

Atkinson PTA Meeting Minutes - approved

October 20, 2009

Signed in attendance: Kelly Kuebrich, Maribel Gonzolez, Laura Mason, Angie Janson, Kenneth Ulappa, April LaCombe, Gail Calcugno, Beth Kuebrich, Shari Eiesland, Anne Myrthue, Karla Zirbes, Janet Cowal, Barb Frank, Jane Elliot, Rachel Belcher, Traci Sullivan, Meg Ruby.

Meeting called to order by Karla Zirbes at 6:35 pm.

Thank you card to Warner Pacific students was circulated, as well as previous meeting minutes, current agenda and proposed 2009-2010 Atkinson PTA budget.

Principal's Update

Reviewed the 1st/2nd grade split is now a solid 1st. Parent brought up the fact that the parents in the other 2nd grade classes were not a part of the discussion or notified that the existing 2nd grade classes were increasing in size. Discussion about remembering to include all affected parents in the discussion in the future.

New volunteer space is not ideal. Proposing block of time in Rm 122 (currently w/o electricity) to work with teachers for volunteer work room. Establish schedule of teacher/volunteer time.

Climbing/ Traversing Wall

Chris Weber discussed his findings for the climbing wall idea. Company and wall information were circulated. Chris said that kids often ask when they can climb (the rope) again; it is something they enjoy consistently. There is also a curriculum for the climbing wall with this company. Prices for installed wall range from \$8,000 to \$14,000 which includes pads that fold and lock for safety. No new funds would need to be raised as a portion of the covered area funds could be used. Teachers and other adults would need to be trained. This is the wall system that Sunnyside School currently uses, and was installed within one day. **Requested that interested parents see Chris or Karla if they would like to be a part of the group to review details and plan a proposal for the Nov meeting.**

Sanquinetta Higgins was voted in as Secretary/Membership.

Future meeting dates

Mt. Tabor Middle changed their meeting dates, but **Atkinson PTA decided to stick with 3rd Tuesdays for the rest of this year since they are on the calendar already. Will check with Mt. Tabor again next year.**

Membership Dues Scholarship

Since voting is by members only, we might discourage membership due to financial issues. Scholarships would be offered up to \$7 to increase PTA membership. As a reminder, \$9 out of the \$10 fee is paid to Oregon and National PTA. Some benefits of membership include: online training available for PTA members, PTA membership carries a lot of weight for legislation revolving around schools. Money for scholarships would come from voluntary donations in a special fund. Depending on demand, there could be PTA scholarship donation information in beginning of year packets. PTA information needs to be offered in both Chinese and Vietnamese translations. Kenneth from SEPTATP (Special Education PTA of Portland) shared their discussion of this same issue, he said they decided on a sliding scale so no one needs to specifically request help. There was consensus that this was a good idea, but wouldn't be fair to implement it this year. **Will offer scholarships the rest of this year and discuss & implement sliding scale membership at a later meeting for next year.** **This was voted on as part of the below Standing Rules.** (note: Karla put scholarship info in FYI)

Standing Rules

Reviewed and discussed Standing Rules including dues scholarship details. **Standing Rules were voted in with minor changes. SEE BELOW.** Some highlights:

Members and non-members are welcome to debate at PTA meetings. Discussed membership dues and NSF charges. Instead of membership being denied, it was changed to suspended. Members can be re-instated after funds are paid in cash.

PTA members are allowed to vote with no waiting period as soon as they pay dues.

Karla suggests that we add fundraising chair. This is mostly a calling/emailing role to check up on fundraising efforts and those involved.

All committee coordinators & chairs should maintain documents to be passed on to future coordinators/chairs. Proposed adding a Teacher Representative and Member at Large. This could be a past President or anyone that can help with transition that the officers recruit. Gabriela has been very helpful with transition this year and will fill this role for the year.

There will be a nominating committee, voted on in January meeting that will nominate future officers. These rules shall be read at Fall general meeting & may be read at any meeting.

Playground Funds

Laura Mason. **Proposed moving covered play area funds (\$67,000) into general funds. Passed.** This is because of the state requirement that each school in the district will have one built with state funds within the next 7 years (number added by Karla).

