

SPARK PTO Agenda & Minutes
March 19, 2019 @ 6:30 p.m., SPARK Conf. Room

Attendance Terry Harness - Principal Dr. Jennifer Toney - Assistant Principal X Susie Fellows - Teacher Representative X Kimberly Muhlheim - Teacher Representative X Julie Kimble - Co-President X Cat Hoelker - Co-President X Amanda Curran - Fundraising X Chad Estes - Secretary X Becca Kirby - Volunteer/Outreach X Preston Ladds - VP X Scott Newman - Treasurer X Carrie Pursifull - Operations X Jenny Reiner - Enrichment X Julie Witten - Communications		
Meeting Call to Order:		6:30pm

Topic	Speaker	Time
Principal's Update <ul style="list-style-type: none"> • <i>We had a discussion around grants including teacher grants</i> • <i>Kindergarten experience for April 25th is being planned</i> • <i>We discussed the carpool hang tags plan for next year</i> • <i>We discussed bus signage needs for next year</i> 	Harness/Toney	15 minutes
Teachers' Update <ul style="list-style-type: none"> ○ <i>Super grateful for all the help with school supplies - it's really helping the teachers and the kids!</i> 	Fellows	5 minutes
Follow up from last meeting: 1. SPARK After Dark was a huge success! <ul style="list-style-type: none"> • defrief <ul style="list-style-type: none"> ○ <i>The sound was an issue from being able to hear the auctioneer</i> ○ <i>The mixture of auction items worked well</i> 		15 minutes

<ul style="list-style-type: none"> ○ <i>Bourbon wall went great and next time we could add a wine wall next year</i> ○ <i>We need to review the per person ticket price for next year to ensure we properly cover costs of food, drink and event space</i> ● check out process review/improvement <ul style="list-style-type: none"> ○ <i>Need more help to operate the auction checkout process in order to process things more quickly</i> ○ <i>Provide better options for buyers to pickup large items they can't take home with them the night of the event</i> ● financial update <ul style="list-style-type: none"> ○ <i>We exceeded our goal of \$45k and hit \$58k after expenses!</i> 		
<p>New business:</p> <p>3. Enrichment Update (Jenny)</p> <ul style="list-style-type: none"> ● Band and Orchestra Performance (3/22) <ul style="list-style-type: none"> ○ <i>We discussed logistics, timing and volunteer needs for the event to help things run smoothly</i> ● Fine Arts Night (3/28) <ul style="list-style-type: none"> ○ <i>We discussed logistics, timing and volunteer needs for the event to help things run smoothly</i> ● Earth Day activities <p>5. Operations Update (Carrie)</p> <ul style="list-style-type: none"> ● Sport court sent to production <ul style="list-style-type: none"> ○ <i>The design is finalized and looks great</i> ○ <i>Target timeline to install it is over spring break (not confirmed requires coordination with APS)</i> ● shades and marquee -- room in budget? ● media center update <ul style="list-style-type: none"> ○ <i>Designs of furniture and materials are being finalized</i> <p>6. Financial Updates</p> <ul style="list-style-type: none"> ● Budget (discuss status of lines that still have available funds to spend by end of May. Repurpose funds if necessary.) <ul style="list-style-type: none"> ○ <i>Reviewed expense items still planned for the remainder of the year such as technology cart items, playground equipment, media center, teacher work</i> 	Board	55 minutes

<p><i>area, garden supplies and structure, Field Day, teacher and staff appreciation week</i></p> <ul style="list-style-type: none"> • Insurance Renewal (options for coverage and requirements to maintain coverage) <ul style="list-style-type: none"> ◦ <i>Yes we need to renew it!</i> • QR code generators (looked into what it would take for us to be able to generate QR codes that would link to our website etc for forms, posters, etc) <ul style="list-style-type: none"> ◦ <i>Yes let's do it</i> <p>7. Needs on Horizon</p> <ul style="list-style-type: none"> • 3/28 Fine Arts Night volunteers • Website management and migration to APS 		
<p>Upcoming dates: 3/21 - 4th/5th Band/Orchestra Concert 3/28 - Fine Arts Night 4/1-4/5 - Spring Break 4/15-4/19 - Teacher Appreciation Week 4/26 - Field Day 5/1 - Milestone testing begins</p>		
Meeting Adjourned:		8:15pm