

**ACCESS Academy PTA General Membership Meeting Minutes**  
**Monday, March 19, 2018, 7 pm to 8:30 pm**  
**Hollywood Senior Center, 1820 NE 40th Ave, Portland, OR**  
**Portland, OR**

Meeting called to order by ACCESS Vice President Tanya Awabdy at 7:02 pm. The attendees introduced themselves.

**ATTENDANCE:** 16 people signed the attendance list, 15 of whom were PTA members for the 2018-2019 year. 6 voting members constitute a quorum for a General Membership Meeting.

**Approval of Minutes:** **MOTION** to approve minutes of 2/20/19 ACCESS Academy General PTA Meeting. Phoebe Shen moves, Sally Maltman seconds. **MOTION PASSES**

**Treasurer's Report** by Sally Maltman

Financial Review: ACCESS PTA currently has \$24,838.23 in assets. Read-a-thon fundraiser funds came in; netted over \$6000 on that fundraiser. Two checks at least are not reflected in the current total: \$800 employer match and \$5000 employer grant for Community Board Members from Employer of PTA Co-Secretary Kathy Martin. ACCESS PTA had over \$22,000 for fundraising income this year, so we are not operating from a position of scarcity at this time. Expenses include library purchases for ACCESS@Vestal; ACCESS@Lane library purchases pending. 40% of teacher's grants have been spent at this time. Pam will remind teachers to spend their PTA grants. We also had expenses related to pi day.

Request for Funding: Geometry "Vertical Wind Tunnel" Field Trip: **MOTION:** to overspend Math Enrichment by \$350 to fund the Geometry "Vertical Wind Tunnel" Field Trip. Sally Maltman moves, Brian Lawler seconds. Mr. Coste's geometry class hopes to go on a field trip to "iFly" which includes physics and other math-related concepts. This is a nice culminating experience for geometry. Costs \$1500 plus busses in total. PTA and school came up with share plan, which will include Mr. Coste's \$500 classroom funding from PTA, family contributions (\$15/family, supplemented by PTA scholarships as needed), and bus costs plus \$100 from the school. PTA is being asked to contribute \$350. Costco also has gift certificates which cost \$70 for \$100 of value. A parent will investigate if those can be used towards group/education trips. The cost quoted already discounted by iFly. **MOTION PASSES.**

Budget Change: Yearbook: **MOTION** to remove yearbook line item from PTA fundraisers. Sally Maltman moves, Phoebe Shen seconds. We have a lot of money in our Run 4 the Arts account, and pay for arts related costs out of this fund. Interim Principal Pam Joyner agrees the yearbook is an artistic project for 8th graders in graphic arts and photography, and will fund yearbook from Run 4 the Arts funds. We have built up a surplus of funding in Run 4 the Arts over the years. There are other art enrichment activities scheduled for middle school and elementary school this year. Can continue to look into options for ways to creatively spend this money. According to Pam Joyner, the person hired to coordinate art enrichment was possibly initially intended to be paid by Foundation, but since paperwork was not filed, was ultimately paid from Run 4 the Arts

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funding. May be good to consider saving the money for the arts coordinator in future years, and instead planning events in house using parent volunteers. **MOTION PASSES.**

Budget Increase: Staff Appreciation: **MOTION:** to increase our staff appreciation budget by \$1000. Moved by Sally Maltman, Seconded by Deborah. **MOTION AMENDED** to increase line item for staff appreciation by \$1700 to a total of \$2500. Tanya Awabdy moves, Brian Lawler seconded. Our current budget is \$800 and we have spent \$600. As a group, we want to support our teachers, and we want to do great things for our staff, but we are spread thin as volunteers given the two sites. Increasing this line item can allow us to cater a couple lunch/meals on each campus, as well as snacks at staff meetings. For instance, teachers could benefit from lunch at upcoming planning day. Two staff meetings coming up are all staff together; because of travel, staff time is reduced from 90 minutes to 55 minutes, and snacks there would be helpful. Other brainstorming ideas include chair massage; 4 hours at each site would be \$600-\$700 plus tip. It is nice to differentiate outside of food. **MOTION PASSES.**

