

**Springdale Park Elementary School****PTO Board Meeting****Date****SPARK PTO BOARD MEETING MINUTES 10/18/2016****Board Members** (Present represented by X)

X	Mr. Terry Harness, Principal
X	Dr. Dawn Stoner, Assistant Principal (Arrived @ 8:15 AM for Safety discussion with Grethers)
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
	Brooke Talley, Director – Community Outreach
X	Steve Gregg, Director - Operations
X	Suzanne Macpherson, Director - Fundraising
X	Emily Heberlein, Director - Enrichment

**Others Present**

X	Cristiana & Marcel Grether, parent
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**Proceedings**

1.	<b>Call to Order</b> was at 7:00 AM by Karin Greeson
2.	<b>Follow up from last meeting:</b> <ul style="list-style-type: none"> <li>PTO 9/19/16 Meeting Minutes entered into record.</li> <li><b>MOTION</b> Karin Greeson motioned to approve <ul style="list-style-type: none"> <li>Steve Gregg seconds, all present in favor.</li> </ul> </li> </ul>
3.	<b>Updates/New Business</b> <ul style="list-style-type: none"> <li>Principal's Update <ul style="list-style-type: none"> <li>Strategic Plan- Plan was approved at last GO Team meeting, emailed to board by Mr Harness. <ul style="list-style-type: none"> <li><u>Academic Program</u>: Increase rigor and relevance, increase student involvement in goal setting, improve utilization of common assessments at each grade level, improve and protect classroom time (esp utilizing master schedule).</li> <li><u>Talent Management</u>: Improve use of differentiation strategies through content, process, product and learning environment</li> <li><u>Systems &amp; Resources</u>: Improve the implementation of processes and resource allocation to better align with strategic goals</li> <li><u>Culture</u>: Increase school presence within community, improve the social, emotional and physical wellbeing of Spark students (SEL), Increase opportunities for parents to learn strategies.</li> </ul> </li> </ul> </li> </ul>

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- Technology Update
  - APS will provide new computer lab to replace Mac lab, as well as (150) Chromebooks.
- Fall/Winter Activities (Thanksgiving lunch/Holiday Caroling)
  - SPARK will provide windows of time for the four approved classroom celebrations:
    - 10/17-10/28 Fall Party
    - 12/12-12/16 Holiday Celebration
    - 02/13-02/17 Spring (Valentines?) Celebration
    - 05/08-05/12 End of Year Celebrations
  - Thanksgiving lunch to be held two consecutive days (Nov 17 &18) depending on grade with an effort to 'dress up' the tables if possible.
  - Suggestion to incorporate service into classroom parties, such as Valentines for homeless or something to benefit Hope Hill
    - Catherine Lewis and Suzanne Macpherson will take lead
- Teacher Representatives Update
  - Coach books arrived and SPARK will bill PTO to reimburse.
- Treasurer's Update
  - Susan Lin presented current P&L.
    - We have surpassed last year at same point in both money and participation.
  - 2016-17 Budget is in process, not yet approved.
  - Budget items presented for approval (listed in "Decision Items")
- Fundraising Update
  - Dine out at Gusto! raised \$30, but Gusto! gave a \$100 check for the event.
    - Future dine outs to be planned, changing day to Wednesday to correspond with Family Focus Night.
    - Emphasize difference between Dine Out (raises funds) and Spirit Night (does not raise funds)
  - SPARK after Dark set for March 4, 2017 at Ponce City Market
    - PCM waved the approved vender fee (allowing SPARK to use any vender for food/drink), but did not offer non-profit discount as was provided last year.
    - Would like to hire a professional auctioneer (vs parent volunteer) for event.
    - Budget for event should be ready by next meeting.
  - Suzanne emphasized the need to add more opportunities to reach outward, especially to Hope Hill.
- SPARK Security-short & long term
  - Parents Cristiana and Marcel Grether brought concerns regarding safety of the SPARK campus, particularly the permeability by strangers on and through campus.
    - Marcel offered architectural services as needed to assist in any changes.
    - SPARK cannot make changes, they must be approved by city of Atlanta and APS.
    - Karin has a parent committee to create proposals in answer to forthcoming APS response (both campus safety and traffic safety surround campus)
      - Plan to push literature on See Something Say Something to parents, maybe during Red Ribbon Week.
      - Continue to incorporate safety in teacher training and add emphasis on vigilance during recess time.
    - Mr. Harness plans to meet with Chief Applin, head of APS Police Dept to discuss safety plans.

