

**Atkinson PTA meeting minutes  
November 16, 2010**

Minutes taken by Holly Boime

Karla Zirbes called the meeting to order at 6:35 p.m.

**Welcome and Executive Committee updates: Karla Zirbes, PTA President**

- \* Review of new PTA meeting format—shortened to one hour with 30 min. business and 30 min. discussion or presentation session and snacks at end
- \* E-mail/send note to Karla regarding future discussion topics
- \* Standing Rules, vote on accepting amendments
  - Moved by Traci Fajardo
  - Seconded by Heather Parks
  - Received majority vote

**Principal Updates: Debbie Armendariz**

- \* None

**Financial Updates: Constance San Juan, PTA Treasurer**

- \* Audit went well—just little over budget
- \* Sean Connely, Gail Meyers and Matt Hall conducted the audit
- \* October monthly report going well
- \* Audit review, vote to accept
  - Moved by Lydia Poole
  - Seconded by Suzanne Harold
  - Received majority vote
- \* Annual Financial Report: vote to accept
  - Moved by Traci Fajardo
  - Seconded by Suzanne Harold
  - Received majority vote
- \* Delete \$1000 line item for office supplies from budget due to oversight, vote to accept
  - Moved by Suzanne Harold
  - Seconded by Davit Rees
  - Received majority vote

**Committee Updates/Announcements**

- \* Outdoor Learning Garden (OLG), Denise Dekker, Chair
  - Diane Jacobs, tile project artist, needs coordinators
  - Winter garden planted
  - More language translation planned for OLG
  - Year in the garden website ready to launch next month
  - Compost moved to western u-shaped part of garden
- \* Volunteer Coordinator, Jennifer Povich
  - Volunteers are needed for positions such as book fair coordinator, winter sing-a-long, fundraising chair, FYI distribution, visual arts committee, volunteer for 4<sup>th</sup> grade immersion teacher
- \* Language Committee, Linly and David Rees, Co-Chairs
  - Trying to get a fee based before and after school language classes in Spanish and Chinese modeled after Explorer program. Question re: cost, 1x/wk/month \$50?
  - Brainstorming ways to bring back language instruction. A survey was sent out to Yahoo group.
  - PSU Professor Janet Cowel has offered to help prepare for the Lunar New Year celebration, Gloria Yan is the coordinator this year

\* Other committee updates or happenings

- Rachel Belcher, first running club. Kids ran around Franklin track on Friday lunch recess. The kids liked it and there were a lot of volunteers.
- District has list of IT approved equipment
- Vote on new Secretary Holly Boime
  - Moved by Denis Dekker
  - Seconded by Anna Myrthe
  - Received majority vote
- Status of Wi-Fi: up and running
- Roseanne is new Principal's secretary
- Art and Science Fair-need mentors for 4<sup>th</sup> and 5<sup>th</sup> graders in February and after school mentoring may be offered, if interested see Anna Myrthe or Traci Sullivan

**Discussion Topic: Bullying and Behavior Issues, Debbie Armendariz, Principal**

Three tiered approach:

- 1) Taught: empathy, Problem-solving, and emotional management. Looking for curriculum resources.
- 2) Assessed/gathering data: parent teacher conference parent survey, students (certain grades only, 2-5)
- 3) Intervention: done for both the bully and the victim. Parents of victim can't be told by admin of ways bully is being handled. But you can always ask your child.

Tattling vs. reporting. Tattling is when you "tell" on another when the person has caused you no harm and with the intent of getting that person in trouble, i.e. the teacher asks the students to use a pencil and a student tells on a student for using a crayon instead of a pencil. Reporting is when harm has been done. "Don't ignore your child's reporting of incidences."

Bullying and isolated behavioral issues should both be reported.

Parents volunteering at school should intervene when they see behavior problems and/or talk to the teacher; what we don't condemn, we condone.

**Wrap-up: Karla Zirbes, PTA President**

- \* Approve October minutes
  - Moved by Jennifer Povich
  - Seconded by Elizabeth Connely
  - Received majority vote
- \* Thanks for coming
- \* Next meeting 12/14, see Karla or e-mail at [info@kjzdesign.com](mailto:info@kjzdesign.com) if you have feedback or would like and agenda item included for next time
- \* meeting adjourned at 7:30 p.m.

Approx 7:30-8:00, had snacks & continued discussion & social time.

# 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](http://www.oregonpta.org) for current copy).

## **Atkinson PTA Mission Statement**

To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of this nation. The Atkinson PTA is an independent body composed of family members and the staff of Atkinson Elementary School. Our mission is to promote student achievement and the success of ALL our children by encouraging and supporting family involvement. We embrace and support the diversity of language, culture and background found in our students, families and school.

## **Annual Dues**

Our dues are based on sliding scales for Annual Individual or Dual Memberships (2 adults). Annual Individual Membership \$3-\$15 or Annual Dual Membership \$5-\$30. For each of our members, a total of \$9 must be paid to National PTA and Oregon PTA. All dues raised above \$9 per person will go towards our PTA general fund and help cover membership fees for others.

**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 for membership dues will result in membership suspension. Membership can be reinstated when the membership fee is paid in cash. A financial review ("audit") of the books will be conducted by an Audit Committee annually within one month of the close of the fiscal year. Three people (who were not Officers last fiscal year or in the current fiscal year) will be recruited and appointed by the Board no later than the May meeting for this committee. Per Oregon PTA, the Year End Financial Report will be conducted by the outgoing Treasurer and the audit files will be gathered by the incoming treasurer. The audit and Year End Financial Report will be presented for approval no later than the October meeting.

## **Meetings**

Regular (general) meetings of this association shall be held at least 4 times per year on the **3<sup>rd</sup> 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. The June meeting will be reserved for the following school year's budget review and approval as well as year end celebration.

## **Order of Business**

The usual order of business for regular meetings of this association shall be, as needed:

- 1) 30 min. for business & updates: call to order; circulation of previous meeting's minutes and other documents to be voted on; updates from the Executive Committee, Principal, Treasurer (including financial statement), other Committee Updates; unfinished business; new business; announcements. Due to presenter schedules, the order may vary.
- 2) 30 min. topic presentation or discussion; wrap up: approval of the circulated minutes; adjournment.
- 3) 30 min. for snacks and continued small group discussions.

**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.

## **Funding Proposal Procedure**

New proposals should be outlined using the Funding Proposal Form. The completed form should be submitted to the President using the inbox in the office or email. The Executive committee may approve items requested under \$200. Other proposals need to be approved by the Board. If the Board does not give approval, the submitter will be notified with a reason. If the Board approves, it can then be presented to the PTA membership for a vote at the next available general meeting. A notice will be made of the upcoming vote in the FYI. Please bring copies of the form and two copies of attachments (one for minutes, one to circulate.) If the proposal passes by vote at a general PTA meeting, an officer will seek approval from the Principal if necessary. The submitter will then be notified of results. You may appeal the decision by coming in person to a Board meeting for a final yes or no vote.

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

## **Officers / 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 2<sup>nd</sup> 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.

## **Board**

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

## **Standing Committees**

The standing committees of this association shall be: Volunteer & Event, Fundraising, Outdoor Learning Gardens (OLG), Outreach, Language, and Communications. Coordinators/chairs for these committees 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.

## **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, **last amended 11/16/10**  
President: Karla Zirbes; Secretary: Holly Boime