

SPARK PTO Agenda & Minutes
May 23, 2019 @ 6:30 p.m., Cat's House

Attendance X Terry Harness - Principal Dr. Jennifer Toney - Assistant Principal X Susie Fellows - Teacher Representative 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 Carrie Pursifull - Operations X Jenny Reiner - Enrichment X Julie Witten - Communications		
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Meeting Call to Order:		6:45pm
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Topic	Speaker	Time
Welcome to our new CY19-20 PTO Board Members! <ul style="list-style-type: none"> • Jenny Reiner -- Co-President • Carrie Pursifull -- Co-President • Perri Chandler -- Secretary • Amanda Curran -- Fundraising • Teresa Denny -- Community Outreach • Victoria Goya -- Enrichment • Diane Jordan -- Vice President • Scott Newman -- Treasurer • Ian Stedman -- Operations • Julie Witten -- Communications • Dr. Selina Nease -- Teacher Rep • Ms. Meeghan Murray -- Teacher Rep 	Julie/Cat	
Principal's Update <ul style="list-style-type: none"> • <i>There is minimal teacher turnover this year and we are very pleased. One teacher being promoted to staff position.</i> • <i>All teacher positions are either staffed very close to being ready for the next year.</i> • <i>Some updates regarding some teachers sharing some 4th/5th grade split duties and room changes</i> • <i>We are retaining our special education teacher</i> 	Harness/Toney	15 minutes

<ul style="list-style-type: none"> • <i>The teacher's lounge will be transitioned into the new Autism classroom</i> • <i>The new teacher's lounge be the where the old copy center is today</i> • <i>Options for locating a leveling based kindergarten classroom are being reviewed</i> • <i>Very pleased with the progress of the media center update</i> • <i>Diversity Update: Have established roles for identifying an introduction for new students coming from diverse backgrounds</i> • <i>Considering potential use of Hirsch House as a future location for housing a SPARK based Pre-K class.</i> • <i>We have a new social worker resource which will be more dedicated than our previous resource who we shared with Grady High School</i> • 		
<p>Teachers' Update</p> <ul style="list-style-type: none"> • <i>There are significantly more teacher room changes this year. They will need assistance and somebody to help coordinate volunteer efforts for next week (especially from room parents)</i> 	Fellows	5 minutes
<p>Follow up from last meeting:</p> <ul style="list-style-type: none"> ● Kindergarten Round-Up <ul style="list-style-type: none"> ○ <i>Went really well and new parents got the info they needed.</i> ○ <i>Next year the event should be a little shorter to help get the kids to the playground to get their energy out</i> ○ <i>Placement form submissions are looking really good as a result of the event - more than previous years</i> ● Field Day <ul style="list-style-type: none"> ○ <i>Great event</i> ○ <i>Could have used more official parent volunteers who help facilitate the event.</i> ○ <i>Next year we could consider rotating 4th graders into volunteer roles to help the younger grades (currently a role</i> 		10 minutes

<p><i>only filled by the 5th graders which is an empowering role to help others)</i></p> <ul style="list-style-type: none"> ● Dunk Tank <ul style="list-style-type: none"> ○ <i>Very successful event - should definitely do again next year</i> 		
<p>Close Out Business:</p> <p>1. Financial Updates</p> <ul style="list-style-type: none"> ● Budget <ul style="list-style-type: none"> ○ <i>We beat our fundraising goals for the year and expenses will come in under budget.</i> ● GET YOUR REIMBURSEMENTS IN!! <ul style="list-style-type: none"> ○ <i>May 31 is our fiscal year end.</i> ● Investment of SPARK Reserves <ul style="list-style-type: none"> ○ <i>We discussed options on how we might be able to get some conservative gains on our reserve funds by investing it in low risk options by adding to or changing our finance accounts</i> <p>2. Enrichment Update (Jenny)</p> <ul style="list-style-type: none"> ● AR Party <ul style="list-style-type: none"> ○ <i>Worked really well especially just with light snacks as food options. Works just as well and low maintenance compared to too many food options</i> <p>3. Operations Update (Carrie)</p> <ul style="list-style-type: none"> ● Sport court <ul style="list-style-type: none"> ○ <i>Everything is all lined up for the grading and concrete job to begin May 29th!! Then tile installation will be next step.</i> ● Shades in Gym <ul style="list-style-type: none"> ○ <i>We have paid the deposit and this project is predicted to happen in July</i> ● Media center update <ul style="list-style-type: none"> ○ <i>Front room is coming together, all the volunteers have been amazing with this project!!</i> ● Hand sanitizer Dispensers <ul style="list-style-type: none"> ○ <i>Hand sanitizer dispensers were given to us from Georgia pacific and we have an account with Imperial Dade to order refills.</i> <p>4. Fundraising Update (Amanda)</p>	Board	55 minutes

<ul style="list-style-type: none"> ● Mabel's Labels ● Partners/Supporters for CY19/20 <ul style="list-style-type: none"> ○ <i>Need help from new PTO board to find new partners with their existing networking contacts</i> ○ <i>Looking at a donations product called "Little Green Light" which will help with ongoing donation options. Currently used by other schools such as Morningside</i> ○ <i>We voted and approved the motion to implement Little Green Light</i> ● Save the Date for Parent's Night Out at ASW <ul style="list-style-type: none"> ○ <i>Sept 13th from 7-9pm</i> <p>5. Needs on Horizon</p> <ul style="list-style-type: none"> ● Finalize all event/project summaries for next year's board/volunteers <ul style="list-style-type: none"> ● <i>Outgoing board members should document helpful tips for the new board members and store their updates in the google drive</i> ● Repair/replace Sparky costume <ul style="list-style-type: none"> ● <i>We need a NEW costume for sure before 1st day of school Fall 2019</i> ● Sneak Peek -- materials and volunteers ● First Day of School ● Back to School Night -- materials 		
<p>Upcoming dates: 5/24 - Last Day of School! 8/9 - Sneak Peek 8/12 - First Day of School! 8/29 - Back to School Night (parents only)</p>		

Meeting Adjourned:	8:45pm
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