

# Atkinson PTA General Meeting Minutes

Thursday, September 12, 2024

Location: Atkinson Cafeteria and ZOOM

Attendees: Danielle Garcia, Mattie Tiegreen, Vigdis Bronder-Haas, Diana Chavez, Harmony Quiroz, Abby Wood, James Dillard, Erin Lopez, Will Garber, TJ Scott Merrion, Inaki Mayo, Dani Tholen, Lenore Eklund, Mark Eklund, Jodi Jacobsen-Swartfager, Jeff Jacobsen-Swartfager, Ali Hussein, Ki Gaines, Jennie Heinlein, Julia Payne, Andrea Hall, Dulce Sosa Jarquin, Brian Hall, Sara Hanzlik, Ruth Levine

Zoom: Debbie Armendariz, Maren Kohl, Beth Robidoux, Anna Garwood, David Herron, Jessica Snyder, Elana Berman, Katie Czerwinski, Elise Gold, Ali

\*Quorum Established

## Call to Order: 6:35 pm

- Brief introduction-What is the PTA?
  - A nonprofit governed by members and overseen by elected/appointed board members
  - A way to contribute to positive school experiences for our kids and community
  - Emphasis that “nothing is expected but everything is celebrated”
- Board member and general member introductions
  - If interested in Amigos, the DLI parent group, you can contact Erin Lopez at [amigosdeatkinson@gmail.com](mailto:amigosdeatkinson@gmail.com)
- Meetings follow Robert’s Rules of Order, requiring a motion to vote and a second. All members can make motions for votes. Must be an official PTA member to vote.

## Business

- PTA Website Orientation-Mattie Tiegreen
  - Mattie gave a tour of the [new PTA website](#), highlighting information about after school programs, volunteer opportunities, the Resources page, and links to membership forms.
  - Calendar link on the main page includes Atkinson events and can be imported into your existing Google calendar.
    - Updates/upcoming events will also appear on Facebook and Instagram.
  - Meeting info updated monthly on main page
- Budget Report-Diana Chavez
  - Diana gave a brief overview of how PTA funds are used:
    - The majority of funds (46.4%) go to school and classroom support, which includes field trips, capital projects, and classroom supplies.
    - Remainder of funds to Learning Garden (15.1%), social events (11.3%), organizational expenses (11.3%), family support (6.5%), staff/teacher celebrations (5.7%), basketball (3.8%)
  - [Budget](#) shows just over 47,000 in expenses, and 39,000 in income.
    - Discussion and clarification that we operate on a budget deficit, meaning we intend to spend more than we raise. Budget projected this way because the goal is to spend money. Budget is fluid and flexible, and sometimes programs, teachers, etc. do not spend as projected. We also hold a reserve in case we don’t fundraise enough in a given year.
    - There has been a surplus in past years, and the goal is to spend down these funds in capital investments, which would not require a yearly budget item.
    - Question about the timeline and process for requesting funding
      - Funding proposal form can be found under “Resources” on the website.
      - The Executive Committee can approve requests under \$200. Anything larger must be previewed by the board and presented to the PTA membership for a vote at the next general meeting.

- Clarification that PTA does not pay for staff salaries, but can pay an outside organization for something like a garden educator.
- Budget Approval:
  - Jodi motioned to approve budget, Harmony seconded, unanimously APPROVED
- Volunteer Information-Abby Wood
  - Highlighted vacant board positions:
    - Outdoor Learning Garden Chair-more info coming soon in communications
    - Assistant Treasurer-works alongside treasurer with intention of stepping into treasurer role in 2 years
    - VP of Planning-works with president with intention of moving into president role in 2 years
  - Volunteer info/form can be found on website
    - Currently looking for Harvest Fest volunteers!

### Principal Chat

- Mrs. Armendariz reminded the group that she is out for 2 weeks, with Dr. Kehaulani Haupū acting as substitute principal.
- [Questions for Ms. Armendariz:](#)
  - Question about 3-5th graders having access to the upper playground at recess, or potentially hiring an organization like Playworks to provide recess enrichment
    - We do not have enough staff to supervise both upper and lower play areas at lunch recess, and teachers have found that most 3-5 students prefer the lower play area. 3-5 students do have access to the upper playground during classroom recess time. Playworks charges 1000's of dollars for enrichment, and we do not have these resources.
  - Question about how to volunteer in the cafeteria as a lunchtime helper
    - Reach out to Katie Carriker
  - Question about a lack of play equipment, like balls, for 3-5 recess
    - Mrs. Armendariz to check in with PE teacher/classroom teachers and follow up
    - Harmony shared that she will follow up with the board to help ensure classrooms have adequate equipment.

**Meeting adjourned: 7:55 pm**

### Upcoming Dates

- \* **Sep 13:** First Running Club at Lunch Recess
- \* **Sep 13:** Popsicles on the Playgrounds – 2:30 pm
- \* **Sep 19:** Back to School Night – 6:30 pm
- \* **Sep 23:** Dine Out for Atkinson at Migration Brewing – 5-9pm (details [here](#))
- \* **Oct 10:** PTA Meeting in Atkinson cafeteria

Date approved by general membership: October 11, 2024

President's signature: /Vigdis Bronder Haas/

Secretary's signature: /Danielle Garcia/