Helping Hands: Spring Break Distribution: We had some donations come in before Christmas to support the Helping Hands distributions in advance of Winter Break. **MOTION:** to overspend the Helping Hands line item by up to \$1000. Moved by Sally Maltman, Seconded by Phoebe Shen. We do not want to fundraise for Helping Hands (providing gift certificates for families in need) so close to the Auction. Over winter break we had 10 families ask for assistance, and typically give \$100 per week per family. Approval of this motion would mean stepping away from our precedent of only spending designated Helping Hands funds on Helping Hands needs. We only have \$65 left in this income category. If people don't need the help, the money will remain in the general fund to support other needs. Helping Hands raised less money this year than in previous years. We have sufficient funds in the general funds to cover this. If we approve tonight, email would go out tomorrow encouraging families to apply as needed. **MOTION PASSES.**

Designated Funding for Emergency Preparedness: We have money raised for Emergency Preparation. Deborah gave report that a 7th grade parent, Yuki, has been helping make things safer for ACCESS based on Japanese experience. They are planning to secure all bookcases in a way that does not involve PPS maintenance or work orders or nails in the wall, for a cost of \$1500. Plan to purchase needed supplies from Japan. All these are rated to withstand an earthquake level 7; cannot secure to level 9 without securing to the buildings, but these items can travel with us when we move to a new site. This does not include library, only classrooms. Does not include lockers either. Only looked in classrooms and at items that belong to ACCESS. We have another \$1000 in the fund that we can use for other items. **MOTION:** to expand the scope of Emergency Preparation to include Health & Safety. Sally Maltman moves, Phoebe Shen seconds. This will give us flexibility in how we spend this money, for example purchasing fans for classrooms; not an emergency, but still a health and safety issue. These

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funds are not from the container fund previously designated, which has been returned to general funds; this is from designated donations from parents that PTA sets aside for emergency preparation. Another possible purchase could be radios, ham and non-license; this might cost \$300. We would need an administrator and teacher on site willing to get trained to use the equipment. Would also like to have Red Cross train all teachers and middle schoolers.

**MOTION PASSES.**

End of Year Pool Party proposed at Mt. Scott Pool on Saturday, June 1, from 6:30 to 8 pm. If PTA were to cover all admissions to pool, would cost approximately \$720, which could be funded from our current Social & Community Events line item. The pool can accommodate 114 in the leisure pool and 143 people in the lap pool. Families could also choose to picnic in the park next to Mt. Scott beforehand. There was interest expressed in the online poll, with an estimated attendance of over 100 swimmers with 50 respondents. General agreement is that this is a good idea and to go forward.

**Nominating Committee Member Appointment:** Kinnari Shah, Tanya Awabdy and Jen Ellis are willing to be on nominating committee. Only filling one position of Treasurer; Sally Maltman is stepping down, but is willing to consult and support new treasurer. **MOTION:** To nominate Kinnari Shah, Tanya Awabdy and Jen Ellis to the nominating committee. Sally Maltman moves and Deborah seconds. **MOTION PASSES.**

**Auction Update** by Kristi Byfield: We are below our equivalent amount of pre-sold tickets from last year, and we need to raise \$56,000 net, so over \$80,000 gross, which is a stretch based on previous years. There is a roll-over of \$29,000 of Foundation Funds which gives us a cushion of \$20,000 which we need for education assistance support on an emergent basis. Word of mouth is an important way to build attendance to the auction. The catalog is viewable now. Volunteers are at a good level. If you cannot attend, you can donate directly to the auction on the website through the "Donate now" button, as well as sign up to bring food and volunteer. We ask that people purchase tickets ahead of time to improve estimate for attendance because have to order supplies and shirts etc ahead of time. Judy Burke will draft an email emphasizing the fun and community-building aspects of the auction. This is the last year of current Auction leadership; need volunteers to take this on to shadow now to learn the ropes for next year. Pam Joyner has been great with sending out messages and plans to attend. So far 9 teachers have committed to coming. All teachers, staff, etc are invited with a guest for free to the Auction. Teachers will have their own table. Pam Joyner will encourage them to attend at staff meeting right after Spring Break. Devin is doing the speech right before the paddle raise.

**DEI Committee Report** by Phoebe Shen:

- We have a DEI representative at all family/tours open houses connecting prospective families with current families.

