Atkinson Elementary PTA

General Membership Meeting

December 17, 2014

**Call to Order**: President Trish Parks called to order the general membership meeting of the Atkinson PTA at 6:30pm in the school library. A sign-in sheet is attached to these minutes. **(Attachment A)**

**Approval of Minutes**: Principal Dibblee asked to amend the October minutes to reflect that the conference she attended was a SWIFT conference, not COSA. Annie moved to adopt the October minutes as revised. Cristen seconded. Approved.

**Principal’s Report**:

* The “Connect to Atkinson” event on February 12, 2015, is for all families in the neighborhood interested in attending Atkinson at any grade level next year (event offered in English and Spanish).
* SWIFT initiative: We are putting behavior supports in place, including a partnership with the Trailblazers, allowing teachers to recognize students for good behavior. Also, the Read Big campaign, which runs winter breakthrough the end of January, allows any student to receive a Blazer ticket for setting a reading goal and meeting it.

**Atkinson Foundation/ PTA Presentation:** Pia, Trish, and Principal Dibblee discussed the missions of these two Atkinson organizations and how they support the school community in different but synergistic ways. Before winter break, the two organizations are sending out a joint fundraising letter to families.

**Treasurer’s Report:** The PTA Treasurer presented the financial report. **(Attachment B)** The PTA Board wants to formalize how much of a reserve the PTA carries over year-to-year to ensure we meet our necessary financial obligations at the beginning of each school year. The Board will bring forward a motion at the January general meeting to set the year-to-year carryover amount at 35% of the current year’s budget.

**Board Report**: At the December Board meeting, the Board discussed making the following motions for new expenditures: $2500 for the technology lab move and upgrades, $500 for a new PTA laptop and printer ink, and $8000 for playground improvements. We also reviewed the “Enrich/Promote” expenditures in the approved budget for accuracy and found that we had failed to account for 2 certified teachers when calculating the expenditure for classroom supplies.

* Trish made a motion to spend $2500 for the technology lab. Approved. **(Attachment C)**
* Trish made a motion to spend $500 for a new PTA laptop and ink. Approved. **(Attachment D)**
* Trish made a motion to overspend by $1000 the classroom supplies line item in the “Enrich/ Promote” section of the approved budget. Approved. **(Attachment E)**

**Playground Committee Report**: Annie provided preliminary sketches of improvements the playground committee would like to pursue through a combination of grants and PTA funds. In order to hire a landscape architect to help with the design and grant application process, the committee is seeking $8000 in PTA funds.

The PTA Board supports this request and will notify the school community that this funding request will be voted on at the next PTA general meeting.

* Diana made a motion to approve $400 for preliminary expenditures incurred by the playground committee. Pia seconded. Approved. **(Attachment F)**

**Announcements**:

* PTA is sending out an After School Program Survey.
* The Winter Sing-Along is this Thursday night.
* We are looking for candidates for PTA board positions for next school year and will need to form a nominating committee soon. Natasha would be willing to stay on next year as a secondary Treasurer to help a new Treasurer get up to speed.
* SEPTAP- everyone is welcome to attend the monthly meetings of the Special Education PTA of Portland. Visit [www.septap.org](http://www.septap.org) for details.

**Adjournment:**

President Trisha Parks called the meeting adjourned at 8:00 PM.

Prepared by,

Carissa Harrison, Secretary

Attachments:

1. Sign-In Sheet
2. Financial Report
3. Motion #1
4. Motion #2
5. Motion #3
6. Motion #4

Date Presented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved as Written – or – Amended – or – Corrected

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President Secretary