

**PTA Board Meeting Minutes (Virtual)**  
**Tuesday, September 15, 2020.**  
**Meeting commenced at 7:05 pm**

*\*Please note: In accordance with MDPTA bylaws (Article VI, section 5), general meetings will not be held electronically. This virtual board meeting will be held in its place until further notice with members of the executive board only. General membership will be updated via newsletter, push notifications, etc.*

**I. Welcome (All):** Present: Corrine Roth, Sapna Prasad, Kerri Brozene, Jenn Dickerson, Melinda Stankowski, Alex Castillo, Meredith Heyl

**II. 2020 Maryland/National PTA Updates + Virtual Restrictions (Jenn):**  
Per MD PTA Bylaws, the Sparks PTA is unable to hold virtual general membership PTA Meetings. Tanya Sweat from MD PTA sent Jenn clarification and guidelines. We will follow these and follow up with the National PTA for further guidance. (Jenn to follow up with NPTA.)

**III. Financial Information & Updates (Kerri & Sapna):**

- a. **Kerri, Treasurer:** See attached budget updates. Shark magnets given to all students with material distribution were added to the Family Events line item. Board in agreement to not do a Direct Donation drive this year and use only funds currently available.
  - i. *The Board approved the budget at this meeting. The budget for 2020-2021 will be voted on for adoption by Membership once in-person meetings are allowed.*
- b. **Sapna, Financial Secretary:** Proposed a strategy for safely and effectively completing the annual audit. Corinne and Meredith H. volunteered to assist with the audit. No PTA Board members who have access to the bank account will be completing the audit as per MDPTA Cash Encounters guidelines.

**IV. Board & Committee Updates**

- a. **Rita's Spirit Night (Corinne):** Good turnout reported. Do not yet have info on the amount of money being donated to Sparks from the event. Corinne will follow up with Rita's owner.
- b. **5 Below Spirit Week (Corinne):** Requested Dec. 5th-12th. 5 Below donates 10% of all sales from Sparks ES families back to Sparks. More info coming.
- c. **Family Event Updates (Corinne):**

- i. **Panera Hunt Valley Spirit Night** scheduled for Monday Oct. 19 from 5pm to 9pm. 20% of ALL Panera sales during this time slot will be donated to Sparks ES. Will receive a code for online orders to use to donate a portion of sale to Sparks.
  - ii. **Pumpkin Decorating Event/Competition** proposed for Oct. Carve a real pumpkin or decorate a paper picture of a pumpkin. Gift card proposed as prize. Will continue to coordinate event and details.
  - iii. November contest ideas discussed. Will cont to research/plan.
- d. **Holiday Shop Update (Jenn/Melinda):** Holiday Shop dates moved to Nov. 23-27 to not coincide with 5Below Week. All shopping will be online and items purchased will be delivered to student's homes. More details to come.
- e. **Direct Donation Update (Kerri/Jenn):** Will not push DD for this school year. Will include information on how to participate in DD in Back To School Night slide.
- f. **Membership Update (Kerri):** All paid PTA memberships will be entered into MemberHub. Anyone who has purchased a PTA membership through Membership Toolkit (Sparks On-line Directory and Store) will receive an email with their membership card.
- g. **Membership Toolkit Update (Alex):** All students already entered in MTK from previous school years have been assigned to classes by Jenn and Alex. Class lists were received from the school. New students will be added to the directory after Back to School Night. Will contact Tammy for necessary info on new families.
- h. **Back to School Night and New Parent Orientation (Jenn):** Will follow up with Mrs. Chyko and Mrs. Alvarez regarding PTA involvement for these events this year.

## V. Questions/New Business/Miscellaneous

### a. Equity Committee:

- i. Sapna volunteers to Chair the newly formed Equity Committee.
- ii. Mrs. Chyko spoke with Jenn regarding monies left over from the PTA's 2017 gift to the school. Mrs. Chyko would like to purchase reading materials/books for the staff at Sparks on the topic of Equity. Sparks teachers formed an equity committee prior to school closing and had chosen grade-appropriate books on this

topic for the students at Sparks. Funds available from 2017 should be sufficient to buy books for all students as well as staff. Board approved using the remaining funds for these items.

iii. Sapna to reach out to Christina Caldwell, Diversity Provost at JHU for guidance. As well, the National PTA has a Diversity group. Sapna will investigate available resources.

b. **Meet and Greet/Q&A with Mrs. Chyko:** Proposed by board members as an event hosted by the PTA. Jenn to reach out to Mrs. Chyko to set a date and discuss platform/details.

**Meeting adjourned at 9:00pm.**