

MEETING MINUTES

Atkinson Elementary PTA

General Membership Meeting

Date: September 11, 2018

Time: 6:30 p.m. – 8:00 p.m.

Location: Atkinson Library (childcare for school-age children provided in cafeteria)

- Call to Order at 6:40pm

- Welcome and Introductions
- Overview of the PTA
 - Funding and Programs chairs are still open. Two kindergarten parents expressed interest in being co-Hospitality chairs.
 - 501c3 status; follow Roberts Rule of Order
 - Supports teachers and programs
 - See attached budget sheet for additional details.
 - Entirely volunteer led
 - Meets every month except for Dec and March
 - Childcare provided for school age children at no cost
 - Interpretation services provided (Spanish only)

- Approval of the May Minutes
 - Minutes will be posted after each meeting
 - Robin motioned, Dave Jimenez seconded; approved as presented unanimously

- Reports
 - Principal's Report
 - Excited about being at a school with such great internal and community.
 - Principal Fox discussed numerous lunch Issues and recognized there are always issues at the beginning of the year. *Cafeteria policy with Nutrition Services changed to allow milk ala cart; lunch lines are always long the first couple of weeks; 2nd graders are keying in for the first time causing much longer lines; salad bar now gone and fruits and veggies are now served in the line. 2nd graders on the line for the first time.* Principal will not send a child back to the classroom without having a chance to eat lunch.
 - A retired principal came in with the principal to view and offer suggestions to the school climate team.
 - Schedule changes causing problems for after school care pick-up, as kids are not always in the classroom. Working through issues with days ending in specials classrooms.

- School Resource Officer (SRO), in Franklin cluster recommended the front door and courtyard door be a locked given the proximity to Division. It should not come on the school's budget, it should be part of district policy. Other emergency issues were identified. SRO is only available to the cluster 2 days a week. Principal Fox will check with the SRO to see what can be shared from the SRO report.
- Jamie offered that a PPS Project Manager needs to be assigned for each project identified. Often relies on parents to raise issues and money to fix identified security issues. Even small fixes need to be completed by a PPS approved contractor. Funds raised for a specific project must be spent on the identified project. Funds raised for general line item, e.g. emergency preparedness can be spent more broadly within that area.
- There is supposed to be a 0.2 PE position, but having trouble hiring. Very few buildings can accommodate the required PE minutes. Don't need a PE license, just needs a K-5 license.
- Other staff changes include Music Teacher and Miss Maddie new teacher 4/5. Music teacher is looking to take grades 3-5 to concert at Schnitz. Concern was raised regarding if the marimbas are still in the classroom. Principal Fox will verify.
- Principal Fox would like to have a curriculum night once per month, but probably not this year.
- Principal Coffee's once a month, Tuesday am of the PTA general meeting day.
- Principal Fox will clarify and report back to group on cleaning of lunch tables.
- Principal Fox is supportive of forming a parent led Arts at Atkinson committee but stressed including teachers in this committee to ensure it is a collaborative process.
- Vice President's Report
 - VP-Communications
 - The more people we have to help out, the better.
 - Open Board Positions
 - Critical position is the Auction Chair; a lot of the tasks are already lined up; need someone to organize all the sub-committees; chair can be co-chaired position
 - VP-Planning
 - Fundraising
 - Amazon Smile, Fred Meyer Community Rewards are great ways to help fundraise through percentage of purchases.
 - Atkinson Dine Outs
 - Sep 19 at Fernando's at Mercado Food Cart;
 - Oct 17 at Double Mountain on SE Woodstock; and
 - Nov 14 Por Que No on SE Hawthorne

