

Springdale Park Elementary School
PTO Board Meeting
December 1, 2015
SPARK
Submitted by Jeff Anderson

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

Proceedings	
	<p>Agenda and Minutes</p> <ul style="list-style-type: none"> • Meeting called to order at 6:35pm • Board unanimously approved 12.1.15 meeting agenda. • Board unanimously approved minutes from 11.3.15 Meetings.
	<p>Principal's Update</p> <ul style="list-style-type: none"> • Safety audit completed early November. Do not have full report but based on initial feedback, will complete 2 mock drills – fire drill and a level 3 lock down. Students will not know it is a drill. Parents will not know ahead of time, but will receive a RoboCall, notification on Spark-E and written communication (Jennifer Hardwick leading) that day as follow up. ACTION – Karen Zgonc to follow up on any parent volunteers to help during that day. • Computer Lab – curriculum in place and activity students will have a laminated card with their username and password information • LSGT – elections held in January. Four interested parents to date and campaigning should begin soon. PTO Board may need to put together forum and communications to support election. ACTION – Board to follow up on needs – to be assigned.
5.	<p>President's Update</p> <ul style="list-style-type: none"> • 11/18 Principals Tea – main topic was SST and challenges of navigating the process. Dr. Woodruff should be the point of contact for any parents with challenges. Follow up ACTION from 11.3.15 meeting - Ms. Brown to ask Mr. Woodruff to help draft key communication points for SST and RTI for Board use, as required. • Dr. Stoner working with APS to put together a specific level 3 clearance process – ACTION – Dr. Stoner to provide update. • SPARK reserves letter went out to donating parents – included thank you, update on balance various reserve accounts and request for volunteers. No interest expressed yet – need parent volunteers for leadership positions. ACTION – Board to revisit their contacts for potential

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	<p>candidates.</p> <ul style="list-style-type: none"> December 8 set for second round of leveled reading room organization. ACTION – Jeff to add to calendar. Accelerated Reader – some lack of consistency in how AR is executed – teachers are given flexibility resulting lack of clarity when communication about parties went out. Consider using principal's tea, co-president coffees or Board meeting add-on to review AR program with parents Copy center – first machine has been moved into the room. Request made to Xerox to move second machine – waiting for date to move. Weather station and Broadcast studio – both work in progress Supply Kits team in place – gathering feedback from teachers and staff – currently leaning toward a new partner. Back to School <ul style="list-style-type: none"> School Tours – every second Friday. Kindergarten ambassadors in place Consider Dr. Woodruff introduction during BTS timeframe Bi-laws – ACTION - Jeff Anderson and Jennifer Hardwick to work on cleaning up legal feedback and simplifying to the extent possible. Make sure to address budget amendments. Follow up ACTION from 11.3.15 meeting – Dr. Stoner and Karen Greeson to confirm attendance policy and develop communication for second semester.
	<p>Teacher Liaisons Update</p> <ul style="list-style-type: none"> Teacher grants submitted and reviewed using new rubric went very well – recommending the following applications: <ul style="list-style-type: none"> 1st grade classroom pilot – Bouncing to Higher Achievement – bands to wrap around desks – helps with focus and “the wiggles” 5th Grade String Things Support Supplies – curriculum to support Ukulele program and tie into standards Special Education – Technovation – iPad with some specific aps to support students for visual representations. Partial funding - Media Room - March Madness in the Media Center – books and t-shirts to motivate reading during March ACTION - Ms. Lockwood to confirm field day and talent show dates and share with Jeff Teachers getting anxious for grade level funding – with budget approved, able to move forward.
	<p>Vice President Update</p> <ul style="list-style-type: none"> Teacher focus groups – looking at Whole Foods to donate snacks Lost and Found will be donated to Hope Hill at the end of this week. ACTION – Karen Zgonc to look for volunteer one hour a week to go through lost and found. VaHi Grants – collecting input from teachers – ACTION - Shawna to connect with Beth to get science kits purchased. Teacher breakfasts – still not enough food being delivered. ACTION - Shawna to work with Suzanne to get sign-up genius updated. Staff appreciation – agreed to have single staff appreciation week the week of May 2 aligned with national appreciation week. ACTION – Jeff to add to planning calendar and Shawna to make sure full staff is aware of this approach
	<p>Secretary Updates</p> <ul style="list-style-type: none"> Budget 50% open rate, 46 responses, 1 opposed, approved. ACTION - Jeff to follow up with Ms Brown to confirm ok to upload final budget to website. Calendar – did not review MSA –

