



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 all day.
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 (March 12, 2024)

Attendance

<p>In Person - Jen Stanfield, PSO President Bri Rafish, PSO At-Large Cathy Pham, PSO Secretary Alicia Braach, PSO Jessica Diamond, PSO Treasurer Casey Petrie, Principal</p> <p>Nikki Williamson, Parent Brett Williamson, Parent Elodie Wallace Sedivec, Parent Faraz Ghodussi, Parent Stacy Ghodussi, Parent Liz Martin, Parent</p>	<p>Zoom - Kieshawn Lewis, Parent Heather Nicholas, Parent</p>
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6:06pm Call to Order | Jen Stanfield, President

1. Ribbon Cutting for Gaga Ball out in the field
 - a. Ribbon cutting happened after school today to include ARE parents and volunteer parent, Chris Ruhl, who helped us install the Gaga ball pit
2. Introductions & Welcome
3. Approval of previous meeting minutes (member vote)
 - a. Motion to approve minutes made by Jen Stanfield, seconded by Bri Rafish
 - i. Vote: Yea (9), Nay (x), Abstain (4)

Principal's Report | Principal Petrie | 10 Minutes

1. General Commentary
 - a. State testing
 - i. Heading into state testing season for 3rd, 4th, and 5th graders
 - ii. 5th graders starting science testing this week/ only 5th graders will test for science
 - iii. 2nd week after spring break, we'll start ELA testing, have a week off, and then math testing
 - b. End of the year topics
 - i. Talks about class sizes for next year are still continuing with the district
 1. Class size rations will increase

2. Target is 3 up or 3 down from typical class size, and we are looking to be on the upper end
3. Example) Target class size for Kinder is 22, class size can up to 25
 - ii. District is looking at a 8.5 million dollar - nothing official yet
 - iii. We are looking at cuts all the way from district level to building level
 - iv. Not looking at a rift - teachers may have have to move to different schools
 - v. Part time 2nd grade teacher for this year is temporary and will not continue next school year

2. Committee Q and A

- a. **PARENT QUESTION** - Are we concerned if new kids come into our district? What does that mean for our class sizes then?
ANSWER - If new kids move into our district and are allowed to come to their "home school," convo happens with HR. If we know early enough in the beginning of the school year, we could possibly do split classes. Another option would be to hire additional instructional assistants versus making a whole entire new class
- b. **PARENT QUESTION** - Is zoning still at play?
ANSWER - No, not for next year. May not happen for another 3 years.
- c. **PARENT QUESTION** - For class sizes, is it possible to combine classes? 2nd/3rd grades for example?
ANSWER - This option is always on the table. We did consider it this year for 1st/2nd grades, but the team decided not to. Next year, we're looking at all our class sizes. Not quite enough to push us over the threshold of having to do it.
- d. **PARENT QUESTION** - What happens if a fictitious kid shows up on our roster? They are registered but not actually in attendance?
ANSWER - We are obligated to serve kiddos that show up, even if they are not registered with us yet. There is a week that the staff does go physically count the amount of bodies/kids in each class.
- e. **PARENT QUESTION** - Has the 5th grade teachers started the BizTown curriculum yet?
ANSWER - Not yet.
- f. **PARENT QUESTION** - Is the state testing happening in April an Oregon thing or a district thing?
ANSWER - Not just the district. All of Oregon. Science testing is only for 5th, 8th, and 12th graders. You can opt out for math and ELA, but science is an exception request. You would need to apply for an exception request to be excused from science testing.
- g. **PARENT QUESTION** - What is our official last day of school right now?
ANSWER - Nothing official yet. Heard reliably that it would be June 14th if nothing else changes, but again, nothing official yet.

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

1. General Commentary

- a. No update from Brewer
- b. Would the teachers want to create Amazon wishlists for needed classroom items/snacks?

- i. They could let us know in their newsletters
- ii. Teachers also do have a PSO support fund they can use if they need it. Some teachers have been using class funds, but there are plenty left over still
- iii. **PARENT QUESTION** - Would we be able to write these purchases off on our taxes?
ANSWER - Yes, donations are a definite yes.

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!!
 - a. Family Movie Night
 - i. Thank you to Nikki Williamson for chairing!
 - ii. Thank you to Casey (part of Case and equity fund) for paying for the movie licensing fee! The license is good for 12 months!
 - iii. Shout out to Jordan Schwartz for helping with the inflatable screen
 - iv. There was a parent volunteer manning the popcorn machine, and she was SO amazing! Thank you!!
 - b. OMSI Night
 - i. OMSI night was well received and was a success!
 - ii. KONA Ice fundraiser - made \$100, should do it again!
 - iii. Thank you to our 5th grade ambassadors for all the help!
 - iv. Casey - Want to highlight that parents were able to chat and connect while kiddos did STEM activities. Community building!
 - v. **PARENT QUESTION** - How many ambassadors are there?
ANSWER - At this point, 26! They meet once a week and offer opportunities to help
 - c. GAGA Ball
 - i. Thank you to Chris Ruhl (& kids) for spearheading this the installation of this project
 - ii. Thank you to Casey, Liz & Dan Martin, Heather & Dave Nicholas (and kids), Cathy Pham (& kids) for braving the wind and cold to help with the installation
 - iii. Suggestion from Bri - Could we do a school wide, everyone gets to do a handprint on the wood and seal it? Bri will connect with Chris Ruhl to make sure we use the correct sealant

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.
 - a. Famous Dave's is catering
 - b. DJ is a go!
 - c. Two parents that will MC live auction
 - d. Will also have a photobooth
 - e. Great place for sponsors to step in!
 - f. Class baskets are underway - THANK YOU to our COMMUNITY!
PARENT QUESTION - In Kinder and 2nd grade, email was sent for basket and Amazon list, but there is no one buying anything to donate. Sent on Friday and then again on Monday. There is a deadline on it. Should we ask the teacher to send again?

