

Chapman Elementary PTA

SEPTEMBER 2018 MINUTES

11 SEPTEMBER 2018 / 6:00 PM / Chapman Elementary School

MEETING CALLED TO ORDER by Megan Nystrom at 6:01pm

Attendance

- Faculty - Allyson Sievers, Pamela Van der Wolf, Katy Vawter
- Parents
 - Morgan Nystrom - PTA President
 - Cari Schwerd - PTA Treasurer, Ramona PTA Representative
 - Ursula Lalovic - PTA Recording Secretary
 - Emily Price - PTA Chapman Gear Coordinator, Auction Committee Co-Chair, STEM-Night Coordinator
 - Molly Porter - PTA Family Engagement Coordinator, PTA School Garden Coordinator
 - Monica Geller - Chapman Foundation Vice-Chair, Third Grade Representative
 - Kelly Farrell-Oliverson - Chapman Foundation Chair, Dining for \$ Coordinator
 - Helen Shum - PTA Communications Coordinator
 - Natalie Maciukenas - PTA Membership Coordinator
 - Brenda Olbeter - Auction Committee Co-Chair, Family Engagement Committee
- Child-care - Morgan Nystrom announced that she is hoping to have child-care for the following months: October, December, February, April, and June

Approval of June and August Minutes - APPROVED

Votes Taken Prior to the Meeting

- Dania Cook moved to approve Cari Schwerd as the PTA Treasurer; Helen Shum seconded - APPROVED
- Dania Cook moved to approve the switch the PTA accounts from HomeStreet Bank to Selco Credit Union and grant Cari Schwerd super-user status; Helen Shum seconded the motion - APPROVED
- Cari Schwerd moved to approve a monthly operating expense to purchase a subscription to QuickBooks Online; Helen Shum seconded the motion - APPROVED

PTA Goals for the year - Megan Nystrom

- Strengthening community within the school
- Fostering connections with the larger community
- Beautification

Principal's Report-Pamela Van Der Wolf & Katy Vawter

- Renovations to the school are almost complete.
- The school is introducing two new curricula:
 - 1) Caring School Communities - Chapman is piloting this program along with four other school to implement a social emotional learning curriculum that will create community within classrooms, across grades and between home and school. The first step is to introduce opening and closing circles in the classrooms.
 - 2) Equity Based Balanced Literacy - Chapman is introducing a new literacy curriculum based on the work of Lucy Caulkins. This is a big pedagogical shift for teachers and students and will focus on differentiating instruction for all students. The first step is to increase classroom libraries.
Action Item: Molly Porter will recruit volunteers to help prepare new books for classroom libraries.
- Open House/Back to School Nights are at the Ramona Campus (9/18) and the Main Campus (9/20). Pamela will be discussing the upcoming school year and making other announcements at 6pm; classroom activities will start at 6:30pm.
- Pamela is hiring two more less-than-full-time Educational Assistants (EA) hires - one for each campus. Morgan clarified that funding for EAs is split between PPS and PTA: PPS pays for all of the EAs at Ramona; the Foundation pays for all of the EAs at the main campus.
- PPS has allied with PSU to form the Arts Cohort Program, which will bring student teachers with an arts background to Grades 1, 3, and 5.
- Two teachers are finishing their counseling teaching practicum at Chapman - Mr. Rafael is a student counselor who working with Ariel at the main campus, and Miss Wendy is doing her practicum at the Ramona.
- Katy Vawter proposed creating an all-staff wall to connect teachers to families. The wall would contain a brief bio and fun facts about faculty and staff. It was agreed that it would help foster community and strengthen the family-faculty/staff bond.
Action Item: PTA Welcoming Committee to work with staff and faculty to create an all-staff wall opposite the office on the main campus., what I did over winter break, etc.

Treasurer's Report-Cari Schwerd

- Morgan Nystrom explained the difference between the Foundation and the PTA (together, Friends of Chapman):
 - Foundation - does all of the fundraising and can fund positions, such as an EA (PTA cannot)
 - PTA - advocates for families and teachers as a partnership and works to increase inclusivity
- Cari reviewed the budget. The PTA currently has \$56K in unrestricted funds (accounting for the newly-hired EA at the main campus) .
- Kelly Farrell volunteered to complete the IRS and state filings this November.
Action Item: Kelly will complete the IRS and state filings in November 2018.
- Morgan Nystrom tabled the vote to move PTA funds to an interest bearing account pending further research

- Kelly Farrell move to approve a \$200 limit for reimbursement for expenses incurred in connection with a PTA-approved event without a vote. Natalie seconded the motion - APPROVED.

