

ACCESS Academy PTA General Membership Meeting Minutes
Wednesday, October 19, 2019, 7 pm to 8:30 pm
BESC, 501 N Dixon, Portland, Oregon

The overall mission of PTA is to make every child's potential a reality by engaging and empowering families to advocate for all children.

Meeting called to order by ACCESS President Kurt Kemmerer at 7:05 pm. The attendees introduced themselves.

ATTENDANCE: people signed the attendance list, 15 of whom were PTA members for the 2019-2020 year. 6 voting members constitute a quorum for a General Membership Meeting.

Approval of Minutes:

MOTION to Approve Minutes of 9/23/19 General ACCESS Academy PTA Meeting Minutes:

https://docs.google.com/document/d/1Pgqgo2kTC62jDZF7paaHnB4c3WDghL2VwSZVnyxS_Tg/edit?usp=sharing

Phoebe Shen Moves, Heather Leon seconds. Motion Passes.

Transportation Report - Teri Brady, PPS Transportation; Mike Legette from Student First representative arrived at 7:26 pm.

The 334 bus driver from last year retired. The first driver this year decided it was not for him; there were several substitute drivers. 334 is now on their second driver in 2 weeks. When it was late three days in a row, it was the 1st new driver learning; the 2nd new driver took over last Thursday and was late to work on Monday. Student First feels new driver is on track. Not clear about the afternoon late to school cause; Mr. Legette will look into it.

Can reach out to Mr. Legette if you have any concerns about the drivers or other concerns: 206-683-4334.

When the bus did not leave until 7:20, but was scheduled to leave at 7 pm, Student First did not communicate to transportation due to being very short-staffed that day.

In morning, all drivers are on a screen, board with keys. If screen is still green and/or keys are there 20 minutes before supposed to leave the depot, start trying to identify coverage. Policy is to notify central dispatch when bus is late. Policy now will be for transportation to send out School Messenger notification as soon as know bus is s

When parents are waiting at bus stop and it is more than 5-10 minutes late, who should parents call? Call Transportation: 503-916-6901. There will be an option for "are you checking on a bus?" Teri Brady prefers text: 503-710-7769, and does not get in until 7 or 7:30

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Communication procedure for late buses: What we have done in the past: require drivers to call into central transportation when they are 5 minutes late. Once the bus is 10-15 minutes late, then contact staff at the school and send out notification. Because ACCESS bus routes starts so early in comparison to staff at school, staff at school are not there in the morning to send out the School Messenger. Ms. Brady is seeking the ability to send School Messenger messages directly from transportation. Not sure from IT when transportation will have this ability. Not sure what training new secretary has at ACCESS. Both secretaries will receive School Messenger training to be able to send out text alerts if the bus is late leaving the school in the afternoon. Once the bus leaves the school, if there is a delay on the bus route, then Transportation will be responsible for sending out notice.

Transportation is also rolling out the new app that will track the actual bus's location, and will roll out to us as soon as possible

ACTION ITEMS: The Bus Communication Plan is that Student First will call PPS Transportation if a bus is running late. Transportation will notify the school, and Transportation will send a School Messenger text to all parents/guardians of students on late buses (particularly important since school staff are not available in the morning sufficiently early to send messages).

The same procedure will be followed if a bus is late in the afternoon (Transportation will notify parents/guardians via School Messenger), with the addition of a message via School Messenger also from ACCESS school staff if they know a bus is late departing school.

Teri Brady will follow up on the status of having School Messenger available for Transportation and will send a test message to ACCESS parents once it is up and running.

Ginger Taylor will follow up on ACCESS secretary training and authorization to use School Messenger and follow up with staff at both sites about procedure to communicate to parents/guardians via School Messenger if they learn a bus is running late (in addition to notification from Transportation).

Question: How do the bus stops get created? Answer: we start with last year's routes, then look at a scatter map for a centralized stop, not just a route within walking distance.

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Updated that address for Abernethy and Irvington Stop are not accurate.

Treasurer's Report Year to Date: Jennifer Rabby

Fundraising: Apple sale will be extended a few days. Chinook books-still have 9 books remaining. They make great holiday gifts. GIVE Campaign had a good push through the beginning; T-shirts were printed this week and we came out ahead even with the free shirts. Run for ACCESS is closing in on goal. Also quite a few donations for Helping Hands.

Expenses: Extracurricular is a large number, but that is Chess Club which will zero out. Teachers are starting to put in their requests for money allocated to them.

Discussion and approval of 2019-2020 Budget: Jennifer Rabby

MOTION: to approve 2019-2020 ACCESS PTA Budget
Moved by Phoebe Shen, Seconded by Tanya Awabdy

Discussion/Notable changes:

1. Added a line item for PTA Staff Memberships
2. Increased expected income from DineOuts
3. Increased expected income from GIVE because has started strong
4. Increased Read-a-thon income because will have lower overhead.
5. Adjusted t-shirts to match what came in.
6. Run for ACCESS will be expected to be used for next year, but will include some as available if needed to cover opportunities this year not covered by Run4the Arts.
7. Increased Helping Hands (amount that goes to help families during break), as distinguished from Equity Fund which helps students with school events.
8. Admin: bank and paypal fees are now in a different line on the budget. Most people are using online Membership Toolkit so we have a greater paypal expense. Also increased because this includes cost for Membership Toolkit.
9. Increased Building Needs to accommodate support for each Secretary's space, as well as piano tuning, bottled water, Community Care Day expenses, as well as potential Lane Shed renovation.
10. DEI has request to cover training and end of year event
11. Librarian at Lane wanted funds to cover Summer Reading celebration.

