

**Springdale Park Elementary School**  
**PTO Board Meeting**  
**Date**

	<b>SPARK PTO BOARD MEETING MINUTES 9/19/2016</b>
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<b>Board Members</b> (Present represented by X)
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X	Mr. Terry Harness, Principal
	Dr. Dawn Stoner, Assistant Principal
X	Jennifer Lockwood, Teacher Representative
X	Mary Thurman, Teacher Representative
X	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

<b>Others Present</b>
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<b>Proceedings</b>
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1.	<b>Call to Order</b> was at 6:30 PM by Jeff Anderson
2.	<b>Follow up from last meeting:</b> <ul style="list-style-type: none"> <li>PTO 8/16/16 Meeting Minutes entered into record.</li> <li><b>MOTION</b> Karin Greeson motioned to approve <ul style="list-style-type: none"> <li>Traci Sinitiere seconds, all present in favor.</li> </ul> </li> </ul>

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3.	<p><b>Updates/New Business</b></p> <ul style="list-style-type: none"><li>• Principal's Update<ul style="list-style-type: none"><li>- Strategic Plan- School Governance Board has been working on school priorities through 2020</li><li>- Strategic Initiatives:<ol style="list-style-type: none"><li>1. Increase level of rigor and relevance.</li><li>2. Increase student involvement in personal goal setting.</li><li>3. Improving utilization of common assessment tools at each level.</li><li>4. Improve use of differentiated content, process, environment and learning product.</li><li>5. Improve implementation process of resource allocation.</li><li>6. Increase school presence and integration into community.</li><li>7. Improve social and emotional learning and well being.</li><li>8. Increased opportunity for parents to learn and support.</li><li>9. Improve student tardiness and absenteeism.</li></ol></li><li>- Next step: initiatives to implement the objectives above.</li><li>- Halloween<ul style="list-style-type: none"><li>- Suggestion for a 'Book Character' dress up on Halloween; will kick off Fall Book Fair week, possibly with a parade.</li><li>- "Switch Witch" for students to exchange candy for something (possibly a book), candy to go to troops through Worthmore Jewelry at Amsterdam Walk.</li></ul></li></ul></li><li>• Teacher Representatives Update<ul style="list-style-type: none"><li>- One software company requires the school to purchase (vs PTO) for tax-free status. School will provide Purchase Order, PTO will still fund.</li></ul></li><li>• Treasurer's Update<ul style="list-style-type: none"><li>- Susan Lin presented current P&amp;L.<ul style="list-style-type: none"><li>- Currently \$48,000 for supporters (slightly under same time for 2015-16 school year)</li></ul></li></ul></li><li>• Fundraising Update<ul style="list-style-type: none"><li>- Sent via email from Suzanne MacPherson, reviewed by Jeff Anderson</li><li>- Supporters: Currently we are at 43% participation and \$47,405 in donations. (Susan may have received more donations recently). This is a little behind last year at the same time. We started the grade level competition this week that will run through the end of October. At that time the grade level with the most donations will win an hour recess and King of Pops. The donor appreciation evening will be in January and Courtney Wagner has agreed to organize the event.</li><li>- Box Tops :Holding off box tops competition until later in November after supporters is completed. Collections can be submitted in November and April. I would recommend holding off until April and doing one competition.</li><li>- Partners: Meeting with Katie and Julie on Wednesday night to discuss partners program. Anne Carter Sussman has agreed to run partners program next year. She will also be attending the meeting.</li><li>- SPARK After Dark: Currently the date is Friday, March 24th in the same space as last year. Potentially could have Saturday, March 4th but waiting to see if current group cancels. I would recommend next year booking for 2018 as soon after the March 2017 as possible if we want to continue at PCM.</li><li>- Small Tall Ball: It was discussed at the last meeting to plan the event around Valentine's Day. If we plan to go forward with this event I would like to ask the Wellness committee to chair and organize as it could be a good tie-in with their message</li></ul></li></ul>
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- Streets Alive (September 25)
  - Space at Intown Ace is confirmed, to be shared with our partner Knock and Contact Point.
  - Dance instructor in the works.
  - Step & Repeat Banner to be ordered at \$98 with SPARK logo (so may be reused in the future).
  - Knock will provide sound system.
  - Need Emcee! Options: Billy Palmer, Kevin Wilson
    - Susan Lin will contact Billy Palmer
- International Walk to School Day (October 5)
  - Need volunteers to pass out incentives.
  - Suggestion to tie in to Briarcliff Safety initiative:
    - Invite local reps (such as Alex Wan) as well as recipients of the Briarcliff safety letter to join us for Walk to School day and experience the safety issues on Briarcliff.
- Steam Week (Oct 17-21)/Steam Night (October 20)
  - Motion to come via email to approve budget.
  - Food trucks needed-resources will be discussed with Partners team
  - Jen Hardwick is acting chair, planning meeting scheduled for 9/21/16
    - suggestion to incorporate STEAM throughout school day such as in morning announcements and with the 'STEAM song' (that apparently actually exists!)
  - Plan to contact vendors/volunteers from last year this week.
  - Ms Lockwood will act as point of contact for in-class presentations (possibly High Point High Touch or Big Thinkers). Teachers prefer in-class presentations over assembly style.
- MSA
  - Access emails have been sent to current supporting members.
  - Need to add teacher info (without cell phone)
  - Need to explore donation tracking and volunteer tracking
- Garden
  - Needs from Ms McDaniel shared including student seating, umbrellas/awning.
  - Druid Hills has offered a donation to SPARK. Awning to be requested, possibly matching funds from VHCA.
  - Beekeeper John to return 9/20/16-will look at hive that is in disrepair and bees that have set up shop in a cinderblock.
- Fall Volunteer Appreciation
  - Scheduled at The Warren 10/13. Budget will depend on bar tab at the end of evening, but \$500 deposit due now.
  - Moving forward Brooke suggested to limit the volunteer appreciation events to one towards the end of the year.
    - Suggestion to review and consider other ways to thank our volunteers.
  - Suzanne has said she knows of a couple willing to allow the use of their home for the end of the year volunteer appreciation event, if this remains in place, we should be able to keep costs at a minimum.