- Auction – March 16, 2019
 - Largest monetary fundraising, provides 90% of the budget
 - Technology vendor, venue, catering are already arranged;
 - Loft at 8th Avenue in SE is the selected venue.
 - Can cancel technology and venue contracts by Dec 1 without penalty.
 - Some of the sub-committees still need leaders; sign up form for interest in back of library
 - Diana Browning volunteered to be the Auction Chair.
- Presidents Report
 - Adoption of 2018-19 Atkinson PTA Standing Rules (Attachment B)
 - Changes in the following sections:
 - VP Succession
 - Financial Policies and Procedures
 - Scholarship Policy – Increase from 50% to 75% (25% Vendor-50% PTA) with no increase in budget expense. Goal is to increase use of scholarships
 - translated in Spanish, but not other languages
 - Motion by Sheryl Walsh, second by Kim Medic; approved unanimously
 - Atkinson PTA Website
 - New Pages added for Afterschool programs & Scholarships due to Peachjar discontinuation and Goal is to increase after school program awareness
 - New vendors are at the school this year
 - Saturday Academy-Photography Class
 - Chess Wizards
- Treasurer's Report
 - 2017 Year-End Financial Report (Attachment C)
 - Review and Adoption of 2018-19 PTA Budget (Attachment D)
 - Developed based on what was spent last year
 - Working document updated as needed (income and expenditures)
 - Earthquake preparedness: Robin will look at expenses to ensure
 - Motion to approve with notation to clarify expenses on earthquake/emergency preparedness line item. Should have rolled over excess funds
 - Motion by Kendra Tipton, 2nd Kim Medic; approved unanimously
 - Funding proposals are welcome for new projects, ideas, programs, etc. Use standard form, submit to PTA lockbox in the main office or PTA board member.

- Program/Committee Reports
 - Outdoor Learning Garden
 - monthly lesson in the garden, 7 gardens around the school, need a parent/guardian rep or two for each classroom, always need help on the 3rd friday of the month after drop off for tend, mend, and mingle. Meet at Rain and Shine later in the morning (11am) for planning.
 - Running Club: open to all kids, including special needs kid; every Friday; optional; volunteers needed to fill tasks throughout the week, not just Friday during running club.
 - Basketball: looking for a co-chair for this year; open 3-5 graders, looking to expand for k-2, but keeping separate; ~80 kids per year, co-ed; fall and winter.
 - Earthquake Preparedness
 - Completed non-structural mitigation measures (strapping tables, bookshelves);
 - Held re-unification drill last year and will do so this year too;
 - Obtaining emergency supplies (food and equipment);
 - Don't need emergency operations experience to participate in the committee;
 - New name is Emergency Preparedness, to include security;
 - Next meeting is October 4, 6-8.
 - Amigos
 - Dulce is representing Amigos at this meeting and committee has asked her to be their chair;
 - Hold 4 events during the year (Nov 2, Jan 4, Apr 26, field day in May);
 - Meet once per month.
 - Lunar New Year
 - Feb 15; food is catered by local asian vendors, 5th graders make salad rolls; Lion Dance performance
 - A co-chair is needed to take over for the 2019-2020 school year.
- Volunteer Coordination Report
 - Fundraising/Auction Volunteer Needs
 - Open Committee Chair positions
 - Spelling Bee, Talent Show, Winter Social, Fall Social
 - need chairs for these events to happen; Fall social a great way to learn about school programs
 - Standing Volunteer Needs: Classroom Reps
 - will offer sign up sheet at back to school night this week
 - we want you involved as much or as little as you can
 - need background check renewed every 3 years
 - PTA membership is required to volunteer due to insurance policy
 - Please log volunteer hours by signing in and out of the office each visit

- Announcements
 - Wednesday, September 19 at Fernando's Alegria food cart in the Mercado on Foster and 72nd. Fernando will donate 20% of proceeds from the entire day!
 - Next General PTA meeting: Tuesday, October 9, 2018, 6:30 p.m., in the Atkinson Library

- Adjournment 8:18pm

Attachments

Attachment A: Sign in Sheet for Sep 11, 2018 General Meeting

Attachment B: Standing Rules

Attachment C: 2017 Year-End Financial Report

Attachment D: 2018-19

Presented on 10/9/18 PTA Budget

Approved as Presented Unanimously