

MEETING MINUTES

Atkinson Elementary PTA

General Membership Meeting

Date: September 10, 2019

Time: 6:30 p.m. – 8:00 p.m.

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

- President Kim Jarema at 6:35 called to order the general membership meeting of the Atkinson PTA in the library and a quorum of members were present. See attached sign-in sheet (Attachment A)
- Welcome and Introductions (15 minutes)
 - Overview of the PTA
 - Board and committee chairs introduced themselves.
 - PTA supports many programs and puts on numerous events, including field trip contributions, teacher and staff appreciation, Garden Program, which is the PTA's largest program. We need an active PTA to keep the activities and support going.
 - PTA meetings are the 2nd Tuesday of each month. Childcare and Interpretation are available each meeting.
 - Communication PTA website, board in the lobby, Facebook page (Atkinson Elementary Parent Community), email (information on what we are doing in PTA, meeting agendas, inner workings with school), Weekly FYI's (usually every Friday) and PTA Welcome Packets
 - Memberships for 2019-2020 School Year and Voting
 - Only members can vote. We only have email access to members. Information sharing is really important.
- Approval of the May Minutes (5 minutes)
 - Motion to approve Martha, Kendra 2nd. Approved unanimously.
- Principal's Report (10 minutes)
 - Liz Taylor introduced herself
 - In the process of hiring a new principal. Interviews went well and should have a new principal soon. Plan is to have overlap between Liz and new principal.
 - Atkinson School Foundation and Run for Atkinson Fundraiser
 - Original purpose of foundation was for adding staff funding for individual school as PTAs cannot pay for staffing. All Hands Raised and Foundation looked at equity. Foundation Fundraising sends 2/3 of money to school, 1/3 went to All Hands Raised general fund, after the first \$10k. PPS is no longer using all hands raise to administer foundation funds. PPS is now using a new fund management, managed by PPS called 'Fund for PPS'. First meeting is 9/27/19. Principal is meeting with Nila Rogue next week. Goal is to increase the ability for PPS to raise money for itself. Board is still working through potential changes to the 2/3 and 1/3 rule. May increase corporate donations. At this time, Atkinson does not have anyone participating in Foundation as a foundation chair.
 - PTA can donate money to Foundation.
 - Run for Atkinson is the main fundraiser for Foundation.
 - Site Council. There is a Site Council at Atkinson, with elected positions as of last year. The council is considering this year to be the group's first year as last year was a forming year.
 - 2019-2020 Staffing Updates
 - Two new 4-5 neighborhood teachers, instructional coach, art teacher
 - Focus Groups (STEAM, Literacy, Climate, and Equity)
 - Leadership team to plan professional development for the year.
 - Climate - kid's safety, social/emotional learning, rules, managing safety on the playground. Mr. Barr is leader.
 - Equity - dealing with race and gender. Alisha Chavez is staff leader.
 - STEAM - largest staff committee. Vanessa Martinez is staff leader.
 - Literacy - new standards, for both ELI and English learners. Elizabeth S. (Mrs. S) is staff leader.
 - Handed field trip budget info to Beth W.
 - School Improvement Plan in process. New for all schools.