Foundation Update - Kelly Farrell and Emily Price

- Playground - Kelly Farrell
 - Phase 1 of the playground is complete and there will be a celebration Friday, 9/15 after Round-Up.
 - Foundation does not need the PTA dollars that they requested in June because the playground was completely funded by individual donors and grants specifically aimed at playgrounds at K-5 schools on their grounds.
 - Phase 2 is an additional, smaller part of the playground, which will be designed in conjunction with Chapman's PE teachers. Grant givers are interested in giving money to help us complete Phase 2 because we delivered what we promised on-time.
 - Foundation will continue to sell bricks to pay for maintenance, e.g., replacing turf - the funds will be put into the restricted fund
 - PTA discussed whether the school should extend the fence on the north-eastern border of the school to better demarcate the school boundary line at the Wallace Park border
 - PTA also discussed whether more signage is needed to better inform the community that the playground is on school property and that the playground is for the exclusive use of Chapman students during the school day.
Action Item: Kelly Farrell and Pamela Van Der Wolf will work together and with PPS to put up more signs.
- Auction - Emily Price
 - The auction will be on March 8, 2019 at Castaways. The theme will be an 80s prom.
 - There will also be a silent auction hosted on-line so people who cannot attend can bid on-line. There will be no silent auction at the event.
 - PTA discussed how to make the auction affordable for all Chapman families. The topic was tabled for later discussion.
- Dining for \$ - Kelly Farrell
 - Kelly reminded everyone that participating restaurants share a negotiated percentage of ALL the proceeds they bring in during the hours of the Dining for \$ event - not just proceeds from Chapman families, so encourage friends and families to dine there as well. The most generous Dining for \$ event is on 4/30/2019 at McMinniman's Ramshead on NW 23rd Ave (they give us 50% of ALL proceeds).
- Volunteers Needed - Kelly Farrell announced that the Foundation is seeking volunteers to fill many positions that will be opening up in the next two years. It would be great to have volunteers shadow the current position-holders to understand how the Foundation works.

Volunteer Opportunities/Family Engagement - Molly Porter

- Volunteer Opportunities - Molly reported that last year the PTA switched to Sign Up Genius for all of our volunteer needs and so far sign-ups are going pretty well.
 - All of the volunteer opportunities can be found at Friends of Chapman (FOC website (www.friendsofchapman.org) and the FOC Facebook page.
 - Molly reported a surge of volunteer interest after she sent a direct email to those families who indicated they were interested in volunteering on their directory information form. Natalie reported that unfortunately the process was different this year and so that information was not requested from parents this year.
 - Volunteers Needed:
 - Clothing Closet on Thursday Sept 20, from 9:30am-1pm
 - Swift Fun Run, Saturday, September 15 from 9-11:30am
 - Pizza sales at Swift nights, September-October
- Family Engagement
 - Grade level representatives - Molly reported that grade level reps are having difficulty connecting with new parents because they do not have those families' email addresses. The grade level reps are trying to communicate with families through and with the teachers in that grade but communication is spotty. Molly reminded the PTA that teachers can use the grade level reps to reach out to new families as they join Chapman throughout the year and to communicate to the entire grade re chaperones for field trips, resources for grade-wide art projects. Molly is also working on directing questions posted on the FOC Facebook page to the appropriate grade level reps that they are more involved in FAQs.
 - Lasagna dinner - Molly announced that we need someone to organize the lasagna dinner. The spaghetti dinner was a huge hit last year and we are hoping to do it again (with lasagna this time). Mr. Clark, the music teacher, really enjoyed working with the second and fifth graders to put on a performance and would likely be a helpful resource for whomever volunteered to lead it.
Action Item: Recruit volunteer(s) to organize the lasagna dinner.
 - After-school enrichment opportunities coordinator - Now that PPS is no longer using PeachJar to communicate after-school opportunities to PPS families, there is no organized way to inform families of such opportunities. Molly Porter announced that she has a potential volunteer who will coordinate all of the after-school opportunities and publicize them to the Chapman community.
Action Item: Molly to reach out to potential volunteer re organizing after-school opportunities.

Merchandise Committee - Emily Price

- Emily reminded the PTA that the bird is the official Chapman PPS logo, while the logo with the building is the FOC logo.
Action Item: Katy Vawter will research how to remove duplicative Chapman websites and also ensure that the correct logo is on the Chapman page.

Parent Ed Committee - Ursula Lalovic

Action Item: Ursula will work with Helen to create and distribute a poll to solicit input regarding potential topics for Parent Ed Nights

Communications - Helen Shum proposed having a conversation with school administrators to delineate school-family communication responsibilities. Helen reported that internet traffic to the FOC website has increased significantly and is relied upon by many families as a resource for what is happening at the school. Pamela Vanderwolf agreed that further conversation would be fruitful.

Action Item: Helen Shum and school administrators to meet and discuss the most effective and efficient way to communicate with Chapman families.

Community Suggestions

- School beautification -Zuzi Friberg reported that she had researched the possibility of providing trash cans on the main campus to deal with the level of trash on the main campus, especially but not limited to Swift season. She is working with Bill Dolan to determine whether the City of Portland is willing and able to provide assistance, e.g., fund the trash cans (start with four - one in each corner of the main campus). The PTA discussed the logistics of adding trash cans to the main campus. *Action Item: Suzy will continue working with Bill Dolan, the City of Portland and PPS to determine the most effective and efficient way to procure trash cans on the main campus.*
- Morgan Nystrom proposed moving meetings to another room, e.g., the gym/cafeteria, so as to have more space and allow for the possibility of providing light refreshments.
- Morgan also proposed introducing break out sessions in upcoming PTA meetings to discuss topics in more detail and in smaller groups.

Open Positions - MorganNystrom announced the following PTA vacancies, to be voted on at the October 9 meeting

- Vice President - would work closely with Morgan Nystrom
- Treasurer Elect - work closely with Cari Schwerd
- Outreach Coordinator - work closely with Gennie Keller to provide services, clothing, food and other resources to families in need

Action Item: Need to draft descriptions of PTA positions and committees to better inform parents of what PTA does and what is needed.

MEETING ADJOURNED AT 8:07PM.