

ACMA PTO MEETING MINUTES

Arts & Communication Magnet Academy

February 11, 2020 | 7:00 pm

Jesse Watson, Jessica Dunn, Karen Tang, Erin Kilbourne Bjorn Paige, Kerry Gelhar, Lorien Tenney, Seona Zimmermann, Jenny Anderson, Jami Curl, Kathy Leis, Jason Davis

Open Meeting

The meeting opened at 7:05 p.m.

Old Business

Jami Curl, PTO President, called the meeting to order. Jami introduced the January PTO meeting minutes. The PTO members will review and provide feedback to the January 14, 2020 PTO meeting minutes before the March 10, 2020 because the Spectacular 2020 planning and event was the priority last month. At this March PTO meeting a vote of approval of the January PTO meeting minutes will be taken.

New Business

1. Senior graduation night celebration (party) planning and committee formation. The committee needs a PTO chairperson as well as students to participate in the planning of this event. PTO members will consider their ability to lead or participate in a committee with student involvement and let Jami know if their availability. There are approximately 60 graduating seniors this year. It was suggested to reach out to the 12th grade Ohana class representatives for student volunteers and general input. Also, Principal Paige suggested PTO representatives attend an optional Access Class scheduled on March 5, 2020. Principal Paige will walk the class attendees through the graduation event locations on campus; and there will be time at the end of the walk through to briefly discuss senior graduation celebration with students. The class on March 5th is between 10:12 to 10:53 am. Propose PTO attendees are Seona Zimmerman, Lorien Tenney and Jenny Anderson.
2. Earlier this academic year the Theatre Department purchased 200 stadium seat cushions for \$1853 to be used at ACMA at 118th Ave., because the steps on the Commons are concrete. Initially the proposal was to sell the cushions. Yet this did not move forward due to quality and needed sales price. The Supplier sent 200 metal water bottles free of charge after Theatre Department provided constructive feedback regarding the cushions. 10 water bottles have been sold by the Department; and more could be sold if bank transactions were possible. The Theatre Departments does not sell tickets or concession through credit card or other bank transactions; however, the PTO has purchased several Square devices and it can accept credit and bank card payments. The Theatre Department has asked the PTO to purchase the cushions from the Theatre Department; and take ownership of the remaining 190 water bottles. The rationale is the PTO can more easily sell the water bottles to recoup the cost of the cushions. The proposed purchase would be \$1600. The water bottles would be sold, and the seat cushions rented during ACMA performances. The PTO would keep the sale and rental monies. The proposal was

acceptable to the PTO members; and the PTO members in attendance voted to approve the purchase. The challenge was timing of the payment to the Theatre Department, because the PTO budgeted income (funds raised) is not fully realized. Erin Kilbourne will sell water bottles tomorrow evening, from 5:00 pm to 7:00 pm, February 12, 2020, while new students and family participate in Forecasting (class schedule) for academic year 2021. The PTO will develop a sales campaign to sell the water bottles as quickly as possible toward purchasing the seat cushions and water bottles. Jesse will work with the PTO Board to ensure payment to the Theatre Department is done in the soundest manner feasible for both the Theatre Department and PTO.

3. Last month two funding requests were presented. The first request was from WalkWithMe for \$1000 to support self -defense training available to all ACMA students. The program would provide students with personal safety and defense training that will be useful in their student life and future after ACMA. Jami proposed a vote of the request. Lorien Tenney provided a second. The PTO members in attendance approved the request for funding.
4. The second funding request presented at last month's PTO meeting was for Period@ACMA. This group started in 2019. The group has successfully collected menstrual products and funds through food sales each week during lunch; and has been able to stock all ACMA restrooms. Period@ACMA requested \$900 to advance the mission of this group to include packing parties, which will create menstrual product packages to be distributed in the community for those in need. The PTO discussed a partial funding of the request because half the school years has passed, and Jami proposes \$500 for academic year 2020, as well as a line item in future PTO budgets. Jami proposed a vote. Jenny Anderson provided the second. The request was voted on by PTO members in attendance and approved.
5. Open PTO Board positions. 2 Members-At-Large and Funding Coordinator are available.

Principal's Report

Principal Paige commented the Spectacular performances and events were great collaborative events of the ACMA community, including the PTO. He also shared upcoming ACMA events. February 18th is a teacher in-service day. Jessica Dunn, as mentioned in Committee Reports will be on campus to provide food and drink that morning. February 25th is ACT testing day for ACMA high school sophomores and juniors. A volunteer request will be sent out through Better Impact; and is open to all except junior or sophomore students. Principal Paige shared Student Forum (student lead group) has discussed raising awareness to mental health, including distributing information on mental health care to students as well as programs to increase student and parent participation and awareness.

Budget Report

Jesse Crowell presented the 2020 PTO Budget. She has improved the budget report. As an example, the line items are delineated to provide clarity of the purpose. Jesse also shared the budget will continue to be updated as projected expenses are incurred and additional funds raised. The takeaway the expenses, at this time, need to cover budgeted and approve funding requests; and forecasting the PTO's ability to accept new ad hoc funding requests could be challenging. As mentioned below in Committee Reports, the Spectacular budget work is underway. Expenses are not yet finalized.

Committee Reports

1. Teacher Appreciation Committee Report. Jessica Dunn reported she will be at ACMA at 7:30 am on Feb 18th during an in-service day. Jessica shared the committee will continue to look for new ways to celebrate teachers. Tele-Teacher, an example, would be creating notes to ACMA teachers. The committee will be able to purchase food and drinks from Market of Choice donations, as well as extra coffee and gift cards from Whole Foods and Costco donations remaining after Spectacular.
2. Fundraising Coordinator Report. Last month's event was at Panera Bread on Cedar Hills Blvd. A deposit of funds raised is pending. February's Restaurant fund raising event is Wednesday, February 19, 2020, at Mod Pizza on Cedar Hills Blvd. The event runs all hours of operation. Participants should show a physical flyer or digital copy to ensure the purchase is credited to ACMA's fund raising. Kathy also requested assistance or perhaps a new PTO Fundraising Coordinator to be approved through the end of the academic year on PTO Funding raising, specifically in support of the WeAreACMA campaign while she attends to other life priorities. Kathy will continue to lead coordination of the monthly Restaurant Fund Raising events.
3. Spectacular Update and Committee Report. A quick preliminary financial update of Spectacular 2020 was presented by Jesse Crowell. \$30,933.00 was raised from ticket sales, concession, events and donations. 496 tickets were sold this year. Last year 489 tickets were sold. So far \$3600.00 in expenses has been recorded. There are additional expenses yet to be received and recorded. PTO members are asked to provide Jesse receipts for reimbursement as soon as possible, as well as to share receipts or summary of funds spend by individuals to help develop the Spectacular 2021 budget. Kerry has developed a document of notes related to Spectacular event and planning; and has requested Spectacular volunteers and committee members share observations to help with Spectacular 2021 planning.

Next Meeting

The meeting adjourned at 8:58 pm. The next PTO Meeting is Tuesday, March 12, 2020, at 7:00 pm.