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4

### Discussion Items

- Teacher Focus group findings
  - Small turnout for focus group, but good suggestions and information to glean from it.
  - Development Funds (previously underused)
    - Teacher request form created for professional development funds.
- SLDS access for parents
  - State Longitudinal Data System
  - Provided by state, but APS is one of the only districts that does not provide parent access
  - Karin suggested to petition APS to give access
    - Will present to Ms. Brown.
- Reserves
  - Technology (printers)
    - ELA teacher in need of a printer led to discussion
      - Does PTO fund printers? If so, how do we deal with future ink?
      - Decided to leave to administration to decide whether this is something we should use reserves funds for.
- Next Board Meeting time
  - Next meeting shall be held October 18, 2016 at 7AM-8:30AM
    - Will consider rotating evenings and mornings for meetings, with October being a trial for success of morning schedule.

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5	<p><b>Decision Items</b></p> <ul style="list-style-type: none"><li>• <b>MOTION</b> Jeff Anderson motions Teacher start up funds (Ms Woods &amp; Band/Orchestra) totaling \$500<ul style="list-style-type: none"><li>- Brooke Talley seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Susan Lin motions for Sumdog totaling \$1200<ul style="list-style-type: none"><li>- Karin Greeson seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Jeff Anderson motions for Project Wisdom (SEL support) totaling \$599<ul style="list-style-type: none"><li>- Susan Lin seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Jeff Anderson motions for Streets Alive audio, step &amp; repeat and dance instructor totaling \$350<ul style="list-style-type: none"><li>- Brooke Talley seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Jeff Anderson motions for deposit for Volunteer appreciation party totaling \$500<ul style="list-style-type: none"><li>- Catherine Lewis seconds, all present in favor</li></ul></li><li>• <b>MOTION</b> Jeff Anderson motions for Steam Project funds totaling \$130<ul style="list-style-type: none"><li>- Catherine Lewis seconds, all present in favor</li></ul></li></ul>
	<p>Upcoming Dates</p> <p>September 21 - Scarecrow Assembly 5-7PM</p> <p>September 21 - International Peace Day</p> <p>September 22 - School Tour</p> <p>September 22 - Gusto Dine Out 5-8PM</p> <p>September 22 - Fall Picture Day</p> <p>September 23 - Sparket</p> <p>September 24 - Scarecrow Work Day</p> <p>September 25 - Streets Alive Highland Ave</p> <p>September 30 - Parent Challenge Referral Due</p> <p>September 30 - 5th Grade Movie Night</p> <p>October 3 - Rosh Hashana</p> <p>October 5 - Walk to School Day</p> <p>October 6 - Midpoint Semester</p> <p>October 6 - Principal's Coffee</p> <p>October 7-11 - Fall Break</p> <p>October 12 - Yom Kippur</p> <p>October 13 - School Tour</p> <p>October 13 - Volunteer Appreciation Night 7PM</p> <p>October 14 - Sparket</p> <p>October 17 - Co-President's Coffee</p> <p>October 17-21 - STEAM Week</p> <p>October 20 - STEAM Night</p> <p>October 21 - Fall Luncheon</p> <p>October 21 - Make-up Picture Day</p> <p>October 24-28 - Red Ribbon Week</p> <p>October 28 - Fall A/R Party</p> <p>Oct 31-Nov 4 - Scholastic Book Fair</p>
7	<b>Meeting Adjourned at 8:41 PM by JEFF ANDERSON</b>