**Athey Creek Middle School PTSA**

**General Meeting Minutes for Tuesday, April 5, 2016**

Call to Order: Meeting called to order at 9:30 am by Dana Callaghan

Quorum established with 13 members in attendance

Meeting held at Athey Creek Staff Lunchroom

Welcome to all attending.

**Approval of February Minutes**: ***(Margaret Koch)***

March’s Meeting Minutes were distributed by email to all in attendance to check for accuracy. Additions/Corrections were done by the deadline of one week. Margaret requested approval of the March Minutes. Joanne motioned to approve. Kate seconded & it was unanimously approved.

**Principals Report: *(Joel Sebastian)***

 Thanked the parents and let everyone at the meeting know how much all their work with the PTSA is appreciated. Fourth Quarter begins today—lots of teaching and learning left to do so we can finish strong! State OAKS (Smarter Balance) testing begins soon. They plan to conduct the testing differently this year, they are having focused days of Assessments, instead of weeks. The whole school will be focused on it at the same time. They hope to not have it be stressful and are hoping this new way will allow more time to focus on the testing instead of taking weeks of disjointed time. We want the kids to have the best chance to show what they know.

 He is very proud of the garage sale and how it has become such a strong connection to the community and he knows it takes a massive amount of work to make it happen. The money earned is great, and also agrees that it would be helpful to have a twice a year grant process. Appreciates that we commit to making it a thoughtful process of evaluating the requests.

 The Korean trip with 32 kids was one of the best groups. We had illness challenges, 25% of the kids got sick. It was a privilege to be able to meet with the former First Lady at the Peace Center along with other officials. In their conversations, the group learned about the Korean War and the North/South division of Korea.

**Presidents Report: *(Dana Callaghan)***

Dana is working on a letter and grant form for the teachers to fill out to request grant funds. She hopes to have it done and out by Friday, April 8. Discussion continued about having two cycles of grant requests, one in the fall and one in the spring, especially since we have around $12,000 in the fall from Membership dues and then the garage sale in the spring.

**Vice-President: *(Kathleen Jensen*)**

She has three people on the committee and they are working on job descriptions along with ideas about finding people to fill positions. They are well on the way and have found some interested people already! Margaret motioned to accept the Nominating Committee, Emily seconded, and all approved.

**Treasurer Report*: (Sheila Adams)***

The ending balance is $25,636.39. There were four deposits, and five checks were written this past month. There are reports available on the software to track things like the grants. In looking back, Joyce let them know there were funds not spent, about $9000. Things happened, Ms. Arthur found out there was no room for the marimbas in her area, so she didn’t use the funds to buy the marimbas. The science department did not buy the microscopes because they didn’t fit with the programming. The field trip for the library hasn’t paid out yet, and the books requested for Language Arts just turned in that request.

 So, Sheila is looking for a way to track the grants, once approved, so that we know if the money has been spent. The accounting program does not track information on individual amounts, so this will be a priority to have a tracking method set up. Maybe having an expiration date of one year, and Joel suggested that having a broad time frame to help all figure out the best way to spend their grant money is helpful.

 The accounts can be closed out at the end of the year, instead of waiting until the fall. Goal can be to have the accounts reconciled by August, instead of waiting until November. She is looking for a way to track this all in the accounting system. It is exciting to have funds available to help the school flourish!

**Membership: *(Joanne Masters)***

She sent out the Thank you Letters to the families that joined the PTSA for tax purposes. There were a few she couldn’t send out because she didn’t have a record of the amount they sent in, so again, the discussion about tracking individual donations is becoming more important for many areas.

**Committee Reports**:

**Volunteer Coordinator: *(Kate Hoots)***

She worked with the track leaders on how to use Volunteer Spot and they are doing great with it this year.

**Winter Dance: *(Dana for Emily Schmitt/Amanda Curdy)***

Friday, May 13 is the next dance. She and Amanda would like to manage the 8th grade party next year so let the Nominating committee they need to find a replacement.

**School Store: *(Shari Winters)***

Store doing great—Shari has many volunteers and they step in when needed! She is putting the Check Mix and Granola on sale as they are not selling!

**TASA: *(Margaret Koch)***

Next TASA is Wednesday, April 13, 2016, Soup and Salad theme. We are in need of more salads!

**Directory: *(Margaret Koch)***

There are a few left in the office & they are $10.

**Garage Sale: *(Dana for Saleen Chenevert)***

**Wednesday April 13th**, tables should be arriving (75 - 80) and we will set them up in the gym after school. The track kids will warm up by bringing in all the bags of clothes and we'll have parents folding them on to the tables through the evening. Both Joyce and Mr. Washington confirmed tables and space are scheduled and are on the look out to make sure the tables arrive on time.

**Thursday April 14th** - Kids in the gym classes will be unloading the containers into the gym (items that will eventually go into the cafeteria area will be piled by the display case). We'll be unpacking items, pricing and making it pretty until about 8 pm.

**Friday April 15th** - The morning is pricing items and then as soon as the cafeteria area is open we'll load into the room. The shipping containers will be picked up by 10 am (confirmed with Erica Lemmons at Norlift) and then Goodwill will drop off their donation truck between 10 am and 2, and is confirmed with Kelly Far at Goodwill.

**Saturday April 16th** the sale is from 8 to 4. We should be out of the building by 4:30, just count money and tidy up. We will sell concessions on Saturday but not Sunday.