Budget

Laura Mason. **Reviewed, voted and passed proposed 2009-2010 Atkinson PTA Budget with minor changes.**

Budget reflects monies into general fund. Chris G. is not asking PTA to fund class aides this year. Increase field trip funds to allow for balance between various classrooms. Added office supply fund due to district not funding office paper, etc.

Karla is trying to set up ESL adult classes. Funds were added for Cafe Au Play. A parent brought up that interpretation services are needed to translate PTA notes on paper to get more involvement, funds added.

Events and Fundraising Updates - Angie Janson

Grandparents Day on Friday needs people to bring baked goods, set up chairs. Program is at 9:30. **Active open positions are Auction-Lead Chair, Field Day, Three Kings Day, Outreach Coordinator. Book fair is coming in November. Many openings available-emailed to yahoo list. Contact Laura or Amy.**

OLG Updates - Annie Tucker

The garden has had a big start this year. Every class has been out and every class has a garden representative. We have 2 Job Corps volunteers. Whole school will do garden activities for full year.

Spring planting/garden begins in February. Annie is encouraged. Great efforts through volunteers and the school.

Other Updates

Karla: School directories are chugging along, expected to be out in December.

Special fundraising for music flip boards? Not bringing to vote at this time - board felt too many questions and would need a specific proposal. **Anyone wanting to assist Heron with grant writing or fundraising or a specific proposal, please see her or Karla.**

Anna Myrthue: **we plan to install a bulletin board with PTA announcements to left of OLG announcements to better communicate with families.** Possible outdoor kiosk in front of school comparable to Cafe Au Play's for PTA information.

Flu clinic (Karla for Stacy Larson)

There has been research on nasal vaccinations, however they are not in stock. Shots have preservative, possibly not something to bring to community. **Will instead support school community using flyers or emails about other flu clinic information.**

ESL Adult Class

Janet Cowal mentions a lot of parents would like ESL classes. Possibly hiring a teacher or student teachers from PSU. A bit more info needed to decide on classes needed & format. **Will follow up at a future meeting.**

Stories of PLACE Project

Meg Ruby & Diane Jacobs. For the RACC grant on this project, there needs to be a match of funds. PSU putting in \$1000, OLG \$500. The goal is to increase the sustainability of the gardens. This project includes several parts. A tile wall would inform and teach plant identification. Another goal is to celebrate our school's diversity and to do so in an artistic way. Re-do wattle & dab wall into cement wall, which is a better long-term choice for the school. A welcome branched tree with leaves in different languages would be added to this wall. Different classrooms/ages would have different art projects related to this legacy project. The tile wall would be a great teaching tool with science element for identification of leaves, seeds, animals, etc. Mural will be created by older classrooms, then storytelling/language element can come together. Would run over two school years. January 2010-December 2010. **Meg asked PTA for \$500 for this project. Voted on and approved.**

RIF's (Reading Is Fundamental) first distribution is on Friday, October 30.

Cafe Au Play won't be open for a while and does not have plan yet on how space can be used. See Traci Sullivan with questions.

DRAWING WINNER for \$10 Powell's Gift Card: Kenneth

09/09 Minutes voted on and approved.

Next Atkinson PTA general meeting is scheduled for November 17th. Email Karla with any agenda items.

Meeting adjourned at 8:20.

Atkinson Elementary PTA Standing Rules

Name of Unit: Atkinson Elementary PTA

Employer ID Number: 93-6039323

National PTA Number: 00016887

Council Affiliation: Portland OR, Region #2

State Affiliation

Atkinson Elementary PTA is affiliated with National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws (see Officer's Handbook or www.oregonpta.org for current copy).

Annual Dues

Annual local unit dues shall be \$10 per person which includes \$1.75 to National PTA and \$7.25 to Oregon PTA (\$9). (Note: PTA dues are tax deductible for teachers.) [Note: the Annual Dues and Scholarship policies will be updated before Fall 2010 with a sliding scale.]

