



SOUTHRIDGE PTO

PARENT-TEACHER ORGANIZATION

Southridge Parent Teacher Organization (PTO)

Southridge High School Booster Council Inc. dba Southridge PTO General & Executive Board Meeting Minutes Wednesday, September 2, 2020

A meeting of the PTO was held Wednesday, September 2, 2020 at 4:45pm via Zoom Conference.

Attendees included: David Nieslanik-Principal, Shannon Duffy- President, Becky O'Malia- VP Volunteer Coordinator, Rachel Schoening-Treasurer, Marian Griffiths- Co-Treasurer, Gina Spanu- VP Fundraising & Apparel, Ilirija Encinas- Secretary (interim), Kristin Greene- Staff Appreciation Coordinator.

A quorum was present at this meeting.

Call to Order: 4:52pm

Introductions

Administration Update – David Nieslanik, Southridge HS Principal:

- Staffing & Enrollment Update: SRHS lost .8 staff but did not lose students. District as a whole is down hundreds. Number of students enrolled in the flex online program is up, leading to a shift in staffing. At SRHS, staff was reduced in the Visual Arts department; smaller math classes were built and math staff constricted; class sizes will be 28-34 students. This allows very little room for students to make changes to schedules because of the affect it will have on the rest of the schedule and class sizes.
- Class schedules are scheduled to be released the afternoon of 9/6.
- Professional Development this week focused on anti-racism, Canvas instruction, engagement strategies and applications to use that will allow students to accomplish tasks at home.
- IB class enrollment numbers are strong. In North America, the IB program continues to make adaptations based on what they are learning from the IB Africa and European counterparts.
- Most universities are looking at suspending SAT/ACT requirements. David recommends students/parents inquire with the colleges they are applying to for their individual requirements.
- Oregon has opened up school lunches school-wide through December 31. All students are eligible to pick up lunch curbside.
- Flight Days next week, 9/8 and 9/9 – student pictures for yearbook and IDs; spirit shirts will be distributed; yearbook sales; textbook and school supplies pickup. Volunteers have been requested to help at the photo and locker item retrieval stations.
- Staff will be calling students next week welcoming them back to school & asking if they have any additional needs to support Comprehensive Distance Learning (CDL).



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Old Business

- Motion was made and seconded to approve the PTO minutes from the executive board meeting August 12, 2020. All attendees were in favor.
- Amendments to PTO Bylaws – Purpose and responsibilities of “Faculty Representative” and Grad Night Coordinator need to be better defined. Shannon and Ilirija will work on these edits, with the goal that a final amendment will be ready to present at the October meeting.
- Board & Committee Gmail Addresses – Board members were reminded again they should be using the Gmail addresses established for their positions/roles. Each member is to ensure that any communications they put out have the current Gmail address.
- Website – The new website went live 8/31. There are a few remaining areas that need to be expanded upon (i.e. fundraising specifics, details about what donations are used for, adding photos, etc.). Becky to send photos to Ali she took of volunteers stuffing the summer mailers and food items the PTO donated to Club Hope.
- Publicizing General Meetings via Zoom – Shannon received a reply from Johanna with some general guidance. It was decided a note would be added to the PTO website, where the meeting dates are listed, letting parents/community members know they can participate in a general meeting by emailing the President for the link and password to attend via Zoom.

Treasurer’s Report – Rachel Schoening

- Current Balance Sheet and Profits & Losses reports were presented. Rachel pointed out budget reconciliation is still in process. Items of note:
 - Profit is \$19,500 more this last year than the prior year, mostly due to Skymart sales.
 - Scholarships rarely get paid out by 6/30, the year’s payout won’t show up until the following year’s year-end report.
 - Not all of the Grad Night expenditures are reflected since much of the expenses were reimbursed after 6/30.
 - Rachel and Marian are working on collapsing accounts, as agreed when the budget was approved in July, so that the budget, balance statements and P&Ls all match.
- PTO is in good financial shape but will likely run in a deficit this year. Rachel predicts the PTO will need to revisit the budget quarterly, since income and expenses will be unpredictable due to COVID-19.
- Rachel had her accountant reconcile the bank statements.
- Discussion re. Plaza/Concession building still being listed as an asset and liability, despite the fact that the school Athletic Department has taken over the administration of that building for over a year now. Decision was made to allow it to sit on the balance sheet until things return to normal. PTO may wish to consider donating the building to the school next year.
- Scholarship Checks – Four checks have been issued; Rachel is waiting on information needed to issue the remaining two scholarships.



