

**Draft**  
**MEETING MINUTES**

Atkinson Elementary PTA

General Membership Meeting

Date: Tuesday, November 13, 2018

Time: 6:30 p.m. – 8:00 p.m.

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

- Call to Order: President Kim Jarema called to order the general membership meeting of the Atkinson PTA at 6:34pm on November 13, 2018. The meeting was held in the school library and a quorum of members were present. See attached sign-in sheet (Attachment A)
- Kathryn Warner Presented the October meeting minutes. There were no amendments and the minutes were approved unanimously, as presented.
- President's Report
  - Chess Club After School Program (Attachment B)
    - Vote for Special Committee and Standing Rule Amendment (Attachment C)
      - Last Monday was first session of the chess club.
      - Class is already maxed out on capacity; will add kids as space is available.
      - David not happy about lack of outreach to immersion and would like to see inclusion of immersion kids for next enrollment session.
      - Chess Club is interested in becoming a PTA committee for the support and Insurance coverage that PTA affords, including access to PTA funds if needed in the future.
      - Insurance requirement is to have two adults present at all times.
      - David will be committee chair for the time being. He has submitted a funding proposal/workplan and will prepare program documentation.
      - Adult volunteers will need a current background check once it is a PTA program and also be a current PTA member.
      - Kendra motioned to add chess club as special committee. Approved unanimously.
      - Emily motioned to approve standing rules amendment adding Chess Club Program as a PTA special committee. Amendment approved unanimously as presented.
- Treasurer's Report- (Attachment D)
  - Linking your Fred Meyer rewards card to Atkinson increases funds to Atkinson; same with Amazon Smile program.
  - 45 kids registered so far for basketball program.
  - Filed tax return and non-profit form.
  - All forms submitted to confirm unit in good standing.
- Committee Reports
  - Auction Committee Report
    - Kendra motioned to Increase Auction Budget (Attachment E) to pay for auctioneer. Approved unanimously.
    - Signed contracts for Streamline (tech support, i.e. computers, printers, scanners, staff). Also using recommended website for auction.
    - Sponsor/Donor packets created to handout to potential sponsors and donors.

- Spreadsheet with donor list from last year as starting point. Looking for a volunteer to serve as the procurement lead.
    - First meeting is Nov 28 at 6:30 at Diana's house. In FYI and emailed to members.
    - Jamie Harvey volunteered to be lead for classroom projects.
  - Emergency Preparedness (Kirsten Burt)
    - Group tested part of the shelter at last meeting.
    - Reunification drill scheduled for April 12, including setting up shelters. Would like PTA members to help out. Need to consider special needs kids and how those needs would be addressed. Maybe consider a special fast pass to allow special needs children to have priority on pick up. This will be a school function, not a PTA function. Need additional volunteers that live in the neighborhood that are able to respond in event of an actual emergency. Most of languages are covered by staff, but not all.
    - Remember to keep lunchroom tables strapped and look for potential hazards.
    - Next EP Committee meeting December 6.
  - Outdoor Learning Garden (Becky Rall)
    - October was cooking lessons month. Stone Soup was used as lesson.
    - November lessons focused on soil science.
    - All Welcome to help on the third Friday of most months at the tend mend and mingle work party at 9-11am and Monthly committee meeting 11-12 at Rain or Shine Coffee.
    - Looking for volunteers to run OLG fundraisers (t-shirts and/or native plant sale). Bosce Dell owner is Atkinson alum and is available to help with native plant sale. Classroom Garden reps are needed for two classrooms. Also need maintenance volunteers and special projects volunteers. This is Becky's last year as admin for OLG and will need a replacement next year. Would be great to have an understudy this year. Becky is writing up job description and formalizing the paper trail in a shared google drive.
  - Teacher Conference Luncheon Committee
    - Parent lead luncheon on Tuesday.
    - Need help with setup/cleanup.
    - Should be able to come in under budget due to parent and local donations (New Seasons and Outlier Coffee for brunch on Monday)
  - Amigos
    - Board approved Amigos \$200 budget increase for Jan 4 event.
    - Dia De La Muertos was a success.
    - Next meeting Friday Nov 16.
    - Join Amigos FaceBook page!
- Volunteer Coordinator Report
  - Thank you to all that are able to help out!
  - Only need is three class reps now.
  - Do not have winter social or sing-along scheduled. Will need to start this ASAP if desired. Need someone to lead this event for this year and/or future years.
  - Thursday March 7 9:30-1:30 is next clothing closet volunteer slot and need 6 volunteers from Atkinson community.
  - Leadership needed from 5th grade parents to support the 5th grade ceremonies. (1-2 parents)

