

## Ainsworth PTA Meeting Agenda Minutes – 05/21/2018

Taken by Gretchen Richter

**Attendance:** Jen Rollins, Natalie Wilis, Anna Short, Kris Meyer, Tracy Suzuki, Andi Mukul, Marisa McLaughlin, Jenny Potter, Lynn Brown, Kara Stone

**1:00 Approval of April Minutes** completed

**1:05 Volunteer update:** Multiple positions to be filled.

- All open positions in the Google drive if detailed descriptions are required
- Open positions include:
  - Community Service Chair
    - Discussed dissolving chair position and creating a lead for each sub-segment. Decided to leave because it's written into the the by-laws.
    - *Action Items: Jill Rollins to follow up with Marisa and Natalie to discuss responsibilities and finding leads to drive each component. Jill's mother may be able to lead FSSW.*
  - CPA/taxes – looking for CPA.
    - *Action Item: Natalie and Jill to determine whether attorney can do taxes or if it must be a CPA*
  - Staff tea
  - Holiday wreaths and garland sales
  - Book Harvest
  - School picture day

**1:17 2018-2019 PTA calendar** reviewed and available at the bottom on meeting minutes.

**1:20 Trello/Peach Jar replacement** Kara stone recommends Trello as it meets the criteria of being free, user friendly and electronic (eliminates need for paper fliers).

- Requires an admin to provide 1x login information to service providers
- Current process for organizations to advertise programs through PPS:
  - Anything district sponsored, governmentally organized events, activities associated with organizations contracted with PPS (ie zoo, library, metro, PP&R, pta, foundation) do not require approval
  - After school programs held on side by private organization requires PPS approval
- Noah will remain the point person
- Trello posts will be limited to organizations providing classes on site at Ainsworth. After a trial period in the fall, PTA will revisit and consider expanding to off-site events and activities. At that time, a framework determining who can post to the bulletin board will be discussed.
- *Action Item: Kris Meyer will discuss with Noah and incoming principle*

### **1:40 New members of 2018-2019 Board approved**

- Gretchen Richter – Secretary
- Jenny Potter – Communications
- Vinnie DiGianno – Treasurer
- Andi Mukul/Jenn Rollins – Outreach Co-Coordiators
- Community Service Coordinator – Jenn Rollins
- Julie Kafouri/Caitlyn Freexe – Staff hospitality coordinators (non-board position)
- Lynn Brown - New Family Coordinator (non-board position)

### **1:45 Budget approval – Discussion led by Tonka Formigle**

- Interim budget approved. Changes discussed in meeting will be made before next year, additional changes may come based on shifting needs and information.
- 2017-2018 budget ran extremely lean and was successful. 2018-2019 written with same lean framework.
- PTA discussed details of budget as written
  - As written, some linen items are based on historicals and there is room for change.
  - \$1.00 items are placemarks for “more info needed”
  - There is an additional \$5000 to inject back into the budget even from a fiscally conservative website.
  - Reduce projected garden tour \$\$
  - Teacher Grants were used for materials and curriculum, math/special ed/ESL, Counselors, Technology,
  - Suggestion made to add \$500 per grade levels. Grade level teachers would meet and determine how extra \$\$ will be spent.
- *Action Item:* 5<sup>th</sup> grade graduation coordinators Lynn and Kris to follow up with Noah about how to best fund next year. Lynn will communicate costs/budget to whoever owns position next year.

### **2:05 Vista Annex/traffic grant Melissa Kenny**

- Melissa will spearhead efforts to increase the safety of the SW Vista crosswalk at Ainsworth Annex .
- She sent two emails to the PTA committee:
  - 1) Details with her background, steps taken to date, information needed, and future plans.
  - 2) legal notes on Oregon crosswalk law
- *Action Item:* Natalie and Melissa will post a facebook video to Ainsworth FB page