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- We are working on finding a training on race, class and equity for PTA and other school leaders; have contacted Center of Equity and Inclusion, Cliff Jones, NonProfit Oregon, and Chrysanthus of TreeEd
- We are gathering Nominations for next year's DEI chair.
- Have put together a Japanese Internment Seminar with a local speaker for 8th graders
- DEI book club: Thursday, 4/18, 7-8:30, The Warmth of Other Suns by Isabel Wilkerson, to be held at 1927 SE Elliott Ave. Childcare available if needed. This will also be a planning/kick-off meeting, so please come even if you don't finish the book.
- Next DEI Meeting: Sunday, April 28, 4-6 pm, in NE Portland

**Principal's Update:** by Interim Principal Pam Joyner

Q: What do you know about the boundary review process? A: Only that they hired an outside company, which surprised most administrators and staff; it wasn't on radar of administrator and staff. ACCESS is discussed in the contract.

Q: What does that mean for a timeline of a new building? A [from other PTA members]: 2020 is the timeline for implementation, but it will be a multiyear roll out. Kenton may come up in 2021, and Sunstone Montessori in the Terwilliger Building will be up in 2022. Trillium Charter School just closed. The state owns that building, and the school is in debt to the state.

Transition Plan: David Jamieson met with Keeley Simpson this morning and figured out a transition plan to overlap with John Blanck for the rest of the week. Pam needs to have overlap with whichever administrator ends up at the Lane site, currently John Blanck is planned but discussed David as a possibility as well. Friday is Pam's last day at ACCESS, so there is a lot to do to keep things from falling into the cracks. Notable parts of upcoming events/plan include rising 6th graders visiting Lane on 4/10; some teacher evaluations due this month. Open Houses; need to check on civic use of building and making sure Linda Smith can show up and parents to attend. Work on rescheduling 8th grade promotion pictures. SBAC testing coming up for grades 3, 5, 6,7,8; we have administrators for that at both sites, which is very helpful. State Science Fair is coming up. Genevieve's position as art coordinator is up on 4/19/19. 6 teachers need to be evaluated in April at Lane. Some of the teachers have not been evaluated in 7 years. Symphony field trip has buses ordered, and community picnic scheduled at Normandale. 1/2 class will meet the rest of the school at the community picnic, but will not be attending the Symphony, which was determined by the teachers. Renaissance Faire coming up, National History Day Project, Science Night. 8th grade trip is parent led. Master Schedule for 2019-20 school year could be devised in May, ideally with teacher involvement; e.g. administrator brings in a draft, then gets teacher input.

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Q: Is there an opportunity for parent feedback about what worked and didn't regarding schedule? A: Normally parent input would come from Site Council. ACCESS needs a Site Council. Also will need to coordinate with our co-location partners. Is there a survey asking which students are returning next year? Many 8th graders will be gone May 9, so that would be a potential opportunity to meet with those teachers to solicit scheduling input.

Oaks Park trip for 8th graders is 6/4; Promotion is 6/5 at Franklin. McKenzie's last day as ACCESS Secretary at ACCESS at Lane is pending but up in the air; it would be good to have a transition period if/when a new secretary comes back. Field day has been brought up at each site. The school needs to coordinate with host schools and see if PE teachers are willing to lead. 5th grade teachers lead 5th grade promotion.

John didn't do a lot of the staffing work, so Pam needs to make sure he understands going into the hiring phase. We have a .5 position for PE at the Vestal site; current PE teacher is .4, so has no rights to interview for the increased time position until after 2 rounds of hiring. Someone else could interview for or be placed in that spot; current teacher would count as an external candidate. We are going to have a new position open at PT at Lane, because Katerina is leaving because full position opening at Creston. Lane PE is .45, could try to bump it up to .5 and match with Vestal position for full time; upside and downside to increasing to 1 spread over 2 sites. Paying attention to experience with highly gifted students during interviews. Interviews for first round will be second week of April.

Q: At what point does district hire a new principal if Krista is unable to return? A: Principal pool is closed right now. They are doing interviews for new principal candidates right now. This is the time senior and area directors are talking about moves.

Pam will talk David and John through hiring and master schedule.

Pam followed up on a parent question about MAP testing from the Coffee Hour, and was given a brief message with some resources for parents to read, but parents don't have access to data portal, and teachers are not required to give data from MAP testing to parents, though it is best practice. Teachers have not received training on MAP this year due to other recent events.

**New Business/Questions**

- Field Day: John Blank, Interim Assistant Principal of ACCESS reached out to Sabrina Flamoe, Principal of Vestal, to coordinate Vestal and ACCESS Elementary for Field Day; the school will take care of Field Day.
  
- Adjourned at 8:33.