: none"> ○ 3rd grade field trip to Carter Center – 12/7. Remove 11/18 trip. ○ Jeff to check on 5th grade skate night and follow up with Mr. Jackson on full list of field trips • Jeff provided update on MySchoolAnywhere (MSA) <ul style="list-style-type: none"> ○ 312 families in the system, 411 students. Some challenges with the way we're coding Spark Supporter donations – particularly if they are from extended family/friend. Action: Jeff/Courtney/Ana Rosa to work through and audit against finance database to confirm 100% alignment. ○ Budget vote – final MSA export included 208 individuals (parents + faculty) – sending out e-mail 11/5 ○ Online Directory – online directory access provided to Spark Supporter families – limited feedback to date. Action: Jeff to work with Karri on getting info for SPARK Partner ads. ○ Printed Directory – Action: Jeff to work on layout, get SPARK partner ads and get printing estimate in December. ○ Will revisit teacher inputs ASAP – may require additional request with more context for how information will (and will not) be used. Recommend removing cell phone line item. ○ MSA ready for use fund tracking (outside SPARK Supporter) and volunteer tracking • Action: Jeff to reschedule General Board Meeting attendance brainstorm. Two ideas: <ul style="list-style-type: none"> ○ Teachers presenting their grant results at PTO general meeting ○ Class competition for most parents attend PTO general meeting
	<p>Operations Updates</p> <ul style="list-style-type: none"> • Started installation of IdentiKid check-in and check-out system this week. Training went well. Action: Karin Greeson to write up for SPARK-e and teacher newsletter once up and running. • Walk To School Day – 3% car pooled, 33% walked, 41% bus, 21% drove alone. Ms. Neal's class won participation competition. • Action: Karen working with Dr. Stoner on FAQ/Information Brochure with policies/procedures for SPARK • Action: Dr. Stoner following up on bus count for 518 and late buses • Action: Dr. Stoner to provide update on Promethean board needs
	<p>Community Outreach Updates</p> <ul style="list-style-type: none"> • 218 volunteers on master list. Invites for appreciation event going out 11/4 and will get RSVP by 11/19, • SPARK Spirit Night at Dragon Bowl on Thursday, 11/5 • Karen Zgonc attended Hope Hill festival – look to push more SPARK families to attend. Meeting with Angie Lewis to discuss other possible ways to work together. Consider ways to help raise money (separate from SPARK donations) for those interested in helping. Need to prioritize needs and focus on ways to benefit children. One option – connect them to universities/fraternities/sororities to help impact. • Murphy's SPARK Spirit Night attendance was low – did not have sticker reminders in student binders (Murphy's choice)
	<p>Enrichments Updates</p> <ul style="list-style-type: none"> • Fun Run – went well, but some concerns about FundRunners delivery of contract <ul style="list-style-type: none"> ○ Action: Looking for feedback specific to FundRunners by Thursday, 11/5. Reviewing contract to negotiate lower cut from them. ○ PTO was not aware of the blast asking for repeat donations ○ Grade level parties had some confusion ○ Parents want to buy capes – will create a fundraiser – Action - Sara and Courtney to work on plan for this

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	<ul style="list-style-type: none"> • STEAM week – <ul style="list-style-type: none"> ◦ Alliance presentation more of an advertisement – could be more kid-focused ◦ Big Thinkers – good response, but some feedback that the lessons are the same as past years. Teacher feedback - is there any option to apply to specific standards to the presentation? • Faculty in the Garden – Action - Prior to spring semester Sara to take lead on bringing ideas to make full use of the garden (taking into account issue with keys and Ms. Taylor's schedule) • AR Party and Book Fair – volunteers needed. May need additional teacher to support teacher liaison next year. Action – Sara to follow up on communication to teachers about AR Party schedule, scheduling Bookfair teacher meeting and to set up sign up for browse dates/times. • Career Day – March 4 • Art Show – no date yet – will keep separate from the auction
	Communications Updates <ul style="list-style-type: none"> • No update
	Treasurer Updates <ul style="list-style-type: none"> • New bookkeeper – Katherine Hatch. Beth brining her up to speed – and will continue to hand-write checks. • Be sure to use paper check request form for all requests. Action: Ms Thurman to follow up with Beth about purchase request (can we use the same form?) • Tax ID for PTO is 26-405-1522.
	Fundraising Updates <ul style="list-style-type: none"> • Supporter participation is low. Meeting with Ana Rosa for a plan for second push. Consider corporate matching deadline. • Partners – looking for a SPARK Partners chair. Courtney will handle role for this year, but need for next year – outgoing, great at sales. • Spirit Wear – over \$1000 at STEAM week, \$300 at fun run. Online site launching in the next couple weeks • Doner appreciation event – 1/21 at Wisteria • Spark After Dark – 3/12 at Ponce City Market
	Adjourn – adjourned by Jennifer Hardwick at 9/20