



MEETING AGENDA

March 12, 2024 | 6:00-7:00 PM (Auction meeting to directly follow)
Alberta Rider Library

<https://us02web.zoom.us/j/86866130420?pwd=SDhRUW9NM0JCMjFtNjUwc3c4RWY5dz09>

Meeting ID: 868 6613 0420 -Passcode 228915

Call to Order | Jen Stanfield, President | 5 Minutes

1. Ribbon Cutting for Gaga Ball out in the field
2. Introductions & Welcome
3. Approval of previous meeting minutes (member vote)

Principal's Report | Principal Petrie | 10 Minutes

1. General Commentary
2. Committee Q and A

Teacher Liaison Report | Aime Brewer, ARE Teacher-Board Liaison | 5 Minutes

1. General Commentary

Upcoming Fundraisers & Special Events | Group | 15 Minutes -Need more volunteers!!

1. Big SHOUT OUT to all the people who helped make Family movie night, OMSI night, Classified Week, and Gaga Ball installation possible -it took a lot of effort to complete all of this in the last couple of weeks -way to go community!!
2. Auction meeting directly following this meeting 7:00 to 8:00 in library (and zoom) -highlight is that the PSO will be inviting teachers to join us at no additional cost.
3. March 15th -Red Robin Dine Out Fundraiser -at either Tigard or Sherwood location
4. Lunch w/ your student paired w/ coin drive for the foundation -April 11/12th -need a volunteer to help coordinate the coin drive; Looking for Panda fundraiser for either 4/11 or 4/12.
5. Multi-cultural Fest May 31st at Twality -Casey -Art Lit grant usage?
6. Heather N leading efforts to install "tiny library" before end of year

Treasurer's Report | Jessica Diamond, Treasurer | 10 Minutes

1. Feb Actuals
2. Financial committee next meeting will focus on specific funding requests, trends in spending, acceptable reserve amount for our nonprofit, and rules of governance for changing budgetary line items.

President's Report | Jen | 5 Minutes

1. Reminder next PSO meeting in April
2. Call for other proposed motions or new business
3. Call to adjourn meeting



MEETING MINUTES (February 20, 2023)

Attendance

In Person - Jen Stanfield, PSO President Bri Rafish, PSO At-Large Cathy Pham, PSO Secretary Alicia Braach, PSO Casey Petrie, Principal Priscilla Peduzzi, Parent Nikki Williamson, Parent Elodie Wallace Sedivec, Parent Devon Palmanteer, Parent Liz Martin, Parent	Zoom - Jessica Diamond, PSO Treasurer Tiffany Schekel, Parent Mavis Dudley, Parent Kieshawn Lewis, Parent Heather Nicholas, Parent
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6:08pm Call to Order | Jen Stanfield, President

1. Introductions & Welcome
2. Approval of previous meeting minutes (member vote)
 - a. Motion to approve minutes made by **Jen Stanfield**, seconded by **Bri Rafish**
 - i. Vote: Yea (8), Nay (x), Abstain (7)

Principal's Report | Principal Petrie | 10 Minutes

1. Student acts of physical violence
 - a. Board adopted new policy
 - b. Draft got shared at last board meeting
 - c. Feedback was given and received. Will update draft and present at next meeting.
2. General Q and A
 - a. **PARENT QUESTION** - How do we sign up for Multicultural Festival (happening on 05/31/24)?
ANSWER - There is a link for sign ups:
https://docs.google.com/forms/d/e/1FAIpQLSdz_P3AdqsSSYp_qg-Nef1sxjqdFZcpDFT33vN31EeGm2b6qA/viewform
 This link will also be put in the newsletter
3. Updates
 - a. GAGA Ball pit will arrive in 3 days from now
 - b. Natalie O'Neill helping with the little garden. Has gotten 3 garden boxes, seeds purchased

- c. Amanda Woodruff has placed the order for the Tiny Library last week
- d. Jill Zurschmeide, TTSD Board Director, will be at next Principal's Coffee on 03/08/24
 - i. Will talk about current (and future) class sizes, plans for next year, and budget process
 - ii. Will also be coming the day before to spend some time with 2nd and 3rd graders
 - iii. District is in budget convos right now (one more in Feb, two in March, and one more in April). Possibly looking at budget cuts for next year.