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	<ul style="list-style-type: none"> ○ SPARK partners – working on getting SPARK Partner ads into online version. ACTION – Courtney to send out communication to Partners. Note – will consider holding off on posting until received payment ○ ACTION – Jeff to work on inputting full school Infinite Campus export (pending update from Dr. Stoner) and teachers inputs(pending completion by teachers) ○ ACTION – Jeff to work on printed version of directory – format, printing estimate, partner ads ○ MSA ready for use fund tracking (outside SPARK Supporter) and volunteer tracking • Follow up ACTION from 11.3.15 meeting - Jeff to provide recommendation on approach for file sharing given Board is reaching storage limits. • Follow up ACTION from 11.3.15 meeting – Jeff to schedule brainstorm to get more parent involvement in Board meetings – including teacher presentations (for grants), key topic (AR), guest speaker, or school event (Poetry Slam)
	<p>Operations Updates</p> <ul style="list-style-type: none"> • Identikid –up and running. Will be some training for volunteers working in the front office that might confront a non-approved ID. For confidentiality – will fill out NDAs. ACTION - Jeff to upload to NDAs to DropBox once signed. • SPARK information brochure – Karin and Dr. Stoner working on updating but requiring a major overhaul. One sheeter is in good shape • Bus Issue Reporting Tool for bus captains - working on a way to capture issues so that Dr. Stoner can take more objective and specific data/feedback to APS. 1/13 meeting with Mr. Franklin (APS) to present 1 month findings will require good parent attendance. ACTION - promote everywhere we can – and consider RSVP mechanism • Follow up ACTION from 11.3.15 meeting - Dr. Stoner to provide update on Promethean board needs
	<p>Community Outreach Updates</p> <ul style="list-style-type: none"> • Volunteer appreciation event this Thursday at The Warren. Planned for 50, but 70 people RSVP'd. Looking for a few SPARK Partners for raffle, but lower priority. Good opportunity for recruiting for next year's Board • Hope Hill - first Grady cluster elementary committee earlier in November to identify opportunities for better community integration between schools. Members of committee volunteered to take Board roles for Hope Hill <ul style="list-style-type: none"> ○ SPARK - Coat Closet/Enrichment/Volunteers ○ MaryLin - Wish list/ Surrogate Grade Level Room Parents ○ Morningside - Social needs/events • Dragon Bowl – better attendance than Murphy's, but not great. Issue may be day of week, lack of urgency (10% of proceeds), location (Emory Village), parking • Next spirit night – 2/25 (Surin)
	<p>Enrichments Updates</p> <ul style="list-style-type: none"> • Sara wrote and was awarded a \$5000 grant for Physical Education. Working with Ms. Pirnstill to document specifics • Follow up ACTION from 11.5.15 meeting - 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)
	<p>Communications Updates</p>

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	<ul style="list-style-type: none"> Room parent teacher gift funds – donation period complete. Pulling together totals this week – one class may need supplemented Social media no longer part of Constant Contact without additional funding. Consider adding in supplementary funding for this. Media release forms – cutoff complete – Mr. Jackson owning list of usable photos PTO Meetings – consider RSVP mechanism. ACTION Traci to send Jeff feedback from survey.
	<p>Treasurer Updates</p> <ul style="list-style-type: none"> Budget approved, will be updated into QuickBooks Financial statements – good financial position through October Bookfair – closed out FunRun – closed out Partners – sent out invoices on 11/30 Supporters reconciliation – ACTION – Beth to send information to Ana Rosa Staff holiday gift process – ACTION - Beth to work on spreadsheet to ensure everyone is accounted for
	<p>Fundraising Updates</p> <ul style="list-style-type: none"> Supporters – very close to the goal. Working on second push next week for Spark supporters so people could write it off and get ahead of Spark After Dark. Grade level party for grade that has the highest percentage of parents participating. Primarily digital communication with possible printed piece on Friday. Partners – looking for sales/marketing person to lead SPARK Partners moving forward Spirit Wear – sold over \$500 of inventory to date. Doner appreciation event – save the date will go out by next week Auction – planning going well Art Show and Harry and Sons Spirit Night now on same date. Could align with PTO General meeting -3/24.
	<p>Adjourn – adjourned by Jennifer Hardwick at 9/20</p>