Dues Scholarship Policies

Scholarships will be offered for \$7 of the membership fee with available special funds. Parents with children at Atkinson and current staff of Atkinson are eligible. Using a check box on the membership form, requests will be considered on a first-come first-served basis. If there are more requests than there are funds, a request for donations can be made in a school newsletter, but this does not guarantee that all requests will be fulfilled. This policy and an announcement of scholarship availability will be made in a Fall school newsletter.

Fiscal Year: July 1 to June 30.

Financial Policies (including, but not limited to):

Two officers' signatures are required on checks. Request for reimbursement forms with receipts shall be turned in no later than the last day of school to the Treasurer's inbox in the school office. Late forms will be reimbursed in the Fall. Reimbursement checks related to an approved PTA activity will be cut and distributed within three weeks of receipt. Two Board members shall count cash from fundraisers, sign off on the total amount raised, and provide a fundraising summary. Bank statements will be reviewed and signed off monthly by the President and Treasurer. NSF (non-sufficient funds) checks will result in membership suspension. Membership can be reinstated when the membership fee is paid in cash. The Executive committee may approve by majority items requested under \$200.

Meetings

Regular (general) meetings of this association shall be held at least 4 times per year on the **3rd Tuesday** of each month from approximately 6:30 to 8:00 PM, or another date/time agreed on by the Board. Board meetings of this association shall be held monthly if needed. Additional Board or Executive Committee meetings can be held at the request of an officer.

Quorum: Quorum for each general meeting shall be 10 voting members.

Rules of Debate

Members and non-members are welcome to debate at meetings. Debate time is limited to the time listed for the agenda item; debate that is not progressing in a timely manner may be discussed separately or at another meeting.

Voting

A member is allowed to vote with no waiting period after membership form and payment have been received.

Officers / The Executive Committee

The officers of this association shall be: President, Vice President, Treasurer, and Secretary/Membership. Elections of officers shall be at the May meeting and the officers shall transition and assume their duties by July 15th. Officers shall be elected to a two year term. If the officer is unable or unwilling to serve the 2nd year, an election will be held to fill that position. (Bylaws state that a person shall not be eligible to serve more than two consecutive terms in the same office. Bylaws state there shall be only one president.) The Executive Committee is composed of the elected officers.

Standing Committees

The standing committees of this association shall be: Volunteer & Event Coordinator, Fundraising Chair, Outdoor Learning Gardens (OLG) Chair, Outreach Coordinator, and Communications Coordinator. These coordinators/chairs shall be approved by the Board. Committee coordinators & chairs shall maintain documents (paper and/or electronic) related to the committee to be passed to future coordinators/chairs.

Board

The Board is composed of the elected officers, standing committee chairs /coordinators, a Teacher Representative, and a Member at Large who is recruited by the officers.

Order of Business

The usual order of business for regular meetings of this association shall be, as needed: call to order; intro; circulation of previous meeting's minutes; Principal's update; operating business; financial, event & fundraising, OLG, Executive Committee and other updates/reports; unfinished business; new business; announcements; approval of the circulated minutes; adjournment. Due to presenter schedules, the order may vary.

Special Committees

The President of this association may, with the approval of the Board, appoint special committees as deemed appropriate. Special committees go out of existence when the work is completed and the final report is received by the Board.

Nominating Committee

A Nominating Committee shall be formed to nominate future officers. This committee shall consist of 3 members and shall be elected by the general membership at the January meeting. Nominating Committee members are ineligible to serve for the term in which they are nominating. Their report is required at the April meeting of the Board.

Convention Delegates

Delegates (voting representatives) from this association attending the annual meeting of Oregon PTA (convention) shall be appointed at a meeting of the Executive Committee in February.

These standing rules shall be read at a Fall general membership meeting of the school year and may be read by request at any meeting. They may be amended or rescinded by a two-thirds vote at any general meeting. As stated in the Bylaws, these standing rules may be temporarily set aside by a 2/3 majority vote of attending members. This document is required to be submitted to Oregon PTA annually, no later than November 1st.

Date approved: 10/20/09 general PTA meeting
President: Karla Zirbes; Secretary: Sanquinetta Higgins