

# ACMA PTO MEETING MINUTES

Arts & Communication Magnet Academy

October 13, 2020 7:00 p.m. | Meeting called to order at 7:00 by Jami Curl

Jessica Dunn, Jesse Watson, Bjorn Paige, Kerry Gelhar, Lorien Tenney, Seona Zimmermann, Jeannine Anderson, Jami Curl, Megan Snow, Erin Kilbourne, Kimberly Douglas, Luke, Carley Spangler, Melissa Boge, Rocio HPL, Laurie Charrington, Heather, Jeannette Hill, Azusa Rice, Jim, Lids McGarvey, Jim MCGarvey, Erica West, Kari McGatha, Kevin Putnam, Im a Murphy, Natalie Alexssen, Parker, Shawna Beard

## Open Meeting

The meeting began at 7:01 p.m. Board members introduced themselves to PTO members.

## Introduction

Jami Curl, PTO President, shared an overview and the mission of ACMA PTO and invite all PTO members to share their talents throughout the academic year in support of the PTO school support and fundraising activities. It was announced ACMA PTO meetings will be held virtually via Zoom through the entire academic year. PTO meetings occur the second Tuesday of each month during the school year and takes place between 7 p.m. to 8 p.m.

## New Business

1. Request for reimbursement of \$954.00 by PTO for purchase of 9 keyboards for sixth grade garage band. The reimbursement request was submitted Conti Bennett, an ACMA music teacher. The PTO discussed perhaps redirecting a portion of PTO budget line for Lionel Hampton Jazz Festival field trip. Each year the PTO budgets \$4000.00 to fund ACMA school representation on every other year attendance frequency. Yet, Principal Paige shared ACMA students did not attend last year and will not attend this year due to student readiness in musical experience, and attendance in 2021-2022 academic year is unknown at this time. An approximate  $\frac{1}{4}$  of budget fund redirection may be the best funding option this year because fund raising is expected to be conservative. Kerry Gelhar motioned to approve the reimbursement. Lorien provided a second to the motion. The PTO membership approved the reimbursement.
2. The PTO board has open roles for PTO Members At Large. There is also are opportunities for PTO members to have a leadership role with the PTO Fundraising Committee and to shadow current PTO Board members to learn more about the role and perhaps step into PTO Board roles next year. A PTO member asked if grandparents of students can join PTO. All families of ACMA students may participate as PTO members, attend PTO meetings and volunteer for PTO and ACMA school events upon completion of a Beaverton School District (BSD) Better Impact, volunteer tracking system, registration.

1. With the school year underway there is a need for substitute teachers as typically needed throughout the school year unrelated to the COVID-19 pandemic. The Beaverton School District has a substitute fulfillment system. The process is adjusted a bit during the COVID-19 pandemic and distance learning. Substitute teachers teach on campus in a classroom separate from classrooms used by ACMA teachers. BSD will send to all families a notice with more information.
3. Zoom video conferencing is the video tool used by BSD and Principal Paige informed the PTO members Zoom video technology has been experiencing a few glitches which are being addressed by ACMA and Zoom. For instance, an unintended action might be a teacher, the Zoom conference organizer and leader, is be dropped from the conference and a random video conference participant, such as a student. While there is a process to include guest speakers to a Zoom conference, this glitch is not the proper process. ACMA is addressing this glitch as a priority.
4. School during this unusual time of full-time distance learning everyone, students, teachers, school counselors, staff and parents have good days and bad days. If all can consider the stress all may be experiencing and appealed to all to approach communication with a sensitivity to others at this time. For instance, perhaps allow a bit more time for a response. Typically, ACMA teachers and staff strive to respond within 48 hours. If the response time is delayed well beyond norms please feel free to send a follow up message and it is okay to include Principal Paige because there is transparency between principals and teachers.
5. Principal Paige shared the upcoming activities at ACMA
  - a. Sixth grade lunch
  - b. October 14<sup>th</sup>, from 12 noon to 1 pm, Virtual Open Mic Afternoon
  - c. October 21<sup>st</sup>: Parent Zoom mixer with break out room (Tech staff will participate to help smooth out unintended glitches or technology challenges)
  - d. October 26<sup>th</sup> -30<sup>th</sup>, Hallo-week – planning is being finalized for student activities with BSD risk management input. Historically, AMCA celebrates Halloween enthusiastically and safely. Yet, school events to need BSD risk management input.
  - e. November 4<sup>th</sup>, Open Mic afternoon
  - f. November 6<sup>th</sup> - First Friday – Coffee with the Principal
  - g. More school events can be found on the school calendar at:  
[https://acma.beaverton.k12.or.us/connect/calenal\\_date=2020-10-01dar?c](https://acma.beaverton.k12.or.us/connect/calenal_date=2020-10-01dar?c)
6. School clubs are beginning. More clubs will begin as advisors, such as teachers are identified.
7. November 6<sup>th</sup> is the Virtual Information Night, information for students and families planning to apply for the ACMA lottery and second chance admission. This year Information Night will be delivered by a film. Applications for new students are due December 11<sup>th</sup> by 4:00 p.m.
8. ACMA campus construction update. The construction is progressing well and may be a bit of ahead of schedule. The Interior work is coming along.
9. Questions to Principal Paige included:
  - a. Students requested pronouns and names appear to not be updated and available to teachers. First, teachers and staff want to use the students preferred name and pronouns. Principal Paige shared background on the software, Synergy and Canvas, used by BSD. Synergy is used for student grades and attendance records, including a student preferred name. Canvas is the daily academic communication tool between teachers and students. Names used in Canvas communication are not necessarily the same as the records in Synergy. Zoom integrates the student names from Synergy, the student record. Principal Paige suggested parents ensure the