- When will Teacher Conference Lunch or Dinner for teachers be, Monday or Tuesday? Response was to seek input from the teachers.
- Trying to work with the district to install a buzzer system for front door. We are on the list, supposed to be installed sometime this fall. Hosford is on list one and is in the process of getting theirs installed.
- Presidents Report (10 minutes)
 - Adoption of 2019-20 Atkinson PTA Standing Rules (Attachment B)
 - Overview of Updates to the Rules
 - Updated regarding structure of board
 - cleaned up fundraising and events to be current
 - Most changes are in Items 14 and 15.
 - Motion to adopt Beth, 2nd Allison. Adopted unanimously.
- Treasurer's Report (10 minutes)
 - Review and Adoption of 2019-20 PTA Budget (Attachment C)
 - Budget Updates
 - Emergency Preparedness Budget Line Item Updated to Actual Carryover Amount
 - Updated Music to Art
 - Addition of \$500 PTA Discretionary Fund; uses may include, minor equipment needs, small items not in the budget already, purchases that fall between meetings and are time sensitive etc.
 - Running Club Increase to \$2400. Had a lot more activity last year so increasing budget to cover increased participation. Also increasing grant request from ORRC. If grant is approved, there will be no expense increase from PTA General Fund
 - Added Science Fair Line Item for \$100 due to interest from a parent on re-initiating the Science Fair.
 - Certified Line Item revised to 'Classroom' to reflect staff duties.
 - Non Certified Budget Line Item revised to 'Specialist'
 - Non Certified/Specialist Budget Line Item add of \$50 based on 2019-2020 Staffing Alterations
 - There is a net negative balance shown at the end of the year. This is due to the need to spend down the unspent funds from previous years. The goal is to carry over enough funds to at least cover the garden program. Goal is to maintain about a 35% buffer.
 - Harmony asked about seeking funds from the PPS district and volunteered to ask regarding from environmental education funds.
 - Motion to approve Kendra, 2nd Emily. Approved unanimously.
- VP-Communication (5 minutes)
 - Ways to Fundraise for PTA (Refer to Handout)
 - Direct Donation Drive Promotion (Forms in Welcome Packets). Another added way to raise funds this fall.
 - Spring Auction on April 4 is our main fundraiser.
 - Monthly Atkinson Dine Outs announced on the parent facebook page and fliers on lobby doors.
 - Amazon Smile. This is a percentage of purchases, but need to go through the Smile site. There isn't a current Amazon wish list for the school. Some teachers may have their own classroom.
 - Fred Meyer Community Rewards Program using Fred Meyer card. Fred Meyer percentage is higher than Amazon Smile.
- VP-Planning (5 minutes)
 - Ways to Get Involved
 - Open Board Positions
 - Volunteer Coordinator - coordinates volunteers for different events, e.g. running club, garden events, etc.
 - Programs Chair
 - Fundraising Chair
 - Officer Positions and Term Expirations
 - All elected officers, except treasurers, will have reached their terms at the end of this year. What does that mean? We need others to get involved so the PTA can continue next year. The current open board positions are great stepping stones into getting

involved in your child's school. Without the PTA, all the programs we run will go away. We need parents to get involved and help to continue the PTA.

- GRAB A FRIEND and get on the PTA Board by sharing a position.
- Be the CHANGE and DIFFERENCE you want at your child's school!
- Positions are two-year terms and can re-up for another two-year term.

- Guest Speaker - Kristi Dille, Oregon PTA President
 - Participation is key to supporting activities for your kids and teachers who are passionate for the kids.
 - Oregon Board is made up of 20 people to help support the local PTAs.
 - More people make less effort.
 - Need to better spread the word about PTA meetings, monthly and planning meetings. Push family engagement.
 - Are there any grassroots engagement training opportunities? Membership drive.
 - Overcoming burnout. Don't be afraid to say "I can't do it" and follow through with not doing it. Let kids know that support from the community is essential to help staff the events and activities. Energize the students about the activities and events and let them know what's needed to support these activities.
 - Host PTA 101 to let the community know what the PTA supports and provides.
 - Cultural barrier. Culture of existing PTA doesn't provide for navigating the language barrier. PTA culture/structure can be a difficult. James John and Scott have PTAs and may be able to assist in increasing immersion community inclusion. One example is alternating months in which the meeting is run in Spanish or English.
 - Atkinson PTA does have an immersion community /Amigos Liason board member.
- Guest Speaker - Art teacher
 - First project is community based and involves making "I Am" pennants. Will need help stringing around the school when done. Welcome parents or committees to make a pennant too.
 - Previously held a fun run t-shirt competition.
 - Will display artwork as the year progresses.
 - Talent show. At previous school would show student art work in between acts via a slide show.
- Program/Committee Reports (10 minutes)
 - Auction
 - Beth, Jana, and Diana are co-chairs.
 - Main fundraiser for PTA
 - Dinner, dancing, live and silent auction.
 - Biggest need is help procuring live auction items - art work, trips, skills, vacation rentals, etc.
 - Have a good committee formed but still need new members to help out.
 - Lots of ways to help out, like decorating.
 - Hospitality
 - Feeding and appreciating the teachers and staff.
 - Food support during Parent-teacher conferences
 - Teacher Appreciation week in May. Food, card drive for all staff
 - Kinder playdates to welcome incoming families
 - Classroom Reps
 - Really important to make sure all classrooms have a parent rep to cover auctions, teacher appreciation recognition, etc.
 - Outdoor Learning Garden
 - Very special to Atkinson
 - Kids get one hour per month of garden education through Grow Portland
 - Link what is grown in the garden to other events, like salad rolls for Lunar New Year.
 - Focus on raising money, donations, outreach to community for help
 - Need about two volunteers per classroom for garden days.
 - 3rd Friday of the month, garden meeting at 8:45-10:00 to talk about the program and needs for the month ahead.
 - Tend, Mend, and Mingle - meet once a month on the third Thursday of the month, right after drop off.
 - Running Club
 - Looking for prize manager to try and relieve some of the tasks Sheryl does now.
 - Kids run laps on the playground on Fridays during recess

