

# **ACCESS Academy PTA**

## **Minutes of General Membership Meeting**

Wednesday, May 16, 2018, at 7 p.m. in the Library, Rose City Park School, 2334 NE 57<sup>th</sup> Avenue, Portland, Oregon

**Attendance:** 19 people signed the attendance list, all of whom were members for 2017–18. 6 voting members constitute a quorum for a General Membership Meeting.

**Meeting called to order by** President Jennifer Ellis at 7:02 p.m.

### **Approval of Minutes**

**The minutes of the General Membership Meeting of 18 April 2018 were reviewed and approved without change.**

### **Year in Review**

President Jennifer Ellis reviewed some of the PTA's accomplishments of the last year or two:

- The Atomic Flyer supports communications within the community on a regular basis.
- A Gmail account exists for each PTA officer position, supporting organizational continuity as the offices change hands.
- A "Google drive" was set up for the PTA. All known old files and documents have been scanned and are now stored electronically on the drive.
- A single round of fundraising for the Helping Hands program has enabled the PTA to support families in need over multiple years.
- The special committee on Diversity, Equity, and Inclusion (DEI) was formed this year.
- The PTA Treasurer began using new software tools for budget preparation and financial reporting.
- New policies were enacted for middle-school dances that are compatible with the Principal's expectations and that have made the events more manageable for parent volunteers.

### **Principal's Announcements and Updates**

The Principal was attending a District meeting on staffing and did not attend the PTA meeting. The following are updates on topics that the Principal had been expected to discuss:

- **Moving supplies for staff.**  
Boxes have arrived; Saturday June 2 will probably be the day on which parents can help staff pack. PTA members have started packing up the kiln room.
- **Staffing update.**  
Jeremy Johnson is leaving the school to become the football coach at Lincoln High School.

## **Financial Matters**

### **This Year's Budget**

Treasurer Sally Maltman reported that the PTA has about \$38,000 in the bank. Three employer matching donations have come in. Sally had been projecting fundraising would be under budget, but thanks to the employer matches, it is now over budget. While teachers have been spending funds that were allocated to them, classroom spending is under budget.

There has been a request for funds from Mr. Salmon, the Spanish teacher.

The school district has decided to give graduating students in Spanish only one year of high-school credit (instead of two). These students can take a STAMP (Standards-Based Measurement of Proficiency) examination to ensure appropriate placement (not credit) at their next school, but the cost would be about \$15 per student (under \$650 in total).

The Executive Committee is in favor of funding this request. While it seems that this may be an ongoing need, the Executive Committee has not discussed whether this would be an ongoing commitment on the part of PTA. Perhaps, in future years, there could be a system under which families pay as they can and the PTA covers those who cannot.

A parent asked whether there were corresponding issues with Mandarin. The answer was that Mandarin students have not received high-school credit because the ACCESS Mandarin teacher is not high-school certified. Secretary Lisa Karplus said neither the Principal nor the Mandarin teacher have indicated whether STAMP allows high-school credit or placement for Mandarin. The PTA is still trying to find that out.

**President Jennifer Ellis made a motion to authorize spending of up to \$650 for Spanish STAMP testing, as a new line item to be added to this year's budget (FY2017). The motion was seconded by Kristi Byfield. The motion was approved without opposition.**

Sally reported that, in the coming weeks, the Executive Committee will appoint an Audit Committee to perform a year-end audit.

### **Next Year's Budget**

The PTA needs to approve a temporary budget for next year to enable the PTA to operate over the summer. A final budget for the next school year will be approved in the fall.

Treasurer Sally Maltman passed around copies of a draft budget. She cautioned that it was not a final budget; for the most part, it uses the same budget lines and dollar amounts as this year. Sally touched on some high points that are being changed:

- The amount budgeted for the Give! campaign under Fundraisers is being reduced by \$1,000 because much of this year's amount came from a few big donors, and the PTA

should not rely on such contributions. The amount budgeted for matching contributions is being reduced by \$500 for similar reasons.

- The amount budgeted to be raised by T-shirt sales is being increased by \$300 to correspond to what has been raised in recent years.
- For this current year, half of the \$1,000 amount budgeted for expenses related to building needs was shifted to expenses related to advocacy. For next year, this \$500 amount was moved from advocacy back to building needs, restoring the latter budget line to \$1,000 while reducing the former to \$0.
- A new line item under Expenses (\$500) is proposed for community-building grants.
- The expense line for Emergency Preparedness is being reduced from \$600 to \$0. This is because there is already over \$2,600 earmarked for emergency preparedness.
- The expense line for Field Trips is being reduced from \$1,000 to \$0. The reasoning is as follows:
  - The Librarian has been supported consistently for a field trip related to Oregon Reader's Choice Award (ORCA). Support for that trip (and for Oregon Battle of the Books — OBOB) will be provided with a new "Literacy" line in the budget.
  - While the PTA has, in the past, supported other field trips, it was felt that the Principal already has some budget to do so; also, the PTA has equity funds to support children from families that cannot pay for field trips.
  - Reducing PTA funding for field trips allows the PTA to support community-building grants.
- The expense line for Music is being reduced from \$500 to \$0 because the school's programming will now focus on art instead of music.
- A new expense line (\$120) is being added for Professional Development. This can support a membership in the National Association for Gifted Children for the school's TAG coordinator (Dr. Garcia).
- The budgeting for Scrip was not change from this year. Members at the previous general PTA meeting were open to changing to a new scrip provider for 2018-19, and this would likely reduce the amount of money fundraised through the scrip program. Any such change will be reflected in the final budget in the fall but is not reflected in this draft budget.

