



# **SOUTHRIDGE PTO**

## **PARENT-TEACHER ORGANIZATION**

### Southridge Parent Teacher Organization (PTO)

#### Southridge High School Booster Council Inc. dba Southridge PTO Executive Meeting Minutes Wednesday, July 8, 2020

A meeting of the PTO Executive Board was held Wednesday, July 8, 2020 at 4:45pm via Zoom Conference.

Attendees included: Shannon Duffy- President, Becky O'Malia- VP Volunteer Coordinator, Marian Griffiths- Co-Treasurer, Alanna Lundin- VP Marketing & Community Outreach, Gina Spanu- VP Fundraising & Apparel, Ilirija Encinas- Secretary (interim).

A quorum was present at this meeting.

#### **Call to Order: 4:45pm**

#### **Introductions**

#### **Administration Update – David Nieslanik, Southridge HS Principal:**

Mr. Nieslanik was not in attendance at this meeting but communicated the summer mailer will be mailed the second week of August. If the PTO would like to include any information/flyers, they should be submitted to Lorena no later than the Thursday prior (August 6).

#### **Old Business**

- Motion was made and seconded to approve the PTO minutes from June 10, 2020. All attendees were in favor.
- Discussion was held regarding amendments to the PTO Bylaws. Ilirija located in Dropbox an older revision that doesn't appear to have ever been approved; the suggested amendments will be incorporated in a revised document for the board to review via Google docs. Gina suggested the addition of a non-disclosure statement requiring each board members signature at the beginning of their term. She will send a template for the board's review and consideration. The goal is to have a final version of the revised Bylaws by the end of the summer to present to the general membership.



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### **Treasurer's Report – Rachel Schoening**

Rachel was unable to attend this meeting but emailed a report, which was discussed by the board.

- Rachel is working with her accountant to close out the 2019-2020 year and get taxes ready to file. She should have final 2020 numbers for the board to review by the beginning of August.
- The adopted budget for the 2020-2021 year is available in Dropbox (and was also sent to all of the board members via email).
- Access information has been provided to Marian for QuickBooks, but she will need access to Dropbox. Marian reported she is taking a course on QuickBooks.
- Scholarship payments are in process; checks will be mailed out by the end of the week.
- Rachel has had no word from Shawna regarding Grad Night, but she did get information from Mr. Nieslanik (see addendum). She has received some invoices from Gina and Shawna, which she is holding for payment due to clarification needed from Shawna regarding payment amounts and vendors.
- Kate Stoller, past Grad Night coordinator, contacted Becky stating she still has some décor and a deposit stamp in her possession; Rachel is making arrangements with her to retrieve those items.
- Rachel is working on a financial planning calendar for 2020-2021 and is hoping the board can start working on a plan for raising operational funds next year.
- Rachel requested a follow up executive board meeting, prior to the scheduled August meeting, to discuss:
  - Who will need purchasing cards for the OnPoint account
  - How to best manage the Co-Treasurer duties & communication
  - Skymart Manager hourly wage increase
- Staff Fund Requests – no new requests have been submitted.
- Ilirija asked that the minutes reflect that the Not-for-Profit Directors & Officers Liability Insurance policy was amended to include EPLI, which is used when a board member either is removed from their position, not taken on as a board member after applying, or if a past board member sues for defamation, slander, discrimination, etc. The premium will increase from \$535 to \$800 annually.

### **Grad Night Report**

- See addendum for the SRHS Grad Night 2020 plan for in-person and virtual graduation celebrations provided by Mr. Nieslanik.
- Gina reported the Grad Night Committee has not met in 4-5 weeks; parents have expressed concerns. Gina is supposed to be putting together goody bags but she has not been able to get Shawna to finalize contents and purchase the bags. It was suggested that Gina email the committee and set a final deadline for approvals and for receiving the bags if she is going to be required to assemble them in time for the celebration on August 2.
- Shannon to check with Rachel to see if there has been a revised contract submitted for All About Fun that includes only those services that can be used at the virtual graduation celebration.



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### **Skymart Report**

- There haven't been any updates as to whether or not Skymart will be able to open in the Fall. Shannon will contact Diane and ask her to email Mr. Nieslanik for input.
- If Skymart remains closed through the Fall, inventory set to expire before January will need to be purged and donated.
- On July 15, the PTO online store will be automatically migrated to the "new Square Online Store". After this migration, we will not be able to access our previous online store. All of the items entered in Square will still be available but we will need to review the new online store to be sure the migration was successful.

### **Staff Appreciation Report**

- Becky to reach out to Mr. Nieslanik and Lorena to see if the PTO can provide pre-packaged breakfast items in lieu of our annual staff breakfast buffet, which will not be allowed.

### **Apparel Report**

- An apparel inventory still needs to be done. Gina to contact Mr. Nieslanik to determine when PTO can go in to do this so we can determine what we want to order for the coming year.
- Gina reported that the newest bulletin from OSAA states they are pondering but not enthusiastic about switching sports (fall to spring). Recent reports have shown that even non-contact sports are seeing an increase in COVID-19 cases. The current mindset is there will most likely be no sports in the Fall.

### **Volunteer Report**

- Becky will arrange a meeting with Mr. Nieslanik to discuss ways volunteers can be utilized remotely, since they will not be allowed in school buildings.
- Preview Days is currently scheduled for 8/26 and 8/27. Becky will follow up with Mr. Nieslanik or Vice Principal Sho to see if there are any volunteer needs.

### **IT Support Report**

- Gmail email accounts have been established for all PTO positions and should be used going forward.
- New website needs to be finalized by August; Alanna said she would work with Ali. Ilirija will send Alanna the link to the test site and edits/suggestions made by board members to date.

### **Social Media Report**

- Alanna will begin administering all of the PTO social media accounts once she has received the login information.



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- The Quill will be going out regularly over the summer and should be used to introduce families to the new board & email addresses, new website, fundraising, etc.

### **New Business**

- Contents of the summer mailer was discussed and it was decided to edit what has been used in the past. There isn't enough time to completely revamp the flyers, but they should be updated with current information.

The next meeting will be an Executive Board meeting and is scheduled for Wednesday, August 12, 2020 via Zoom Conference.

**Adjourn:** The meeting adjourned at 6:40pm.



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### ADDENDUM – SRHS Grad Night 2020

#### **In-Person Graduation**

- 6:00pm In-person Graduation
- 7:00pm-8:30 Celebration on SRHS Plaza with social distancing expectations put in place
  - Open to all 2020 graduates
  - All students have equal access to participate in events, food, raffle prizes and gift cards

<b>SRHS Provided</b>	<b>Grad Night Provided</b>
Music and sound-system 25 White foldable tables ASPIRE supported raffle items	Healthy Snack Food Table Pizza Table Kona Ice with Healthier options only available Raffle Items Gift Card Tree Balloons and Décor Gift Bags for all seniors

#### **Virtual Graduation and Celebration Parade through SRHS property**

- 6:00pm Virtual Graduation
- 7:30-9:00 Celebration Parade through SRHS property with social distancing expectations put in place
  - Open to all 2020 graduates
  - All students have equal access to participate in events, food and prizes

Families will follow parade route and access the items below in a social distanced process, and stay in cars. Each station will be managed by parents and SRHS Staff.

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Music and sound-system 25 White foldable tables ASPIRE supported raffle items	Healthy Snack Food Station Pizza Station Kona Ice with Healthier options only available Raffle Items Gift Card Tree Balloons and Décor Gift Bags for all seniors

In both scenarios food is free of charge, raffle items, and gift cards are available to all students in a thoughtful and equitable manner