

# ACMA PTO MEETING MINUTES

Arts & Communication Magnet Academy

January 14, 2020

---

Jesse Watson, Karen Tang, Jennifer Means, Elia Freedman, Bjorn Paige, Kerry Gelhar, Courtney Cronk, Lorien Tenney, Seona Zimmermann, Jeannine Anderson, Jami Curl, Kathy Leis, Leslie Swinford, Naomi Weizer, Susannah Axelrod

---

## Open Meeting

---

The meeting opened at 7:01 p.m. Attendees and the Board introduced themselves.

---

## Old Business

---

Jami Curl, PTO President, called the meeting to order. Jami introduced the December 2019 PTO meeting minutes are posted and ready for approval. Kerry Gelhar motioned to approve. Jennifer Means seconds the motion. The PTO attendees voted to approve the December 2019 meeting minutes.

---

## New Business

---

Jami indicated a PTO board change and nominated Lorien Tenney, PTO Board Member at Large to fill the VP of Operations board position and asked if the PTO members supported this nomination. Courtney Cronk opened a motion to approve the nomination, Leslie Swinford seconds the motion. The present PTO members voted to approve. Lorien Tenney is now the VP of Operations of the ACMA PTO Board. This opens a Member at Large board position, as well as two other vacant positions: one other Member at Large and one ACMA Student at Large position. A quick summary of the Member at Large role was provided. A full description is located on the ACMA PTO website. Jami encouraged PTO members to consider the open Member at Large positions and to share the opportunities with other PTO members.

### 1. Funding Requests

- a. The Music Department requests \$487.50 to purchase tuxedos for students to wear during school events, such as Spectacular and other performances. The department needs new tuxedos because there is a need for replacements, additional size and quantity available to current and future students. The tuxedos are department owned and used for students for several years. The funding source was discussed. Kerry Gelhar motioned to approve. Jennifer Means seconds the motion. The PTO members vote to approve.
- b. Two student groups presented their funding requests to the PTO.
  - i. Naomi Weizer presented the "Walk with me" (WWM) funds request of up to \$1000 to the PTO. The funds would be needed no later than the end of the 2019-2020 academic year. The WWM mission is to promote safety, community and provide safety education, including self-defense training, as well as establish funds to endow the WWM program for future years. The request will obtain and maintain a web site to be used for WWM marketing and project work. Naomi Weizer will coordinate WWM providing a written proposal to Jami Curl. Naomi Weizer and the PTO discussed WWM taking advantage of self-defense classes conducted by the Washington County Sheriff's Office. The

challenge is the classes are provided at no cost and fill up quickly. The PTO discussed the possibility of adding a budget line item for this organization.

- ii. Naomi Weizer also presented a funding request on behalf of PERIOD.@ACMA, a chapter of the larger Period. organization. The mission of PERIOD.@ACMA is to combat period poverty, menstrual health equality and provide education to end period stigma. The chapter sponsors packing parties that gather and prepare menstrual products to distributed to women's shelters and to advocate for free menstrual products for the Beaverton School District. The chapter raises funds and donations each Friday throughout the school year near the ACMA school offices. The chapter requests \$900 to support the next packing party, marketing, supplies and products. The PTO mentioned it might be a good idea to consider a PTO budget line item for the future. Nevertheless, the current funding request is a one-time request.
2. A new topic was raised regarding the monitoring of the campus, specifically restrooms, to avoid students skipping class or otherwise putting themselves in unsafe situations. The school has numerous restrooms, which normally is a positive feature; however, the ACMA school does not use the full Timberland campus; and this means there is a lot of campus for the principal and vice principal to monitor, as the primary faculty monitoring the campus during school hours. The individual restrooms, which have locks, are a benefit to students benefiting from the lower stress of unisex/not specific gender designation. This situation calls for a balance of interests. Both student mental health and class attendance are important to the success of each student. This topic would benefit from continued parent, faculty, staff and student discussion on the best course to address interests and concerns.
3. The lost and found items have grown considerably and need to be sorted and taken to the BSD Clothes Closet. Lorien Tenney and Jenny Anderson volunteered to sort items and take items appropriate to the Clothes Closet and other items.
4. Karen Tang is the Spectacular raffle ticket winner this month.

---

## Principal's Report

---

Principal Paige opened reminding the PTO the first semester is finishing January 27, 2020. Below is a list of events from the Principal's report.

1. Tomorrow 37 students from Shanghai China will perform tomorrow. This has become an annual event; yet will require 2 performances that will be a bit different this year because there is not a Performance Center with capacity of 400. The audience size will be limited to 170 per performance. Also, Shanghai students not performing are also guests this year. The students attended 6<sup>th</sup> grade wheel courses and Burton Reed conducted science and fitness classes for the guest students.
2. Second Consideration offer letters for new students will be sent out January 21<sup>st</sup>.
3. Art on the GO will be this Thursday, January 16, 2020, and January 30, 2020, the last Thursday of January.
4. The Student Forum was held last week, January 10, 2020. It is held monthly and next month will take place on February 7, 2020.
5. The winter formal, to be held at ACMA at 118<sup>th</sup> campus, for ACMA high school students will be Friday, February 31<sup>st</sup>. This year's theme is "winter".
6. A reminder Spectacular performance and events are February 7<sup>th</sup> and 8<sup>th</sup>.

