

**Springdale Park Elementary School****PTO Board Meeting****Date****SPARK PTO BOARD MEETING MINUTES 7/20/2016****Board Members** (Present represented by X)

	Mr. Harness, Principal
	, Teacher Representative
	Jeff Anderson, Co-President
X	Karin Greeson, Co-President
X	Catherine Lewis, Vice President
X	Carla Lee, Secretary
X	Susan Lin, Treasurer
X	Traci Sinitiere, Director - Communications
X	Brooke Talley, Director – Community Outreach
X	Steve Gregg, Director - Operations
	Suzanne Macpherson, Director - Fundraising
X	Emily Heberlein, Director - Enrichment

**Others Present****Proceedings**

1.	<b>Call to Order</b> was at 7:00PM by KARIN GREESON
2.	<b>Follow up from last meeting:</b> <ul style="list-style-type: none"><li>• Teacher Start Up funds process<ul style="list-style-type: none"><li>- Letter to be drafted (Catherine or Traci) for teacher supplies funds request and include receipts</li><li>- Do Specials and/or teachers with no homeroom (Special Ed, IEP, etc) get start-up funds?<ul style="list-style-type: none"><li>- needs further research; Karin and/or Susan will talk with Jen Hardwick who covered funds last year for specials (possibly in Dec?)</li><li>- Determine if it matters whether teacher is certified vs classified</li></ul></li><li>- <b>MOTION</b> Susan Lin motions for \$250/each to homeroom teachers for start up<ul style="list-style-type: none"><li>- Emily Heberlein seconds, all present in favor</li></ul></li></ul></li><li>• Treasurer update<ul style="list-style-type: none"><li>- Susan presented June P &amp; L, also available on Dropbox in Treasurer folder</li></ul></li></ul>

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3.	<p><b>Updates/New Business</b></p> <ul style="list-style-type: none"><li>• Wellness Committee/Policy<ul style="list-style-type: none"><li>- Carla reviewed Wellness Policy including changes in school sanctioned classroom celebrations, approved snacks, exercise initiatives, food allergy policy<ul style="list-style-type: none"><li>- where/how the PTO will be supporting the policy. There was support for all the initiatives, even the "nut zones," the only concern being implementation. One concern is that kids don't know what they have in their lunch.</li><li>- adding a Wellness "blurb" in each Spark-e especially in educating on food allergies (this came off of above concern)</li><li>- offering a "fun" list of lunchbox options that do not contain nuts</li><li>- adding the Celebration/Snack Guide list link to the left bar of Spark-e on each issue</li><li>- Also need to confirm calendar dates for any Wellness events.</li></ul></li></ul></li><li>• Transportation Meeting Debrief (Steve)<ul style="list-style-type: none"><li>-Improvements made on last year including inspections, driver changes, etc (below)</li><li>-Website and call center (5:30am-7pm) to better communicate</li><li>-App is ready "APS Bus Tracker"</li><li>-New bus routes based on the GPS locations drivers <i>actually</i> used last year (rather than the unused routes given)</li><li>-Driver will have list of kids and coordinating bus stop</li><li>-APS police officer will escort home children under 8 whose adult is not at the bus stop</li><li>-(2) Cameras aboard all busses, one on driver and one on passengers; footage will be available to administrators (principle, AP) when there is an issue</li></ul></li><li>• Administration Meeting Update<ul style="list-style-type: none"><li>- Karin will email update</li></ul></li><li>• Website Update (Traci)<ul style="list-style-type: none"><li>- Chosen and being built, updating copy (teacher bios, etc)</li><li>- goal to go live at Sneak Peak</li></ul></li><li>• Back to School Update– (Traci, Carla)<ul style="list-style-type: none"><li>- Volunteers! Need more due to no mail out</li><li>- Lunch? Atkins Park was discussed, or food truck &amp; King of Pops for purchase</li><li>- Map of tables on the back of checklist for parents:<ul style="list-style-type: none"><li>- Transportation and Bus tags</li><li>- Spirit Wear</li><li>- Supporters/Volunteers</li><li>- Partners (multiple tables)</li><li>- Class Lists/assignments</li><li>- Computers for MSA</li></ul></li></ul></li><li>• <b>DEADLINE FRIDAY JULY 22 for Back to School Spark-e Content</b></li></ul>
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4.	<p><b>Discussion Items</b></p> <ul style="list-style-type: none"><li>• Due to time constraints, we covered one (Communication) goal below, and will update the others using a Google Doc to be considered digitally/remotely</li><li>1. Goal-Setting for SY2017<ul style="list-style-type: none"><li>a. Each group share goals and strategies</li><li>b. Discuss</li><li>c. Vote on the goals</li></ul></li><li>• <u>Communication goal</u>– Catherine, Traci, Steve<ul style="list-style-type: none"><li>- Increase participation in Spark-e by 5% by Dec, another 5% by May</li><li>- Table at Sneak Peak</li><li>- Communicate better the benefits of joining My School Anywhere</li><li>- Increase parent participation/engagement in PTO, especially meetings<ul style="list-style-type: none"><li>- maybe attach PTO meeting to cultural events, kid's performances</li></ul></li><li>- Goal of (4) submissions monthly on NextDoor</li></ul></li><li>• <u>Fundraising goal</u> –Suzanne, Susan</li><li>• <u>SPARK Brand Goal</u>–Emily, Carla</li><li>• <u>Volunteer Goal</u> -Brooke</li></ul>
5	<p><b>Decision Items</b></p> <ul style="list-style-type: none"><li>• <b>MOTION</b> Karin Greeson motions Curriculum Items Part 2 totaling \$19,617.81<ul style="list-style-type: none"><li>- Brooke Talley seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Karin Greeson motions expected July-Sept Supporters supplies totaling \$780 (\$450 Magnets, \$100 envelopes, \$130 postage, \$100 printing of forms)<ul style="list-style-type: none"><li>- Susan Lin seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Susan Lin motions for \$250/each to homeroom teachers for start up<ul style="list-style-type: none"><li>- Emily Heberlein seconds, all present in favor</li></ul></li></ul>
	<ul style="list-style-type: none"><li>• Scheduling – preliminary dates identified for back to school timeframe  Upcoming Dates July 26 – Co-pres. Meeting with admin July 27 - Teacher Assignments July 27 - Supply Kits to Arrive July 27 – Aug 2: Parent Workdays July 28 - PTO presentation to staff/faculty July 29 – Bus Routes posted online July 31 – Rising K and New 1st Grade Play date August 1 – Sneak Peek @11AM-1PM August 3 – Day 1</li></ul>
1.	<p><b>Meeting Adjourned at 9:30 PM by KARIN GREESON</b></p>