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12. Grants in previous year was spending down of surplus; this year it represents remaining funds available after budget; will be easier to decide as get proposals. Once budget is approved, can promote availability of grants (which are available to staff, parents, admin to submit).
13. PE: increase amount because it is a equipment-intense subject.
14. Student Aid/Equity fund was increased due to increased promotion/usage of these funds.
15. Playground equipment: should teachers access their own funds or the collective line item for this? Some have been asking parents to provide. In past PTA pushed the school to decide collectively what is needed for playground equipment. Teachers may not know this is available as a line item.
16. Social and Communities: Increased for community building grants as well as socials. Does not include the movie license, which is approximately \$250. Going forward the license will not include Dreamworks titles so will not have as many child-friendly movies.
17. Speaker Fees: Putting together a training on special education advocacy for 2e children
18. Classroom budgets: same, with increase for Mr. Zollinger to \$500.
19. Last Fiscal Year expenses have generally been invoiced at this point.
20. If we spent all our money, we would spend \$4,527 more than we bring in, with a carryover of \$13,466.

MOTION PASSES

New business /Questions (5 minutes)

Art Curriculum Integration Sub-Committee: members needed - Phoebe Shen

This committee will work with administration and staff on creating a replicable curriculum integrating arts into every grade's curriculum, initially spending down Run4theArts monies, then using the Run for ACCESS money each year. Please email access-academy-pta@googlegroups.com to participate in this committee.

Afterschool Enrichment Sub-Committee: members needed to set up procedures and put together ideas for afterschool enrichment, such as Lego Robotics.- Phoebe Shen

Principal's Update- Ginger Taylor

Library Furniture at Vestal: Furniture has arrived, we are going to clear all current furniture from library and put into portable (disposing of portable furniture).

10/29 after school looking for volunteers to move furniture.

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Library off limits on 10/30 to assemble furniture; also need volunteers during the day on 10/30 for this. Just show up if you want to volunteer.

Enrollment/Transfer: met with Linda Smith (TAG) and Judy Brennan (E&T). ACCESS will continue to follow our regular timeline for application in February. Added language to the ACCESS website stating this. The focus options will hold their spots pending ACCESS application. Will put together schedule for open houses, following schedule from last year, with addition of evening open house at Lane in November to allow families to look at ACCESS at same time as Focus Options.

Fall and Spring assessment so hopefully results will be available earlier this year.

Question: have they gotten any hardship transfer requests? Judy and Linda have not gotten any, but it is a question of how this has been communicated to principals.

Site Council: Initial vision to start in October, reality will start in November. Distributed state document outlining role of site council. Primary role is curriculum, instructional program etc. Ginger is interested in incorporating mindfulness into everyday practice. This is a stake-holder group of parents, staff, administrators, principal. Plans to create a google form to nominate self or others. Ginger will put together a communication about priorities. Monthly meeting, probably the 3rd week of every month after school on Mondays, to facilitate teachers' participation. There will also be expectation of work outside of the meeting, perhaps in the form of a subcommittee. This would be the venue for facilities/reunifying at one site as well. Plans to communicate over the weekend about this.

Question: Sharing gym at Lane? Ginger spoke with Mr. McCormick, and decided to do 2nd and 3rd quarter health, and 4th quarter, with hopefully better weather, shift back to PE. Ginger and Lane Administrator will coordinate schedule for gym for 4th quarter. Question of whether this plan is consistent with state mandate of PE minutes, which thought was weekly mandate?

Announcements /Other (5 minutes)

Volunteers Needed (see Membership Toolkit Signups): - Phoebe Shen

All volunteer sign-ups are available through Membership Toolkit; under "sign-ups" allows you to access all open documents/forms/items for sale. We continue to have need for volunteers in the following areas:

- Middle School Social
- Harvest Festival/Haunted House

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- Help with picnic tables at Vestal
- Volunteer Coordinator
- Oregon Battle of the Books Coordinator
- Potential plaque for ACCESS artwork installed at RCP
- Solicit written agreement from District regarding ACCESS lockers at RCP
- PTA Art Reflections Program
- Summer Potluck Picnic Coordinator

Upcoming Events (see online/subscribe to calendar:

<https://www.pps.net/Page/9147#calendar12598/20190408/month>):

Dine Out at Chuck E Cheese: identify as ACCESS to get portion of the funds. Teachers get free food.

10/17, Apple and Pear Orders Due

10/19, 6:30-8:30, Middle School Social, ACCESS@Vestal

10/22, 8:35-9:35, Principal's Coffee, ACCESS@Vestal

10/22, end of school, submissions for Renee Watson Contest due

10/23, 10-11, Renee Watson Author Visit, ACCESS@Vestal

10/24, 7:30-9, DEI Book Discussion, "Just Mercy" by Bryan Stevenson,
access.pta.dei@gmail.com for location

10/25, afternoon, Haunted House Set-up, ACCESS@Vestal

10/27, 2-4 pm, Harvest Festival and Haunted House, ACCESS@Vestal

10/28, Apple and Pear Orders Arrive

10/30, 1:30-2:30, Renee Watson Author Visit, ACCESS@Lane

11/1, Teacher Planning Day

11/8, Dine Out: Chuck E. Cheese

11/11, Veteran's Day (no school)

11/12, **8:45-9:45**, Coffee with Principal Taylor, ACCESS@ Lane

11/20, 7-8:30, PTA Meeting, BESC, 501 N Dixon, Portland

Meeting Adjourned at 8:36 p.m.