

MEETING MINUTES

Atkinson Elementary PTA - General Membership Meeting

Date: Tuesday, May 14, 2019; 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 6:35pm on May 14th, 2019. The meeting was held in the school library and a quorum of members were present. See attached sign-in sheet (Attachment A)
- Approval of the April Meeting Minutes
 - Robin Romer motioned to approve as presented. Emily Lilywhite seconded. Approved unanimously.
- Principal's Report
 - At staff meeting, teachers formed 4 committees for equity, school climate, literacy and STEAM.
 - Throughout the year each committee will do a family night, opportunity for staff/PLC development and monthly tips for families how to engage kids in each area, such as STEAM.
 - 2019-2020 Program change from performing arts to visual arts. Mr. Fitch gave his resignation and with short notice had to find a new teacher. Due to lack of abundance of elementary level music teachers left from internal selections (and not wanting to wait until end of summer for an outside hiring to be made (as there is a chance it would remain unfilled), Ms Fox made the decision to hire a visual arts teacher. She is currently at Kelly Elementary and was highly recommended. There will still be performing arts via the Artists in Residence program and other performing arts opportunities. Musical equipment will remain at Atkinson. She new art teacher is already in contact with Ms. Fox and planning for next year.
 - Staffing updates for 2019-2020
 - Allen is taking a year leave, temp position for his class is open
 - Parr is retiring, Julia D'Agostino will move to first grade in place of Parr
 - Kathy Zip, new hire with 25 years exp., is placed in J. D'Agostino's 4/5 position
 - Annabel Rodriguez is relocating to Florida
 - Omar will transition to 2nd grade immersion in place of Annabel
 - Omar's 1st grade immersion position is open
 - Library will be staffed .5 via Library Asst./ .5 Media Specialist
 - Culley will be .5 Tech Smart and .5 Instructional Coach
 - PE was increased another .2FTE, not sure how staffing looks for this as of yet.
 - Brenda is looking for training space options for staff professional development session for 2 days before school starts – PTA members recommended Tabor Space
 - Brenda would like an email on how much we spent on school supplies
 - Happy with school photographer? Input on thoughts as contracts are being signed now
 - She is planning for Fall Spirit wear T-shirt/Sweatshirt sale; t-shirts or hoodies? Members stated we get a lot of t-shirts from garden and running club, people liked hoodies, hats and water bottles
- Treasurer's Report (Attachment B – Budget Report)
 - Funding for Yearbook for students in need: Board Approved (\$130)
 - Scholarship Fund Increase to Meet Expenses: Board Approved (\$200)
 - Received Fred Meyer Rewards for Q1 - \$152, 46 families, would be great if we could get more families to join.
 - Burgerville dine out brought in \$270, Atlas Pizza income is still pending.
 - Lori Culley purchases OBOB books for next year, and was able to get used books when possible.