**Sunday April 17th** the bag sale starts at 9am, shop until 1 pm, CLEAN UP until 3. The Goodwill truck will be picked up after 3:30 on Sunday.

**Communication**:

- I've been in touch with Mr. Berg and Mrs. Bray and we are all set with sharing their space.

- I've emailed Mr. Washington, Ron and Nancy to give them the heads up (they help us immensely throughout set up and the sale itself).

- I’ve emailed admin – Joel, Caitlin and Toni – to give them the time table and keeping them informed.

- The week of the sale we'll send an email to teachers to remind them the timing of the presale (4:00 on Friday)

**Advertising**: We have new signs to put out the week of the sale at 20 intersections, we have one banner up on the fence, second banner goes up the week of the sale (Ryan is building a better frame for it so we don’t lose it in wind storms again), the reader board has been amazing for getting donations so I can't wait to have it advertise the sale! We have bought ad space in the middle school musical program. Ad is already posted on Craigslist and we’ll ad pictures as we set up and we will have a blurb in the West Linn Tidings Events section (contacted Andrew Kilstrom).

**Volunteers**: We have a volunteer sign up on volunteerspot underway (Sign up going great!), we've created a new fun way to identify volunteers/minions during the sale and we will also use high school students who are looking to get volunteer hours so they can graduate with honors. You'll be seeing some Athey Alums :) Please sign up if you are interested – the more hands the better (and my stress level goes down 

**Donations**: As you are having your meeting we are finishing the LAST donation drop – way too much in the containers, could barely close it last week. Donations of larger items are still welcome during Thursday and Friday of the sale. The general feel is we have more than last year and the quality is higher as well.

**Supplies**: Getting bags for the bag sale donated from Safeway, we have zip ties for marking boutique items, cash boxes will come from Shelia, have the square (Shelia and I will set up app with new bank account), signs printed for table identification, volunteer for picking up concessions, figuring out best layout for Hold section and Collectible table.

**Charities for pick up after**: Working with Clackamas clothes closet to pick up clothes, Kate checking with someone about the stuffed animals, Roosevelt Teen Parent will pick up baby items and Goodwill gets the rest. Suggestions of other local places that can come pick up items they need please let me know!

**Event Details:**

- Budget/Money Questions or Update: So far $130 spent on Signs to advertise sale, $38.40 on supplies, 34.98 supplies (last month) New this month – 15.99 Office Depot for numbers for Banner, 12.99 for zip ties for marking boutique items and $75 for ad space.

- Craigslist deposits: 2 deposits, $730, $1026, now handing Shelia $855, we might have a bit more by the sale but not huge. $2611 – our largest craigslist yet.

Any Suggestions, Questions or concerns – send them my way please!!

**Webpage: *(Jane Bernasconi)***

There were 100-120 on average of people visiting the website—thought some of the activity might be the Craig’s List of items from the garage sale. She is happy to make sure any information you might have is on the website, so don’t hesitate to send things her way to post!

**Student Representatives: (*Toni Snapp and students*)**

No report.

**Community Reports:**

**Education Foundation: *(Elaine Cozart)***

The Count Campaign is ahead of where it was at last year with $21,000 in donations so far. Every school has a goal, volume by number of students, so Athey’s goal is $15,000. We have $1225 so far, and to put it in perspective, if all 658 students gave $23, we would reach our goal, or if 150 donated $100, we would reach our goal. Bethany Wurtz is on the action committee. The follow up for donations will be different this year and probably won’t be doing calls. The Foundation wants to put a more personal touch by sending letters, ads in newspaper.

**Legislative Updates: *(Betty Reynolds*)**

Betty presented a slide show she made to encourage grass roots participation to promote funding for our public education. Oregon needs to do better for education. Her power point presentations are available for use if you have a group that would be interested. She encouraged all to talk to everyone about education, check out the Promise of Oregon website: promiseoforegon.org, and promote public education through social media.

**New Business:**

- Grant process will not change this year and Sheila will be helping to organize it. Dana plans to have the request forms out by this Friday and will give a deadline of April 22. The Executive Board will meet to sort the requests and prioritize for best use of funding. The goal is to have them ready to vote on at the May General Meeting.

- Discussion on working with ASB to maybe organize the dances, but decided it was best to not merge the two groups. PTSA will continue to organize the dances (in high school, the ASB organizes the dances)

**Upcoming Dates to Remember:**

4/7-4/11 Middle School Musical-GREASE

4/12 ALL school State Testing

4/14 First Track Meet

4/16-17 Garage Sale Weekend

4/18: 8th Grade Class Picture

4/22: OSU Band Festival in Corvallis

4/27: Early Release

5/3: Next PTSA General Meeting

**Adjourn**: Meeting adjourned at 10:30 am.

Want to continue the discussion or join a committee that presented today? Here is contact information for the presenters:

Dana Callaghan – dana.callaghan@gmail.com Joanne Masters – joanne.gmasters@comcast.net

Saleen Chenevert – saleenc@gmail.com Shari Winters – shariwinters@outlook.com

Margaret Koch – kochs3@frontier.com Kate Hoots – katehoots@yahoo.com

Sheila Adams – sheilathepeetnik@gmail.com Emily Schmitt – mle@urbantwist.com

Elaine Cozart – Elaine\_cozart@hotmail.com Amanda Curdy – curdyfive@gmail.com

Betty Reynolds – bettyreynolds1@comcast.net Jane Bernasconi - nanineko@yahoo.com

Attachment A: Sign-In Sheet

Attachment B: Treasurers Report

Date Minutes Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_