ACMA PTO Meeting Minutes

PTO Meeting, October , 2026 7:00 p.m.
Zoom Meeting called to order by Beth Lewis

In Attendance: Beth Lewis, President; Sonja Muchen, Vice President; Celice Germer, Treasurer; Karri Iverson, Secretary; Monica Wilkerson, Director of Volunteer Coordinator; Tiff Schiff, Fundraising, Evan Lewis, Director of Communications; Christi Crippen, Member at Large; Rocio Espinoza, Member at Large; Bjorn Paige, Principal; Christy Chen, Green Team; Megan Atkins-Young, Omar Vargas, Michell Alvarado, Vanessa Gillis, Anna Nandihalli, Justin Dow, Olga C, Erica West, Madeline N, community members.

1. Welcome and Introductions - B. Lewis opened the meeting with an introduction, sharing that this is her second year serving as President of the Board. She invited board members to introduce themselves and thanked everyone for attending.

B. Lewis provided an overview of how the board operates:

- Meetings alternate monthly between in-person and Zoom formats.
- In-person meetings are held in the library at 7:00 p.m.
- Meeting links and announcements are shared through ParentSquare, the Monday Message, and the PTO website (acmapto.com).
- Meeting communications and updates are shared through these channels.
- Meeting minutes are posted on the PTO website approximately two weeks before the next meeting. October's minutes were an exception due to a family emergency involving K. Iverson.

B. Lewis shared her screen and reviewed the meeting agenda.

2. Approval of September Meeting Minutes - B. Lewis presented the September meeting minutes. T. Schiff motioned to approve the September minutes, and E. Lewis seconded the motion. All members in attendance voted in favor. The September meeting minutes were approved.

3. September Financial Report and 2026–2027 Budget - C. Germer reviewed the September financials while B. Lewis shared her screen. September was a relatively light month, with only three

transactions. Most transactions occur toward the end of the year when teachers and clubs submit receipts. All expenses reimbursed through the PTO require receipts.

B. Lewis shared the 2026–2027 ACMA PTO annual budget. The PTO is starting the year with $50,000. The majority of fundraising revenue comes from the Spectacular, scheduled for April 17. New this year is the Holiday Bazaar, scheduled for December 12.

A. Discretionary Funds - B. Lewis explained that the budget includes $5,000 in discretionary funds. Departments may approach the board to discuss financial support needed outside their planned budgets.

The process for requesting discretionary funds is as follows:

- Departments present their requests to the board for consideration.
- The board reviews the request at its next meeting.
- The request is then presented to the public.
- A vote takes place at the following month's PTO meeting.

As an example, B. Lewis shared that the Photography Department requested approximately $5,000 last year to repair cameras. The department presented its request along with documentation of repair costs. The board voted to approve the request, and receipts were submitted to the treasurer for reimbursement.

The annual budget is available on the PTO website.

B. Dance West Funding Request - C. Germer, President of Dance West, presented a request on behalf of Dance West for $5,000 to help cover travel expenses, including airfare, hotel accommodations, and registration for the Festival in Pittsburgh.

The Festival provides dancers with a unique opportunity to work with some of the industry's most recognized instructors. Dancers participate in several styles of dance and have opportunities to audition for placements and scholarships. Classes are intensive and take place throughout the day over five days.

C. Discretionary Funding Discussion - S. Muchen reiterated the purpose of discretionary funds and explained how they help distribute financial support equitably throughout the school.

Dance West has also established a booster club this year to help offset the costs associated with

future festival participation.

D. Motion to Approve Dance West Funding - S. Muchen motioned to approve $2,500 in reimbursement to Dance West for festival expenses. T. Schiff seconded the motion. The public voted, and the motion passed.

4. Volunteer and Committee Updates

R. Espinoza expressed appreciation to everyone who has supported the PTO through emails and in-person participation.

A. Staff Appreciation - The first donation drive was successful. Enough items were donated to provide ACMA staff with treats through January. In November, Staff Appreciation is encouraging students and families to write notes of gratitude to custodians, teachers, paraprofessionals, counselors, staff, and all the wonderful people who support our students. A cookie drive is planned for December.

B. Senior Activities - The next planning meeting will be held in a hybrid format to allow more people to participate. Fourteen parents have expressed interest in being involved in the initial planning stage. Brooke and Monica are reviewing Beaverton School District (BSD) guidelines and requirements before presenting plans to students. A student has also reached out expressing interest in helping. An additional off-campus trip was suggested as an opportunity for seniors to enjoy time together. Anyone interested in helping or supporting Senior Activities can contact the team at senioractivities@acmapto.com.

C. After-School Snack Program - The After-School Snack Program is just getting started. BSD Food and Nutrition Services will work with Rocio to help develop the program.

Information is currently being gathered through emails to teachers. Questions include:

- How many students are participating?
- How often do students stay after school?
- Are there any food allergies?
- Are volunteers needed?

The committee is gathering information and ideas before moving forward.

5. Green Team - B. Lewis shared an update on the Green Team and gave a special shout-out for the successful curbside recycling event. The Green Team is looking forward to its upcoming

landscaping project.

Anyone interested in joining or asking questions can contact:

- Christy: yingchien05@gmail.com
- Brooke: bkristen1213@gmail.com

The Green Team also contributes fun facts and information in the PTO section of the Monday Message.

