



**MEETING MINUTES
SEPTEMBER 18, 2018**

Attendees:

Marge Heffernan, Sarah Bills, Renee Boak, Jennifer Beck, Kati Moseley, Greg Quartarolo, Erin Niemela, Jen Edmonds, Aaron Wootton, Robin Rolfe, Chris McCurry, April Vann, Misty Gremaud, Emilie Saka Webb, Andy Schmitt, Emily Vanoy, So Mai Brown, Katheryn Henderson, Libby Listowich, Amanda Scott, Heidi Scott, Rebecca Green, Jeremy Simon, Sarah Meyer, Shirley Bardone, and Nazish Fatima.

Call to order:

- 6:39 meeting called to order.

Introduction of the executive board:

- President – Mason Marsh.
- Vice President – Laura Streib.
- Secretary – Amy Occhialino.
- Treasurer – Carla Wootton.
- Membership and volunteer coordinator – Christine Vial
- Fundraising coordinator – Marge Heffernan.
- Events coordinator – Libby Listowich.

PTA general meeting expectations:

- Order of business and Robert's rules of order.
- Minutes will be produced and put on the FB page and jamesjohnpta.org (upcoming) and reviewed at each meeting.
- Financial report will be reviewed at each meeting.
- Committee reports and other reports.
- Old business and new business.
- Adjournment.
- After business, we learn:
 - School climate and student behavior.
 - Changes in the curriculum.
 - Emergency preparedness.
 - Measuring student progress.

Overview of the James John PTA:

- Member of the national and state PTA.
- We are a member of the Oregon PTA.
- Bylaws.
- Training.
- Lobbyists.
- Networking.
- Non-profit NGO self-supported.
- Cooperative.
- Supportive.
- Independent.
- Member-driven.
- Student-focused.

- Volunteer reliant.

Overview of the PTA activities and opportunities:

- Volunteering:
 - Events:
 - We will need volunteers for every event.
 - Green team (led by Shirley):
 - Helping to take care of the outside and the grounds.
 - Work parties centered on the greenhouse and entire school grounds.
 - Helping hands every Tuesday morning (right after drop-off until 11:30):
 - Coffee and take care of projects for teachers (laminating / copies / sharpening pencils).
 - Can do other times if Tuesday mornings do not work for you.
 - Meet in room 29 or workroom next to the gym.
 - Must sign-in on the computer.
 - PTA clothing closet:
 - Run by the Portland council of the PTA.
 - For all PPS students and are eligible; form in the front office to enroll.
 - Students can collect clothes twice a year.
 - Staffed by PTAs twice a year.
 - James John's day is November 26th from 9:00 AM PST – 11:30 AM PST / second one is March 7th.
 - Marge goes every Thursday.
 - Location is the old Marshall campus.
 - Lunchtime, recess, and running club:
 - Running club is Tuesdays after lunch.
 - Additional eyes needed out on the playground.
 - Need to ensure that your background check is done.
 - Classrooms and library – room parents:
 - Opportunity to learn about your library and classroom.
 - Projects – on your own time:
 - Can extend the helping hands to your time.
 - Leadership opportunities:
 - Christine is running up against her term limit.
- Family engagement events:
 - Harvest festival in October:
 - Date TBD.
 - Coordinating with installation of new playground; may be a dedication.
 - Would like to have it be a costume event.
 - Winter craft fair in December:
 - Date TBD.
 - Great fundraiser.
 - Great for crafty kids.
 - Multi-cultural event – January 17th.
 - STEM night February 26th.
 - Movie nights:
 - Adding movies for adults in the gym.
 - Licensing fee paid by concessions.
 - First one in October will be Transylvania 3 – maybe October 11th.
- Parent support:
 - Educational efforts (general meetings, etc.).
 - Networking (coffee talks):
 - Monthly – schedule will be published soon.
 - Resources (clothing closet, etc.).

Overview of PTA fundraising efforts:

- Events:
 - Restaurant nights.
 - Movie nights.
 - Winter craft fair.

- Prom and auction in spring:
 - Big chunk of the fund raising of the year.
- Active giving:
 - Membership fees:
 - \$9.50 to national and state PTA.
 - Personal donations.
 - Corporate giving / matching campaigns.
- Passive giving:
 - Fred Meyer rewards.
 - Amazon smile.
 - Box tops for education.
- Sales:
 - Spirit wear / merchandise.
 - Plant sales (poinsettias in December / others in spring).

Overview of PTA support and outreach

- Teacher supply stipends (\$100 / teacher).
- Teacher project / activity / field trip grants (\$200 / teacher).
- Summer reading program.
- School music program (violins for 3-5 grades).
- Capital investment programs (playground):
 - New one goes in October.
 - Rendering shown in the meeting.
 - Will be a FB post on the playground.
 - Includes a climbing pyramid.

Presentation of the 2018-2019 budget

- Vote to approve the budget.
- Total revenue is \$29,850.
- Total expenses are \$29,062.
- Current balance is \$788.
- Framework for how we operate.
- Will review each meeting and can amend as necessary.
- Christine motions to approve / Marge seconds the motion.
- **Budget is approved.**

Presentation of the 2018-2019 standing rules

- **Standing rules were approved.**

Principle Dr. John Melvin's message

- Glad to be here.
- Power of the PTA is immense.
- Third principle ship; strongest PTA yet.
- Every Tuesday teachers stay until 4:30 and committees review their learnings / activities.
- Instructional leadership team is working on the mission / vision statement.
- Mission statement:
 - James John Elementary School is committed to fostering a positive, dynamic, partnerships among students, families, staff, and community. Our mission is to guide students to become lifelong learners with the knowledge, skills, and attitudes that will prepare them to contribute to and benefit from an ever-changing society.
- Vision statement:
 - It is the vision of the James John Elementary School to inspire achievement through high expectations and standards.
- Guaranteed and viable curriculum concept was covered (on the PPS web site).
- Two newsletters a month (1st and 3rd Fridays):
 - E-mailed and hard copies in the office.

Adjournment

- Adjourned at 7:51.