JaneAnne Petersen said that she did not expect to conduct choir classes next year but that she and Sarah Kennedy Adams would continue to volunteer to run the school talent show. She wondered about the expenses of tuning the school's piano. Sally explained that that expense is typically paid from the building-needs budget line.

A parent asked why no funding is being added for art (e.g., for field trips); the special committee on Diversity, Equity, and Inclusion (DEI) has cited as problematic the current mechanism of asking parents for money for field trips and the PTA then funding families requesting support. President Jennifer Ellis observed that the PTA has never had funds to cover everyone for all field trips. She suggested that, in the future, the school counselor could coordinate with teachers who are having field trips to resolve funding issues proactively.

Sally said that the Executive Committee is hoping that art instruction can be supported with funds raised by Run for the Arts (RFTA). She observed that the RFTA funding information is somewhat opaque. Past PTA President Heather Kent said that, in the past, the PTA had developed a plan with the Principal for quarterly tracking of RFTA money and how teachers would use the funds.

A parent reported that the Principal currently maintains spreadsheet for tracking RFTA funds. Chair of the DEI Committee Lina Reiss asked if RFTA funds can be rolled over from one year to the next. The answer is that they can. The DEI Committee has discussed hosting an author visit; Ms. Kelly has recruited 8th graders to organize it.

A parent asked whether students in the middle school, which has no art program, can benefit from RFTA funds. Jen answered that they can. Arts funding for the elementary classes comes from the city's arts tax. The hope is that the ACCESS Foundation will provide funding for 0.5 FTE for an art program for the middle school. The middle-school art teacher would have access to RFTA funds.

Lina asked about the possibility of a budget line (maybe \$200–300) for the DEI Committee.

**JaneAnne Petersen made a motion to amend the proposed Draft Budget to add an expense line item for DEI events in the amount of \$300. The motion was seconded by Kristi Byfield. The motion was approved without opposition.**

A parent inquired about the budget line (under teacher classroom expenses) for Jeremy Johnson, who is leaving the school. Sally explained that this section of the budget will be adjusted next year to account for new staffing.

Yearbook Coordinator Brian Conley asked about the budget line (under Fundraisers) for the yearbook: it shows budget income of \$1,800, expenses of \$1,000, and a net of \$800. Brian asked whether the PTA expects to raise the \$1,800 by selling yearbooks. Sally explained that the messaging for yearbooks this year is to make clear that all students will get a yearbook and to ask families to pay \$10 (as a suggested donation) to cover costs. Brian suggested that the most we could bring in that way would be \$2,500, and he wondered whether the budgeted income of \$1,800 was too high. He also pointed out that \$1,000 was the cost this year and that, since he will not be supervising production of the yearbook next year, costs might be quite different. Jen confirmed that many things may be different next year if the school has a split campus.

Sally suggested that the PTA might choose to operate under the draft budget through October (instead of September). The September general meeting could thus be devoted to gathering additional input on the budget and having another discussion then. Approval of the new budget would then be delayed until October.

A parent asked whether there were a line item in the PTA budget for purchasing students' school supplies. Jen explained that this is not a PTA function. There have been efforts to

transition support for school supplies to a system under which parents can write a check as a donation. There were objections to that approach, but it was too late to plan an alternative for next year.

**Secretary Lisa Karplus made a motion to approve the “Budget Report — 2018 Financial Year,” dated 5/16/2018, presented by Treasurer Sally Maltman, which is the Draft (working) Budget for FY2018 covering 7/1/2018 through 6/30/2019, for the PTA to operate on over the summer; with a final budget to be discussed, voted on, and adopted in a fall meeting of the general membership. The motion was approved without opposition.**

#### **Election of Officers to Serve 08/01/2018 – 07/31/2019**

Catherine Beckett, chair of this year’s Nominating Committee, reviewed the slate of officer candidates for next school year that the Committee presented at the previous general meeting:

- President: Kurt Kemmerer
- Vice President: Tanya Awabdy and Kinnari Shah
- Secretary: Kathy Martin and Phoebe Shen
- Treasurer: Sally Maltman

The floor was then opened for further nominations. There were none.

There was no substantive discussion, but a parent did ask about the impact on PTA organization if the school is split over two sites next year. President Jennifer Ellis said that this would be up to next year’s officers.