Teacher Liaison Report | Principal Petrie on behalf of Aime Brewer, ARE Teacher-Board Liaison | 5 Minutes

1. General Commentary

- a. Field trips are under way!
 - i. Kinder - Went to Smith Berry Farms in the fall
 - ii. 1st -
 - iii. 2nd - Franz Bakery 05/01/24 & 05/08/24, Musical
 - iv. 3rd - Just had OMSI come to ARE. Was super fun!, Tualatin Nature Park coming up
 - v. 4th - Theater
 - vi. 5th - Biz Town 05/23/24. Mr. Middleton's class at Art Rutkin going same day!
- b. Amie sent a link for teachers for movie night

Upcoming Fundraisers & Special Events | Group | 15 Minutes -Need more volunteers!!

1. Classified week, PSO providing coffee for teachers for valentines day, Biz Town Date
2. Auction meeting directly following this meeting 7:00 to 8:00 in library (and zoom)
 - a. Early bird pricing through 03/01/24
3. Stem night moved to March 7th 4:00 to 7:00
 - Will need 16 volunteers (ask Casey for 5th grade ambassador help)
 - a. Yes, 5th grade ambassadors can help
4. Family Movie Night Feb 23rd? -Nikki
 - a. Background check needed if you're helping with food
 - b. No background check needed if helping with set up or breakdown
 - c. Thank you to all the volunteers signed up already! Still need help with pizza/drink sales table
 - d. THANK YOU TO OUR CHAIR NIKKI WILLIAMSON!!!
5. Multi-cultural Fest May 31st at Twality -Casey
6. Beginning of March -classified week -Bri
 - a. Classified week begins 03/04/24
 - i. Will be a mix of PSO, Community, and Wellness Committee events
 - ii. Monday - PSO Coffee cart, Tuesday - Students bring special notes, Wednesday - Pizza Day, Friday - Community Salad Bar
 - iii. PARENT QUESTION - What is "classified?" I didn't know what it meant to participate in classified events.
ANSWER - Classified staff are those that are not licensed teachers.
7. Lunch w/ your student paired w/ coin drive for the foundation -April -need volunteers to run phones

- a. Next lunch with your student is 04/10/24 & 04/11/24
 - i. Looking into having our next restaurant fundraiser on the same day as lunch with your student (shout out to parent, Tanisha King, for bringing this idea up to the PSO!)
 - ii. Panda Express may be an option, but can only do one of the two days
- b. Shake Shack also reached out to Ann about setting up a fundraiser day for us!
- c. Foundation Call Night (02/28/24-02/29/24)
 - i. Liz Martin is the volunteer coordinator
 - ii. 2 hour commitment
 - iii. Come half an hour early for training
 - iv. Dinner provided
 - v. Need 25 people per night
 - vi. Money raised gets divided between all the schools in the district to help pay for reading aides/math aides