6. ACMA Spectacular - B. Lewis announced that this year's Spectacular theme will be **Space**. The Spectacular is ACMA's largest fundraiser and one of two major fundraising events. This year's event will take place on April 17. The PTO creates a carnival-like atmosphere in the commons area, featuring games and activities organized for students, families, and the community. The event also includes performances from our students in the Performing Arts Center (PAC). Visual art displays, and opportunities to see OBOB and Robotics.

7. Fundraising Updates - T. Schiff, Fundraising Chair, expressed appreciation for the volunteers supporting PTO fundraising efforts. Tiff shared an update on the Winter Bazaar, which she is co-leading with Sonja Muchen. A dedicated website will be available through the ACMA PTO website with information about the event. The Monday Message will include a link for vendors to apply for a table to sell their homemade crafts. Students are also encouraged to apply! Community members are welcome to volunteer, participate as vendors, or attend planning meetings. Planning meetings are held every other Tuesday at 7:00 p.m. at Cedar Hills New Seasons. Santa Claus will also make a special appearance!

A. Portland Timbers Fundraiser - The PTO has partnered with the Portland Timbers! For every $5 ticket purchased through the link in the Monday Message or on the PTO website, proceeds will go toward the PTO. Everyone is encouraged to attend on Saturday, October 17.

B. October Restaurant Night - October's Restaurant Night will be held at Shake Shack on October 20. This is the same evening as the school concert, so families are encouraged to stop by for dinner before the performance.

8. Concessions Volunteer Opportunities

B. Lewis shared that there will be upcoming opportunities to volunteer at concessions throughout the school year. The PTO currently needs two volunteers for October 22 from 6:00–8:30 p.m.

Volunteers can sign up through the link in the Monday Message. All volunteers must complete the BSD background check process. Once cleared, volunteers will receive an email from Raptor confirming their approval through the district's background check system.

9. Volunteer Training - B. Lewis announced an in-person volunteer training session scheduled for November 4. Monica Wilkerson, Director of Volunteer Coordination, and Johanna Shrout, Volunteer Services Coordinator for the Beaverton School District, will host the training and answer questions before the November PTO meeting. The training will take place in the library from 6:00–7:00 p.m.

10. Principal's Update and Upcoming Events - Principal Paige thanked everyone for attending and expressed how happy he was to welcome new attendees.

Upcoming School Events:

- October 15, 6:00 p.m. – Open Mic Night
- October 20, 6:00 p.m. – Band Concert
- October 22, 7:00 p.m. – Choir/Orchestra Concert
- October 29, 6:30–9:00 p.m. – Fall Fest (Costume Dance)
- November 19 and 20, 7:00 p.m. – Fall Festival of Shakespeare
- November 21, 2:00 p.m. – Fall Festival of Shakespeare

Fall Fest offers several volunteer opportunities to sell concessions. Volunteers are reminded to complete their background checks and ensure they are approved in the Raptor system before volunteering.

11. District Enrollment and Budget Discussion - B. Lewis opened the floor for questions and asked Principal Paige to speak about Dr. Smith's plan following the district-wide email sent on October 14 regarding declining enrollment.

Principal Paige explained that ACMA is in a different position than many other schools because it is an option school with a waitlist and a maximum enrollment capacity of approximately 700 students. As a result, ACMA is more insulated from enrollment fluctuations than other schools. He noted that declining enrollment is not limited to BSD, as other school districts across several counties are experiencing similar trends. Federal funding can only go so far. Given current expenditures, Dr. Smith is working to bring the district's revenue and expenses closer together. BSD is fortunate to have a healthy reserve fund, which will help soften the financial impact. When asked what next school year might look like, Principal Paige explained that some reductions are expected, similar, if not more, to those experienced this past year. The district will continue focusing on its primary

purpose: supporting students. ACMA's priorities remain academics, arts, and creating community. More information is expected in the spring. After spring break, the district should have a better understanding of what to expect.

12. PTO Infrastructure and Community Partnerships - B. Lewis shared that the PTO is growing and is looking at ways to update its infrastructure. Current discussions include improving documentation, organizing Google Drive, and developing onboarding processes. Last year, the board was gifted a new website. The board has been working to add information and update existing content.

The PTO is also discussing its membership with the Beaverton Chamber of Commerce. The PTO recently hosted a Coffee Connection, welcoming several local business owners to ACMA for the first time. The board will explore opportunities to advertise through Chamber emails and potentially attend ribbon-cutting events. Most recently, Billy the Beaver visited ACMA. Everyone is encouraged to visit the PTO Facebook page to see photos of Billy interacting with students.

13. Additional Questions and Comments -S. Muchen shared that she is available to answer questions about ACMA and help families understand the transition from elementary school to middle and high school, including volunteer opportunities. She can be reached at vicepresident@acmapto.com.

O. Vargas emphasized the importance of attending PTO meetings to better understand how families can contribute to and support the ACMA community. He also reminded attendees to contact Monica with volunteer-related questions at volunteering@acmapto.com.

15. PTO Contact Information - B. Lewis reminded attendees that all PTO contact information and email addresses are available on the PTO website.

16. Adjournment - B. Lewis adjourned the meeting at 7:53pm.