student names are updated in Synergy. The suggestion is to reach out to Donna Daeges, ACMA Registrar, to assist with family Synergy updates are in place.

- b. There was a request for more information about the Black Student Union. ACMA black student group is called Black Diamond club. ACMA also has a Student Equity Team, which is a broader inclusion of other student groups and interests. Principal Paige shared student groups and clubs meet during school or on school days. During pandemic distance learning the club and student group meetings are adjusting. Information on groups for black student and parents can be found at:
  - i. <https://www.beavertonblackparentunion.org/>
  - ii. <https://www.beavertonblackparentunion.org/for-allies-supporters>

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## PTO Committee Report

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1. **Teacher/Staff Appreciation.** Jessica Dunn and Lorien Tenney are Committee Co-Chairs. The goal is to consistently demonstrate appreciation of teachers and staff throughout the school year. Last year the committee was able to provide tokens of appreciation such as coffee, snacks and mugs. Appreciation activities were funded from donations in kind and money specific for the committee. This is the same expectation this year. There are 69 total ACMA staff and teachers. On average 6 teachers are on campus daily. The first appreciation campaign will be to seek "Thank You" notes expressed in various art forms as well as a simple thank you note. Looking for ideas. And donations and time to support. A thank you of any kind will go a long way with staff and would be viewable by staff only. The format to submit is being developed. Principal Paige offered to connect Burton Reed with the committee chairs. Perhaps Burton, Margaret, Jessica, Lorien and Bjorn connect to discuss platforms further.

Tokens of appreciation in the way of food or items is dependent on donations and feasibility logistics to distribute to staff. Examples of other ideas are mouse pads, face masks, food (delivered or distributed) were discussed.

1. **Fundraising Committee.** Jenny Anderson chairs this committee. Jenny shared information on PTO Fundraising events such as WeAreACMA Fund (annual ACMA family donation campaign), Corporate matching to WeAreACMA Fund, AmazonSmile (more details below), Fred Meyer Community Rewards (Fred Meyer Reward customers direct their quarter reward credit to ACMA), monthly restaurant fundraisers, the annual marquee fundraising event, which the last two years has been a student performance and art showcase fundraising event. They suggested WeAreACMA Fund donation per family is \$75.00. This school year the fundraiser could be virtual. More information on the event and how to volunteer in planning or event support and other support will be shared at future PTO meetings and communication. During the COVID-19 pandemic the PTO has an opportunity to be creative on new fundraising ideas. Online, virtual and distance donation ideas are encouraged. Please contact the PTO Board at [ACMAPTO@gmail.com](mailto:ACMAPTO@gmail.com) with ideas and volunteering opportunities. Jenny will contact Margaret Fitzgerald to learn BSD requirements and restrictions regarding use of ACMA campus for any fundraising supporting activities.
  - a. Kerry Gelhar developed and provided a real time and online orientation of individual AmazonSmile account set up steps to ensure ACMA family Amazon spending qualifies for AmazonSmile donations to ACMA. The benefit of AmazonSmile is Amazon provides the donation rather than the ACMA family or Amazon customer. Steps are also found on the ACMA PTO website.

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## Budget Report

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Jesse Watson presented the ACMA PTO budget for the first ½ of year, August to December 2020. The budget is adjusted to reflect the first half of the year at this time because of the expected conservative donations due the pandemic. She briefly reviewed the budget lines and pointed out administrative budget items, such as insurance, taxes and licenses are compulsory. There are a few budget line items expecting to be funded. For example, the student magazine and Oregon Battle of the Books will need funding, even if a event occur in a modified matter this year.

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## Next Meeting

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The meeting adjourned at 8:05 pm. The next PTO Meeting is Tuesday, November 12, 2019, at 7:00 pm. Zoom link information will be on the ACMA PTO website and emailed to those PTO families that have shared their email.