Treasurer's Report | Jessica Diamond, Treasurer | 10 Minutes

1. January Actuals

Please see attached "DOCUMENT 1" for actuals

2. Financial committee update from Feb 8th

- a. Gaga Ball over \$300 budget, but it is fine
 - i. No date set yet for installation
 - ii. Need to see if Home Depot will donate any bark chips or lumbar
- b. Vote - Add \$500 back into Bri's budget for staff appreciation?
 - i. Initial budget approved was \$1000, which is \$1000 less than last year
 - ii. The \$500 is possible because of underspends in other areas
 - iii. Motion to add \$500 back to Bri's budget for staff appreciation made by Jen Stanfield, seconded by Lauren Rossi
 - 1. Vote: Yea (10), Nay (x), Abstain (1)
 - iv. **PARENT QUESTION** - I thought teacher appreciation was sponsored by parent donations?
ANSWER - Yes, some are community sponsored. PSO does try to do a catered lunch for the staff which is nice. This money will help with that.
- c. Bull Mountain Ortho
 - i. Still missing donation from Trunk or Treat from Bull Mountain Ortho
 - ii. Liz Martin will follow up
- d. Next financial committee meeting will be in late April after the auction. Need to write up provisional for next year to present in May
- e. **PARENT QUESTION** - Do we track in kind donations? Would it be worth it to track/add a line item for them? For example, donations for the little library or book fair. Would it be worth it to track so that the next book fair chair is aware of the actual costs or budget for next year?
ANSWER - We only track for the auction donations. We have a tax id and you can claim on your taxes. Jess can provide this to anyone who needs it.
- f. **PARENT QUESTION** - Do we know what's happening for reading aides next year?
ANSWER - Conversation around reading aides will happen at the next financial committee meeting. Nothing happened to reading aides this year. PSO budgeted

\$15k for reading aides this year, and Casey paid for the other \$10k that was needed from her savings. This is a short term solution and ongoing conversations are happening with Casey, the district, and PSO on a long term solution. PSO funds would have depleted in the next couple of years if we fully funded reading aides at \$25k/year.

3. Gaga ball update

Please see bullet "a" under item #2

President's Report | Jen | 5 Minutes

1. Reminder next PSO meeting on March 12th
2. Integrated Calendar -Targeting Feb- Alicia is working w/ Tory
 - a. Assemblies, lunch w/ students, class parties, field trips + PSO sponsored events
 - b. Idea is amazing, but it doesn't work well with our wordpress. Still a work in progress!
3. Call for other proposed motions or new business
4. Call to adjourn meeting
 - a. Motion to adjourn made by Jen Stanfield, seconded by Lauren Rossi @ 7:15 PM
 - i. Vote: Yea (8), Nay (x), Abstain (7)

Action Items:

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DOCUMENT 1

Alberta Rider Elementary PSO Budget 7/1/2023– 6/30/2024							
	2023/2024 BUDGET			YTD ACTUALS 01/31/2024			
	Program Income	Program Expense	Net Program Income	Program Income	Program Expense	Net Program Income	Comments
Fundraisers							
Jog-A-Thon	\$ 20,000.00	\$ 3,000.00	\$ 17,000.00	\$ 20,069.00	\$ 2,639.00	\$ 17,430.00	
Spring Fundraiser/Au ction	\$ 30,000.00	\$ 10,000.00	\$ 20,000.00		\$ 357.00	\$ (357.00)	
Read-A-Thon	\$ 3,800.00	\$ 300.00	\$ 3,500.00			\$ -	
Private Donations/Ma tching/Volunt eer Funds	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 4,835.64	\$ 412.50	\$ 4,423.14	*\$1000 Intel Match for Biz Town
Box Tops/Grocery store matching	\$ 400.00	\$ -	\$ 400.00			\$ -	
Apparel	\$ 300.00	\$ -	\$ 300.00	\$ 44.85		\$ 44.85	
Restaurant Fundraisers	\$ 1,600.00	\$ -	\$ 1,600.00	\$ 293.19		\$ 293.19	
Candy Buy Back	\$ 200.00	\$ -	\$ 200.00			\$ -	
Miscellaneous Income	\$ 400.00	\$ -	\$ 400.00	\$ 798.42		\$ 798.42	
Book Waterfall	\$ 400.00	\$ -	\$ 400.00			\$ -	
Community Building Events - Fundraising	\$ 1,200.00	\$ -	\$ 1,200.00			\$ -	*Included in Family Night