Since there were no nominees other than the slate, Jen suggested that the membership vote on the slate collectively.

**Nominating Committee Chair Catherine Beckett made a motion to elect the following persons to serve as officers of ACCESS PTA for the one-year term beginning August 1, 2018, and ending July 31, 2019:**

- **President: Kurt Kemmerer**
- **Vice President: Tanya Awabdy**
- **Vice President: Kinnari Shah**
- **Treasurer: Sally Maltman (incumbent)**
- **Secretary: Kathy Martin**
- **Secretary: Phoebe Shen**

**The motion was approved without opposition.**

The new officers will take office on August 1; current officers will stay on through end of July. The PTA checking account at Bank of America requires identification of those with signature authority. These are currently President Jennifer Ellis, Vice President Catherine Beckett, and Treasurer Sally Maltman. Jen and Catherine will be removed, while Kurt, Tanya, and Kinnari will be added.

**Secretary Lisa Karplus made a motion to change the authorized signers on the ACCESS PTA business account with Bank of America as follows: (1) as of August 1, 2018, remove Catherine Beckett and Jennifer Ellis; and (2) on or after August 1, 2018, add Kurt Kemmerer, Tanya Awabdy, and Kinnari Shah. The motion was seconded by JaneAnne Petersen. The motion was approved without opposition.**

### **Building Location Update**

There was no update at the time of the meeting. The community will probably get an updated sometime after next Monday (May 21). The Superintendent is touring buildings and reaching out to the principals of those that may be affected.

### **PTA Website**

Phoebe Shen reported that she now has access to the PPS-hosted website (formerly managed by Jim Deibele). People are welcome to send suggestions for the website to [access.academy.website@gmail.com](mailto:access.academy.website@gmail.com).

A parent suggested that the site could include the presentation that Maxine Dexter gave in support of ACCESS at a public meeting earlier this year. Another parent suggested including Google classroom links to serve as a resource for middle-school parents.

Tanya Schaefer, editor of the Atomic Flyer, cautioned **against** including everything that is published in the Atomic Flyer. Circulation of the Atomic Flyer is limited to the school community, while the website is open to the public. The Atomic Flyer sometimes includes content that might better not be made public.

### **Special Committee on Diversity, Equity and Inclusion (DEI)**

Committee Chair Lina Reiss said that the committee has developed a draft of guidelines for future 8<sup>th</sup>-grade trips. She was not sure whether there would be time to discuss and then vote on them. President Jennifer Ellis suggested waiting until September to vote on the guidelines. Perhaps the draft guidelines could be posted on the Facebook page for the current 7<sup>th</sup>-grade class.

Lina went over the perceived need to develop guidelines for the trip. A parent inquired about the nature of the problems that were encountered this year. The answer was that the problems were mainly related to communications.

Heather Kent was one of the parents who organized the 2017 trip to Catalina Island. She described that trip's organization and the efforts that the organizing parents made to reach out to identify and support any families who needed assistance. Jen said that, in the future, families with need will need to self-identify. She recommended putting a discussion on the agenda of a general meeting of the PTA in the fall.

A parent of one of this year's 8<sup>th</sup> graders asked whether the DEI Committee had gotten feedback on this year's trip from the students who participated. (The parent reported that her child wished it had been longer!) Lina agreed to take that input back to the committee.

The DEI Committee is developing plans for events for next year, such as community events and visits by authors. (Some of these ideas were contributed in response to a posting in the Atomic Flyer.) The following are some possible events:

- A visit with students from a representative from the Asian Pacific American Network of Oregon.
- A diversity-themed potluck.
- A screening of "Race: The Power of an Illusion." Since the show is from 2003, the committee was concerned that it might be outdated. Another parent spoke favorably of the show, and Lina agreed to take that feedback to the committee.

### **Announcements**

The summer potluck picnic will be held in Normandale Park on Sunday, August 19, from 4pm to 7pm. Note: this is the same day as the Outer Northeast Portland Sunday Parkways (entirely east of Interstate 205), which goes from 11am to 4pm.

The ACCESS Foundation's auction website will remain open until 8pm on Friday, May 18.

JaneAnne Petersen reported that Girl Scouts in the 5<sup>th</sup> grade have been working with the Rose City Girl Scout troop to plant native plants on the school grounds. It's been observed that the side of the school on 57<sup>th</sup> Street is in need of clean-up and weeding. Volunteers are welcome.

Students who want to play music for the Choir Concert must sign up with JaneAnne Petersen. (Students do **not** need to sign up to sing.) The concert will be on Tuesday, May 29, from 7pm to 8:30pm.

Yearbooks will be delivered soon.

Field Day is Tuesday, June 5.

In the past, room parents have organized a lower-school picnic in Rose City Park.

The last middle-school dance will be in Friday June 1; 5<sup>th</sup> graders will be invited.

**The meeting adjourned at 8:49 p.m.**

**Minutes compiled by** Gil Neiger, Secretary