- Sheryl is stepping down at the end of this year.
 - During overlap, both sets of grades will be allowed on the upper playground. Mr. Barr is coordinating.
 - Basketball
 - 3-5th graders
 - Voluntary donation based again.
 - Open gym K-2 graders, days TBD. Trying to be more organized this year.
 - Working on a Blazers night out to support program with a percentage back to PTA.
 - Chess Club
 - Started last year with Mr. Barr and Mr. Allen (stepped down and on sabbatical), and David Jimenez. Need a third volunteer to ensure there are always two leaders per PTA rules. Volunteers needed for crowd control, no chess experience needed. Dave and Mr. Barr provide instruction.
 - Hopefully start on Oct 4; Wednesdays, 3-4, in library.
 - PTA funds may be used to take some kids to a district tournament.
 - Emergency Preparedness
 - reunification drills; Sunnyside and Atkinson were the first two schools to do the drill on their own. PPS now taking a more active role.
 - gathers supplies - food, activities
 - safety of the school is a focus
 - need supplies, for e.g. blankets
 - next meeting September 19.
 - Amigos
 - Group of spanish speaking parents. English Translation provided every time.
 - Responsible for cultural events throughout the year.
 - Will provide a Know Your Rights event again.
 - Ally training will be provided again.
 - 2nd Friday of the month at 8:45, after drop off.
 - Need more people to get involved. Right now it's only about 5 people.
 - Immersion
 - Allison shaping the position since it's new.
 - Focus on inclusion of all communities within Atkinson
 - Open line of communication
 - Lunar New Year
 - Event is in February this year.
 - Seeking donations for raffle.
 - Talent Show
 - May timeframe.
 - K-2 Wed after school rehearsal with show the next week.
 - 3-5 Thur after school rehearsal with show the following week.
 - Talent options are wide open.
 - Kids as MCs, help with backstage tasks too.
 - Have 2-3 key volunteers but really need more.
 - Is there a way for any of the groups to meet in the evenings to support parents that work during the day. Or first thing in the morning. Send an email to committee leads and ask the question.
 - Many requests for help on committees come through PTA emails, facebook, hallway chat.
- Announcements (5 minutes)
 - 9/13: Amigos Committee Meeting (All Welcome!), 9 a.m. in Cafeteria
 - 9/19: Tend, Mend & Mingle in the Atkinson Gardens (All Welcome!), 8:45 a.m.-11 a.m.
 - 9/20: Outdoor Learning Gardens Meeting (All Welcome!), 8:45 a.m. - 10:00 a.m.
 - 9/20: 1st Day of Atkinson Running Club (At recess on Atkinson Playground)

- 9/27: Garden to Cafeteria (Grades K-1)
 - 10/4: Garden to Cafeteria (Grades 3-5) **CANCELLED**
 - 10/7: Atkinson PTA Basketball Registration Opens
 - 10/8: PTA General Meeting, 6:30p.m., Atkinson Library
 - Printed calendar had a few changes so check board and website.
- Adjournment

Attachments

Attachment A Sign in Sheet

Attachment B 2019-20 Atkinson PTA Standing Rules

Attachment C 2019-20 PTA Budget

Prepared by Kathryn Warner, Secretary

Presented on __10/8/19_____.

Approved as Written _____

Secretary

President