<u>New Fundrasiers</u>	\$ 2,500.00	\$ -	\$ 2,500.00			\$ -	
Willamette Valley Pies - Oct 2023				\$ 2,647.96	\$ 1,540.00	\$ 1,107.96	
<u>Service Events</u>							
Season of Giving Donations	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 1,115.32	\$ 448.58	\$ 666.74	
Book Fair	\$ -	\$ -	\$ -	\$ 2,718.92	\$ 2,800.84	\$ (81.92)	
Yearbook	\$ 2,500.00	\$ 100.00	\$ 2,400.00		\$ 500.00	\$ (500.00)	
<u>Administrative Support</u>							
Early Literacy - Reading Aides	\$ -	\$ 15,000.00	\$ (15,000.00)			\$ -	
All other Admin Support: Learning Specialists, Library & Tech, Music, Phys. Ed., Counselor-Psychologist, Dean of Students, Principal, Family Parntership		\$ 1,500.00	\$ (1,500.00)		\$ 209.46	\$ (209.46)	
<u>Curriculum Support</u>							
Art Literacy	\$ 1,000.00	\$ 1,500.00	\$ (500.00)		\$ 152.06	\$ (152.06)	
Grade Level Team Support		\$ 3,500.00	\$ (3,500.00)		\$ 703.71	\$ (703.71)	
<u>Instructional Support</u>							
Field Trips (\$15 per student x 2 trips)*	\$ -	\$ 11,550.00	\$ (11,550.00)		\$ 2,246.25	\$ (2,246.25)	
Teacher Support	\$ -	\$ 3,850.00	\$ (3,850.00)		\$ 39.49	\$ (39.49)	

(\$10/student) *							
Class Parties (\$10/student)*		\$ 3,850.00	\$ (3,850.00)		\$ 275.75	\$ (275.75)	
<u>Volunteer Support</u>							
5th grade Fun Day	\$ -	\$ 3,000.00	\$ (3,000.00)			\$ -	
5th grade Graduation	\$ -	\$ 500.00	\$ (500.00)			\$ -	
Community Building Events:							
Multi-Cultural Night	\$ -	\$ 1,890.00	\$ (1,890.00)			\$ -	
Back to School Events	\$ -	\$ 150.00	\$ (150.00)		\$ 150.00	\$ (150.00)	
Family Night (2)	\$ -	\$ 1,500.00	\$ (1,500.00)	\$ 2,290.84	\$ 1,451.28	\$ 839.56	
Trunk or Treat	\$ -	\$ -	\$ -		\$ 91.95	\$ (91.95)	
STEM Night	\$ -	\$ 1,000.00	\$ (1,000.00)				
Field Day	\$ -	\$ 600.00	\$ (600.00)			\$ -	
Staff Appreciation	\$ -	\$ 1,500.00	\$ (1,500.00)		\$ 114.53	\$ (114.53)	*Approved increase PSO mtg 2/20
<u>PSO Operations</u>							
Tax Preparation	\$ -	\$ 550.00	\$ (550.00)		\$ 550.00	\$ (550.00)	
State Income Tax	\$ -	\$ 150.00	\$ (150.00)			\$ -	
PSO - copying/meeti ng expenses	\$ -	\$ 350.00	\$ (350.00)			\$ -	
PSO - supplies / misc	\$ -	\$ 350.00	\$ (350.00)		\$ 109.11	\$ (109.11)	
Web Domain/Hosti ng Fees/Bank Fees	\$ -	\$ 400.00	\$ (400.00)		\$ 338.07	\$ (338.07)	

<u>School Support/Projects</u>							
Garden Planter Project	\$ -	\$ 400.00	\$ (400.00)			\$ -	
Gaga Ball Pit	\$ -	\$ 1,800.00	\$ (1,800.00)			\$ -	*Informed increaase PSO mtg 2/20
One Book One School Project	\$ -	\$ -	\$ -			\$ -	
5th Grade BizTown	\$ 2,000.00	\$ 2,000.00	\$ -			\$ -	
<u>Other</u>							
Senior Scholarship	\$ -	\$ 1,000.00	\$ (1,000.00)			\$ -	
Pending Items from FY22-23			\$ -		\$ 2,942.02	\$ (2,942.02)	
<u>TOTALS</u>	\$ 73,300.00	\$ 75,290.00	\$ (1,990.00)	\$ 34,814.14	\$ 18,071.60	\$ 16,742.54	
* Student count #'s 385 - Final on 9/19				Beginning Balance	\$ 67,713.67		
				Ending Balance	\$ 64,419.06		