ANSWER - First, THANK YOU for doing that. Sometimes people wait until last minute, so give them some time. Totally okay to have teachers send another reminder. If you don't receive enough donations to complete a basket, we might be able to pair the donated items you received with other baskets or auction items. PSO can also chat up parents at the next lunch with your student day to help!

- g. Will have transport shuttle to/from school/auction site
- h. **PARENT QUESTION** - For the bus, will there be multiple buses or one going back and forth?

ANSWER - Same bus will shuttle back and forth. It is a 20 passenger bus. It takes 13 minutes to get to Quailhurst from ARE

- i. PSO invites all teachers - EVITE might go into their junk folder. Let Casey know when we send the EVITE, so she can give teachers a heads up
- j. **PARENT QUESTION** - What is the max capacity of the Vineyard?

ANSWER - Max is 200/ We are going to have 12 tables of 8 though

- 3. March 15th -Red Robin Dine Out Fundraiser -at either Tigard or Sherwood location all day.
 - a. Just have to mention ARE when ordering. If you order online, there are separate instructions you can find on the flyer
- 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.
 - a. Coin machine is ordered
 - b. Panda Express fundraiser happening on 04/11 (You can get your kids Panda for lunch =)
- 5. Multi-cultural Fest May 31st at Twality -Casey -Art Lit grant usage?
 - a. Still need volunteer help with decorations
 - b. In the newsletter every week
 - c. Lots of opportunities for volunteers
 - d. **PARENT QUESTION** - For the volunteer list, does this include people making food?
ANSWER - Yes, all sorts of volunteer opportunities!
- 6. Heather N leading efforts to install "tiny library" before end of year
 - a. There is a parent that will be making one, the initial one was too small
 - b. Amanda will see if she can return it

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

- 1. Feb Actuals
 - a. End \$64,400, brought in auction ticket sales
 - b. \$3500 incoming
 - c. Outgoing - teacher funds, field trips, auction deposit
 - d. Net income \$16,100
 - e. Still waiting on Gaga ball pit bill
- 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.
 - a. We have \$820 from Multicultural event last year that we will cut a check for and send to Twality
 - b. Lots of passion seen from Coffee meeting with Casey - Help us fundraise with the auction, get involved -
 - c. Hoping we will end on positive side - our income is almost at \$39,000

- d. Need to raise \$30k
- e. Have not seen a lot of reimbursement requests for class parties
 - i. **PARENT COMMENT** - Parents have not been submitting reimbursement requests because they are saving it for the end of the year party
 - PSO COMMENT** - The class party funds do not roll over and are not combinable. You use it or lose it. Wanted to make it equitable. Bri will send a reminder to room parents about this rule.
 - PARENT COMMENT** - Please make it clear next year about this rule because we didn't know. Parents have been funding the class parties themselves because they thought they could save it for the end of the year
 - PARENT QUESTION** - For next year, can you organize a meeting for the room parents to explain what their job is? Can we also have more than one room parent per class? Maybe 2 or 3? Or if we can't do a training meeting, can someone maybe put together a video to explain what your responsibilities as a room parent are?
 - ANSWER** - Yes! It's hard to get everyone together at once, but we can make a video!

President's Report | Jen | 5 Minutes

1. Reminder next PSO meeting is April 9th
 - a. Still looking for parents to fill PSO Board positions for next year
 - b. Nominations due in April and voting at our May meeting
2. Call for other proposed motions or new business
3. Call to adjourn meeting
 - a. Motion to adjourn made by **Lauren Rossi**, seconded by **Lauren Rossi @ 7:07 PM**
 - i. Vote: Yea (13), Nay (x), Abstain (x)

Action Items:



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	\$ -	\$ 11,550.00	\$ (11,550.00)		\$ 2,246.25	\$ (2,246.25)	

student x 2 trips)*							
Teacher Support (\$10/student)*	\$ -	\$ 3,850.00	\$ (3,850.00)		\$ 39.49	\$ (39.49)	
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/meeting expenses	\$ -	\$ 350.00	\$ (350.00)			\$ -	
PSO - supplies / misc	\$ -	\$ 350.00	\$ (350.00)		\$ 109.11	\$ (109.11)	
Web Domain/Hosti	\$ -	\$ 400.00	\$ (400.00)		\$ 338.07	\$ (338.07)	

ng Fees/Bank Fees							
School Support/Projects							
Garden Planter Project	\$ -	\$ 400.00	\$ (400.00)			\$ -	
Gaga Ball Pit	\$ -	\$ 1,800.00	\$ (1,800.00)			\$ -	*Informed increase PSO mtg 2/20
One Book One School Project	\$ -	\$ -	\$ -			\$ -	
5th Grade BizTown	\$ 2,000.00	\$ 2,000.00	\$ -			\$ -	
Other							
Senior Scholarship	\$ -	\$ 1,000.00	\$ (1,000.00)			\$ -	
Pending Items from FY22-23			\$ -		\$ 2,942.02	\$ (2,942.02)	
TOTALS	\$ 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		