

MINUTES

ACMA PTO

Date | time November 12, 2019 | *Meeting called to order by* Jami Curl

In Attendance

Erin Kilbourne, Bjorne Paige, Jami Curl, Lorien Tenney, Jessica Dunn, Erin Kiblbourn, Leslie Swanford, Heather Sanderson, Azusa Rice, Robert Rice, Elia Freedman, Kathy Lies, Jesse Watson, Kerry Gehlar, Jeannine Anderson, Jennifer Means,

Approval of Minutes

The meeting minutes for the October minutes were approved.

Board

Jami Curl, PTO President called the meeting to begin at 7:00 p.m.

Minutes

The first topic was planning for the Graduation Party. ACMA typically sponsors an all student pizza party, senior breakfast and a senior party. The PTO has funded and supported the breakfast and Graduation Party. Last year the graduating class had sought more input or participation in the planning of graduation night. Due to the need to find a new venue, because the previous traditional venue was no longer financially feasible for an ACMA size graduation class the planning was open to new ideas and may have led to the seniors preferring to not have a PTO funded or supported party. This year the PTO has suggested the ACMA juniors lead the graduation party planning because they can relate to themes the current seniors may enjoy. The PTO needs to have a parent leader facilitate and assist with the ACMA juniors' planning. Jami will talk to student member at large Murielle Salehiamin for assistance with recruiting students to plan the graduation party. The PTO raised location ideas such as Top Golf, Sky High, King Pin, Big Al's and John's Incredible Pizza. The challenge will be finding a fit for theme, size and availability from evening to morning for an overnight experience. Beaverton School District locations are discouraged due to the risk and insurance the school district would have to address.

The second topic was the ACMA PTO Budget. Jesse, Treasurer, shared the ACMA Family fund donation between the last PTO meeting and the current meeting has been low. The members discussed ideas such as donation envelopes, such as red-envelopes a district school promotes around the time of Chinese New Year. Other options include telethon. All ideas were encouraged to be shared. Jesse also shared November expenses which include an advance to the theatre department and \$1100.00 for taxes. The CPA costs were consistent with tax preparation fees for not-for-profit organizations.

Over on discretionary fund. Need to raise funds if we wish to continue fund. November expenses, theatre, \$4500 advance requested. Line item. Taxes \$1100. New CPA, rates are comparable. The members discussed ensuring a donation bowl or other clear vessel is out during the many ACMA events and performances to raise

PTO donations. The members also discussed ideas to promote the ACMA Family Fund which, other than Spectacular, is the primary means the PTO raises money to support all the school events. ACMA PTO does not have sales campaigns for cookies, candy wrapping paper, coupon books or other sales campaigns as the large PTO donation events. Until ACMA PTO donations trend upward unbudgeted purchases should be avoided and carefully discussed prior to approval.

The third topic was Spectacular planning. Spectacular will take place February 7th and 8th this year. There will be three (3) performance venues each night. A total of 420 seats are available for each night. The ticket price is \$45/each. Ticket sales if all sold should generate \$37,800.00 in sales. The total is likely to be less if sponsorship is sold. Sponsorship, depending on dollar amount of sponsorship, may include tickets, as well as advertising space in the program. Also, the PTO is marketing a drawing for two tickets at each PTO meeting to encourage parent and teacher participation. Sponsorship material is being developed and sponsorship recruitment is underway. The sponsorship values model the Dance West sponsorship practices. The members discussed potential sponsors. The discussion spoke to the various positive and negatives of contacting past donors and sponsors or those that sponsor Beaverton School District. The members discussed this could lead to donations or be less successful. The Spectacular Committee will keep all this in mind and use best judgment on a case by case basis when speaking with prospective sponsors or donors.

Kerry met with ACMA Theatre department for the first time this year to explore collaboration between the PTO and Theatre. Theatre department members are mixed on their support of collaboration. The PTO will continue to have an open conversation with Theatre to build a relationship and perhaps develop ways to collaborate to enhance the value of the PTO to the Theatre department, and the Theatre Department value to the PTO. The PTO did recognize Spectacular planning is the priority at this time and more work with the Theatre department may take place after February 8th.

The fourth topic was Restaurant Night funding raising for ACMA. Kathy Lies has developed and led the monthly restaurant funding raising campaign. In October \$60.00 was raised from \$300.00 in sales at Panda Express on Barnes Road. This was a good campaign because the participants needed to have a physical coupon and the food items are not expensive. November's event is tonight at Pizzacato, Beaverton Hillsdale Highway. The donations will include all sales for the day at this location. The December event will be Chipotle at Cedar Hills Boulevard. The 33% of sales raised, with a physical flyer, on December 18th, will fund ACMA PTO. This event can be promoted on December 17th, during the ACMA Winter Program. Last Kathy reminded members the Box Top program has a dual approach until full digital Box Tops are in place. Please remember ACMA when collecting Box Tops. Also, a reminder of the Fred Meyer Reward, Amazon Smile as ways to contribute to ACMA PTO.

The fifth topic as Teacher Appreciation. Jessica Dunn leads the Teacher Appreciation Committee. Coffee mugs were drawn on by student to represent teacher's response to the question "if you could have coffee with anyone who would it be?". The mugs will be filled with treats. The PTO discussed best means to fund the purchase of treats. Another teacher appreciation campaign is student letters to ACMA faculty and staff. Stationary will be distributed in Ohana classrooms. Ideas on how to share the letters are being discussed.

Budget

Principal's Report

Principal update from Bjorn Paige, Principal:

This is the time of year when ACMA performances increase in number and frequency. For instance, there will be Open Mic Art Day at William Walker Elementary, Cabaret, Student Forum, Drag night and many more events. See list below. Principal Paige shared mock interview for the Junior high school student will be December 5th. Members from the Beaverton Community and others volunteer to participate in interviews of students as practice for the students. PTO members and Principal Paige discussed why student conferences are currently not offered at all schools with middle school students. ACMA does not conduct them due to the logistics of an Inservice day. Faculty have both middle school and high school classes. To conduct conferences would require substitute teachers for high school classes taking place during middle school student and teacher conferences. Another logistics is the ACMA school calendar of days of instruction. Nevertheless, all faculty are available at parent request to discuss their students. If there are any concerns regarding reaching a teacher, please contact Principal Paige.

Upcoming Events

Cabaret: November 14,15, 16, 21, 22 and 23rd; Junior Mock Interviews December 5th; Drag night December 6th, Open Mic Night December 13th; Winter Music Concert December 17th, Restaurant Night at Chipotle on Cedar Hills Blvd December 18th.

Next Meeting

December 10, 2019, 7 pm, Library of ACMA @ 118th Avenue.

Meeting adjourned at 8:00 p.m.