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### Discussion Items

- Program Recaps (International Walk to School Day-rescheduled for next meeting)
  - Fall Volunteer Appreciation- Brooke emailed update (edited):
    - *Very low turnout, however, everyone seemed to have a really great time. I would suggest we eliminate this event in the future for a couple of reasons.*
    - *Depending on what I hear back from the owner of the Warren, it seems their \$500 gift in kind would be the event space rental. If this is the case, we still pay full price for food/ drinks and I believe we can make this up to the volunteers in other ways.*
    - *There are so many school events and this puts us close to the holidays, I think having one solid end of the year volunteer appreciation event would be a great way to close out the school year with a better turn out.*
    - *It essentially takes about 6 families to donate the suggested amount to cover the cost of this event. There are so many more items the funds could be used for.*
    - *I would suggest to hold a monthly raffle or something of the sorts (and with the help of SPARK Partners) give out gift cards to local partner establishments.*
- Upcoming programs
  - AR Party
    - Mr Jackson and parent volunteer have under control.
    - Mr Jackson will work with Mr Harness regarding budget.
  - Steam Week (Oct 17-21)/Steam Night (October 20)
    - Need more volunteers to direct presenters and parents, register, etc.
    - Plan to post on Nextdoor for alumni to volunteer esp to watch science projects in gym.
    - Greatest need is set-up (4PM-5:30PM)
    - Additional tables needed.
    - 4:30 registration
    - 5:00-6:00 open sessions
    - 6:00-7:50 presentations
  - Fall Celebrations (dress up & parade, parties, switch witch)
    - 10/31 Book character dress up
    - Switch witch: Volunteers to dress as witches and go to homerooms to trade candy for 'treats' such as toothbrushes, fruit, stamp/tattoos, etc.
    - Nov. 1 from 8AM-8:30 AM
    - Hoping for one volunteer per grade.
  - Book Fair
    - Brooke emailed update: *All is moving along well! Mr. Jackson and I are on top of it! Although we are still needing a few volunteers through the school week and family night, I think we should be good to go since the event is still two weeks away. We may need some help from board members on family night to have easy, simple, smooth, quick transactions and move along the lines. I've been working with the partners committee in securing Atkins Park for family night. Atkins Park is on board and happy to be there.*
- Next Board Meeting time & General Meeting
  - **MOTION** Jeff Anderson motions General PTO Meeting to be held 11/9 from 7:00-8:00 PM in the Gym
  - Traci Sinitiere seconds, all present in favor
  - Next board meeting to be held 11/15 6:30-8:30 PM

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5	<p><b>Decision Items</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION</b> Karin Greeson motions SPARK after dark venue @ PCM: \$2,500 <ul style="list-style-type: none"> <li>- Traci Sinitiere seconds, all present in favor</li> </ul> </li> <li>• <b>MOTION</b> Karin Greeson motions SPARK after Dark software renewal: \$795 <ul style="list-style-type: none"> <li>- Traci Sinitiere seconds, all present in favor</li> </ul> </li> <li>• <b>MOTION</b> Karin Greeson motions STEAM week presenters totaling \$6,360. (High Tech, High Touch, \$5,300; Science Creations, \$200; Dunwoody Nature Center \$75, GA Sea Turtle Center, \$135; \$250 3D printer exhibit, \$400 Party Animals) <ul style="list-style-type: none"> <li>- Traci Sinitiere seconds, all present in favor</li> </ul> </li> <li>• <b>MOTION</b> Karin Greeson motions for Volunteer event: \$600 venue The Warren, TBD food/bev <ul style="list-style-type: none"> <li>- Traci Sinitiere seconds, all present in favor</li> </ul> </li> <li>• <b>MOTION</b> Karin Greeson motions Website monthly fees: \$137 <ul style="list-style-type: none"> <li>- Traci Sinitiere seconds, all present in favor</li> </ul> </li> <li>• <b>MOTION</b> Karin Greeson motions Office support / copying: \$540 <ul style="list-style-type: none"> <li>- Traci Sinitiere seconds, all present in favor</li> </ul> </li> </ul>
	<p>Upcoming Dates</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> <p>November 4 - Hat Day</p> <p>November 4 - Sparket</p> <p>November 6 - Daylight Saving time ends</p> <p>November 8 - NO SCHOOL Election Day</p> <p>November 11 - Fall Luncheon</p> <p>November 14 - Co-President's Coffee</p> <p>November 17 - School Tour</p> <p>November 21-25 - Thanksgiving Break</p> <p>December 1 - Principal's Coffee</p> <p>December 2 - Afterschool Clubs end</p> <p>December 2 - Skate Night</p> <p>December 9 - Sparket</p> <p>December 12 - Co President's Coffee</p> <p>Dec 19-Jan 3 - Winter Break</p>
7	<p><b>Meeting Adjourned at</b> AM by JEFF ANDERSON</p>