Principal Paige shared the details of the upcoming forecasting for student course enrollment for academic year 2020-2021 will kick off January 21, 2020 with a lunch assembly to introduce forecasting process at ACMA. More information will be shared with students the week January 27<sup>th</sup>-31<sup>st</sup> during Ohana classes. Students will bring home their forecast around January 29<sup>th</sup>-30<sup>th</sup>. Students will return their completed enrollment selection (forecast) the week of February 19<sup>th</sup>. Principal Paige offered perspective on the progress of ticket sales for Spectacular in sharing the Winter Formal dance tickets will go on sale beginning January 27<sup>th</sup> and most will be sold the day of the event and perhaps the day before the event. Current sale of Spectacular is consistent with sales of other ACMA events.

---

## Budget Report

---

Jesse Watson provided a PTO budget update. The ACMA Family fund received about \$1000 in donations since the last PTO meeting. A campaign raising \$400 toward Teacher Appreciation contributed to the overall funds raised in December. Teacher Appreciation is a sub account line within the Family Fund. Teacher Appreciate donations are separately tracked to ensure adequate funding and tracking of the weekly Teacher Appreciation events. A total 77 tickets sold for Spectacular performances and events. This includes the sponsorship tickets and the PTO meeting ticket raffle drawings. The PTO will continue to promote ticket sales through a variety of communication events: posters, emails, web site, word of mouth, etc. Jesse shared total expenses for the PTO budget were low in December. One expense of \$120 as an advance toward Spectacular was recorded. Jesse also reported Dance West would like to request release of the full \$4500 annual budget amount. Pinwheel requests release of its \$500 annual budget by March 14<sup>th</sup>. Lastly, Jesse shared a PTO budget line item of "Department grants", intended to support faculty, equipment, trips and supplies, might be the right budget funds to Music Department funding request of \$487.50.

---

## Committee Reports

---

1. Fundraising. Kathy Leis reported December's monthly restaurant fundraising at Chipotle on Cedar Hills Blvd. generated a donation total of \$135. January's restaurant fundraising partner is Panera Bread on Cedar Hills Blvd. 20% of all qualifying purchases between 4:00 pm and 8:00 pm, will be donated to ACMA PTO. A qualifying purchase requires a paper or digital flyer. Digital is available from the PTO web site. Paper flyers will be available in the school office and postings throughout the school will be up before the event day. Kathy also shared February's restaurant fundraising partner will be Mod Pizza on Cedar Hills Blvd. 20% of all sales during store hours will be donated to ACMA PTO.
2. Teacher Appreciation. The Teacher Appreciation co-chair Lorien Tenney shared the goal is a weekly teacher appreciation event focused on providing drinks and snacks for the faculty. Before the winter break the committee solicited ACMA parent donations of funds and goods to support a continental buffet of granola bars, instant oatmeal packets, coffee tea, oatmeal packet that was well received. On January 6<sup>th</sup> the committee honored National Bean Day with bean dip, hummus, shortbread cookies and English toffee. Each week Jessica Dunn sets up the donations in the faculty break room and Lorien cleans up at the end of the week. The committee is planning to honor Mocktail Day on January 17<sup>th</sup>; and the committee is requesting donations of money or in kind to support this event. puts out the beginning of week, Lorien cleans up.
3. Spectacular. As mentioned, 77 tickets have been purchased and distributed as part of sponsorship and promotions. This year there are sponsors purchased advertisement in the program and social media promotions. Sponsorships and donations received are estimated to value approximately \$9000. Spectacular posters are available, and all PTO members are encouraged to distribute. The lobby experience events include numerous activities, including a Monster Drawing Rally before the event. Recruitment of artists in the community, school and all opportunities are encouraged. The PTO will purchase savory food bits to be distributed before the performance. The current proposal is to focus on concession purchases of sweet snacks and drinks during intermission and perhaps omit savory bits for participants. The projected food budget to include food and Beaverton School District Food and Nutrition staff is \$1550/night. Many volunteers, such as parents, students, faculty and family members of all the preceding, are needed each night to support the Spectacular lobby experience, as well as parking direction. Parking at the campus is limited. Additional parking has been secured at Cedar Mill Bible Church on Cornell Road. Maps to the church and information about a school bus shuttle will be provided by parking lot volunteers.

---

## Next Meeting

---

The meeting adjourned at 8:30 pm. The next PTO Meeting is Tuesday, February 11, 2020, at 7:00 pm.