- o Audit, via Audit Committee, will be this summer and reminder to get receipts in by June 30th
- President's Report
 - o Board Appointments for 2019-2020
 - Appointment of Danielle Engles to OLG Chair - Administration
 - Appointment of Allison Lugo Knapp to Board Member at Large - Immersion/Amigos
 - Current Board Member at Large – Immersion/Amigos will be assist EP Committee in monthly representation at General Meetings
 - o Election to fill positions of Treasurer and Assistant Treasurer
 - The Nominating committee submitted their report at the April meeting announcing their nominations for treasury positions, Nominees submitted were Beth Weingardt for Treasurer and Christine Steele for Assistant Treasurer
 - Tellers for Election are Becky Rall and Dulce Sosa
 - There were no nominations from the floor for the Treasurer position, Kim Medic motioned to elect, Robin Romer seconded. A ballot vote was declined by the membership, and a voice vote was taken. Beth Weingardt was elected unanimously for Treasurer.
 - There were no nominations from the floor for the Assistant Treasurer position, Emily Lilywhite motioned to elect Christine Steel as Assistant Treasurer, Robin Romer seconded. A ballot vote was declined by the membership, and a voice vote was taken. Christine Steele was elected unanimously for Assistant Treasurer.
 - See Attached Teller Report (Attachment C)
 - o Review and Adoption of the proposed PTA budget for the 2019-20 school year (Attachment D)
 - Board updates since April Proposal
 - 2.0 Enrich and Promote Supplies Non-Certified teacher's line item was decreased from \$300 per teacher to \$100. Many staff had unused funds and funding proposals are an option if more is needed.
 - Renamed Science Fair to STEAM Night for flexible use of funds
 - Christina Enticknap moved to adopt the 2019-20 Preliminary Budget, as presented. Kim Medic seconded and the budget is unanimously adopted.
- Volunteer Coordinator Report (5 minutes)
 - o Open Positions for 2019-2020 School Year
 - Volunteer Coordinator remains an open position
 - Peggy Tim would like volunteers to help with Field Day
 - Brenda will ask Franklin for student volunteers; Need wagons (for water bottles
 - Refreshment volunteering and logistics is needed, extra coolers needed
- Hospitality Report- Emily Lillywhite
 - o Teacher Appreciation Week – things went great, breakfast on Monday, snack bags to bring to March on Wednesday, gave appreciation cards to all the teachers.
 - Next year need to communicate better with classrooms regarding teacher gifts, this year they relied on classroom reps, not sure how that went with all of the classes.
 - Encouraged opening up hospitality to more chairs because it is a fun way to get involved.
 -
 - o Summer Kinder Meetups (August 11th and 17th)
 - Put fliers in the office for parents coming into register
 - Coordinate with the office to email out that information to new parents

- Committee Reports
 - Talent Show – practices are happening now, talent show next week.
 - Auction – working on date and location for next year
 - Amigos – Dia Del Ninos went well, good attendance, wide range and fun activities
 - Garden – new Grow Portland educator for next year, Melia is going to grad school. Also brought up that it should be very clear who is responsible for what in the contract especially for events and food lessons.
 - Garden beds need to be replaced, varying states of disrepair. Funding? Work day? Grants? Also looking for grant for ADA access to garden for special skills class.
 - Work will progress on this over summer via email.

- Announcements
 - **Friday, May 17th** **Outdoor Learning Garden** Tend, Mend, Mingle 9:00 - 10:00 AM
 - **Friday, May 17th** **Outdoor Learning Garden Committee Mtg** Rain or Shine 11:00 - 12PM
 - **Friday, May 17th** **Amigos meeting** Cafeteria 9:00 AM - 10:00 AM
 - **Wed, May 15th** **Atkinson’s Got Talent rehearsal K-2** (Cafeteria) 3:00PM – 5:00 PM
 - **Thur, May 16th** **Atkinson’s Got Talent rehearsal 3-5** (Cafeteria) 3:00PM – 5:00 PM
 - **Wed, May 22nd** **Atkinson’s Got Talent Show K-2** (Cafeteria.) 6:30PM – 8:00 PM
 - **Thru, May 23rd** **Atkinson’s Got Talent Show 3-5** (Cafeteria.) 6:30PM – 8:00 PM
 - **Friday, May 24th** **Volunteer Appreciation Coffee** (Cafeteria) 9:00AM-10:00AM
 - **Friday, May 24th** **Garden to Cafeteria 3-5**
 - **Thru, May 30th** **Garden Celebration Day K-2**
 - **Friday, May 31st** **Garden Celebration Day 3-5**
 - **Thru, June 6th** **Kindergarten Graduation, (Cafeteria.)** 1:30PM – 2:30 PM
 - **Thru, June 6th** **Atkinson Preparedness Committee meeting,** 6:30PM – 8:00 PM
 - **Friday, June 7th** **Atkinson Field Day, K-2 @ 9:30 and 3-5 @ 1:15**
 - **Wed, June 12th** **Last Day Of School**

- Adjournment @ 8:50

Attachment A - Sign In Sheet

Attachment B - Budget Report

Attachment C - Tellers’ Report

Attachment D - 2019-2020 Proposed Budget(Approved as Presented)

Prepared by Beth Weingardt

Presented on **9/10/19**_____.

Approved as **Written** ~~—or—~~ **Amended** ~~—or—~~ **Corrected**

President

Secretary