- Principal's Report
  - Atkinson hired two people for playground help - Miss Lonni and Kendra Tipton. Miss Lonni is leading playground games to help with inclusivity. Miss Lonni will be a student teacher in the spring. She is helping facilitate play, especially four square and dodgeball. Putting up boundaries and facilitating rules.
  - Run for Atkinson
    - For the arts and foundation. Recess staffing is coming out of foundation.
    - Approx. \$27k in account right now. Goal is to keep \$7k as carry over funds for the following year.
    - Majority of these funds will be used for the grade levels for social studies that incorporates art and artist in residency program. Discussing at staff level what an art program will look like for the school, with goal not being a single session, but a continuing program. Possibility for Art Committee.
    - Arts TOSA is looking at having arts curriculum as part of PPS standards.
    - Artist in Residency will be chosen in January, and for each grade level.
    - Approx \$3k for new music program where 3rd, 4th and 5th graders will get their own recorder instrument.
    - This year's Run for Atkinson fundraiser will have a clear delineation between arts and foundation and what funds will be used for before fundraiser starts.
  - Teachers are already stressed to fit in the educational requirements. PE is the only subject that has absolute time allotment requirements.
  - Want to see more integration between immersion and neighborhood classes.
- Special Guest Presentation
  - Kara Perry and Muralist for Atkinson
    - Isabell Toledo wants to gift (time and portion of cost) a mural to the school. Looking for interest in helping form the idea for the mural and help it come to fruition. Looking for a wall that is visible and a reflection of the community.
    - Will need permit from City. Hoping to receive a grant from regional art council (RAC)
    - Principal Fox wanted it to come to PTA as the school really belongs to the parents and community. Also wants kids to be involved.
    - Would be great to have a known artist help celebrate the diversity of the school.
    - Not ready to be a PTA committee. Just looking to PTA to help spread the word; they are just getting the process started.
    - Cedar Lee just finished a mural idea as part of her mid-term course. Would love to help.
    - First step is to get this in the FYI; come back in January meeting for status update. Isabel will put language in the FYI.
  - Kirsten Burt – Refugee Supply Drive
    - Portland Refuge Support Group, which works with about 60 refugee families, mostly Syrian. Provide monthly supply bags (toiletries and cleaning supplies mainly). Always looking for supplies. Planning a donation drive at Atkinson with bins/boxes for supply donations. Looking at the two weeks, starting after Thanksgiving break. Might consider conference week as there will be more parent presence in the building.
- Mark Bardagjy - After School Soccer Club

- Looking for PTA to help with logistics of facility;
  - Mark coached U7 this fall and would like to give the kids a winter program. Looking at inside until weather is nicer;
  - Will start with K-1, but can include other grades as volunteers step up. Need to figure what ages would be cohesive.
  - Concern voiced regarding availability of space during the winter. Space is number one issue to work out. If using park space, then that is a Portland Parks issue. Recommend searching PPS CUB calendar for availability.
  - Would likely have fellow parent volunteers from the core group. Need to consider if there would be a limit on number of kids. May look into a task force to judge interest of kids and volunteers. Basketball already has it 6-9pm M-F. Mark will contact Kim with any further questions or needs.
- Announcements
    - **Wednesday, November 14<sup>th</sup>, All Day:** Atkinson Dines Out Fundraiser @ Por Que No
    - **Friday November 16<sup>th</sup> - OLG Tend Mend Mingle** 9-11am, **OLG Mtg.** 11-12pm
    - **Friday November 16<sup>th</sup> - Amigos Mtg.** 9-10am,
    - **November 19&20<sup>th</sup>** – Breakfast/Lunch for Teachers (PTA Sponsored) During Conferences
    - **Wednesday, November 28<sup>th</sup>** – 6:30pm – PTA Auction Committee Meeting
    - **Tuesday, January 8<sup>th</sup>, 6:30-8:00** General PTA Meeting
  - Adjournment at 8:15pm

Attachments:

Sign in Sheet (Attachment A)  
 Chess Club Work Plan (Attachment B)  
 Standing Rule Amendment (Attachment C)  
 Treasurer Report (Attachment D)  
 Auction Budget Increase Proposal (Attachment E)

Presented on \_\_\_\_\_

Minutes Approved as Presented or Amended