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- Grad Night Budget Update
 - After all reimbursements were made for expenses, there was a deficit of \$990.38. With a carryover of \$623.71 from the year before, the deficit is reduced to \$366.67.
 - Grad night supplies & assets were collected from various sources and inventoried. Leftover gift cards were bought by the PTO from Grad Night and will be reserved as gifts to students, possibly for next year's Grad Night if they don't expire.
- The division of Treasurer duties, between Treasurer and Co-Treasurer, has not been established. Rachel explains this is difficult to do, as it depends on the experience and capabilities of the volunteers holding these positions. It was agreed the Bylaws would be written to allow that should the Co-Treasurer not have such experience the duties will be retained by the Treasurer. The responsibilities of the Treasurer will be revisited at the next meeting, as it seems the amount of responsibility they have been given may give the position too much influence.
- Signers on Bank Account/Issuing New Debit Cards – Rachel and Marian are looking into buyer's cards instead of debit cards. Once established, this may determine who needs to be signers on the account.
- Skymart Manager – Discussion was held regarding the feasibility continue the employment of the Skymart Manager this year, due to COVID-19. Motion was made and seconded to let the position go and revisit re-employment once Skymart is able to reopen. All members were in favor. Issue tabled: Increasing the Skymart Manager wage to \$13.25 to meet minimum wage requirements.
- Grant Request: Sophomore ELA Teachers, MEMBEAN Account with 200 Student Subscriptions, \$1225.00 (original grant submission)
 - In addition to this request, two other invoices were submitted for consideration: 300 student subscription at \$2025.00; 500 student subscription for \$2525.00.
 - Some of the ELA teachers are willing to contribute additional funds from their supply budgets.
 - Members discussed whether it was more appropriate for this subscription to be funded by the school, especially this year with CDL being the focus.
 - Administration does not have additional funds for this request. David explained the subscriptions are transferrable, meaning 800 students will have access to the program with those 200 subscriptions.
 - Shannon suggested additional funding may be approved through BEF.
 - Motion was made and seconded to approve the \$1225 for 200 subscriptions; motion carried by majority (4-yes, 2-no).

Grad Night Report

- 2021 Committee Chairperson(s) – Rachel Schoening has been appointed as Grad Night Committee Chair for 2021; Denise Hopkins is considering the position of Co-Chair.
- Fundraising – Rachel reported the plan this year will be to get most funding from corporate business rather than impose on parents at such a difficult time.



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- Committee will be presenting a preliminary plan at the next PTO meeting; looking to have various sub-committee members assigned to specific duties; looking at venues for an in-person party, should social distance mandates be lifted; plan to request deposits be minimal based on the circumstances.
- 2021 Graduation is scheduled for June 13.
- Gina shared that Pizzicato will not be able to support their Dough for Dollars fundraiser this year.

Skymart Report

- Nothing to report at this time.

Staff Appreciation Report

- BTS Staff Breakfast – Breakfast was canceled because staff will not be reporting to the building; some staff may not ever come into the building until school switches away from CDL.
- PTO Thank You/Welcome Back Gesture – Suggestion was made to some sort of visual virtual presentation to welcome back staff and show them our appreciation. Becky will explore ideas with Kristin.

Fundraising/Apparel Report

- Gina contacted David and Joe and was told that every student will receive a cardinal spirit shirt during Flight Days.
- Apparel/items to order for Spirit Campaign starting 9/14 – Need clarification from David/Joe: what are their expectations from the PTO?
- In order to fill online orders at this time, all items need to be retrieved from Skymart and stored outside of the school building. Gina said she would be willing to store the items at her house, fill the orders, and deliver them within 48 hours of receipt. She will contact David to discuss how we can get the bins pulled from Skymart.

Volunteer Report

- Stuffing and labeling for SRHS summer mailer involved 6 staff/volunteers and about 4 ½ hours to get over 1500 packets completed.
- Flight Days 9/8 & 9/9 – Becky reported that 14/16 slots for the PTO station have been filled; still have slots open for the other two stations; she will send out another volunteer request Friday.

Marketing Report – Website/Social Media

- Alanna was not present and did not provide a report.



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- Shannon to contact Alanna to see if she is going to be able to fulfill her responsibilities as VP of Marketing & Community Outreach. This is a crucial role, especially this year, and requires a volunteer who is available to promote the PTO (write-a-check campaign, open positions, online store, etc.) on our social media regularly.
- PTO should include information in the next issue of the Quill. Ilirija will submit to David's administrative assistant, Lorena Alvarez, the Why Join the PTO flyer and information about the write-a-check campaign.

New Business

- Discussion was held regarding the RaiseRight fundraising program. Similar to Scrip, parents can purchase electronic gift cards at face value and 20% is earned from sales. No decision was made regarding the program at this time.

The next meeting will be a General & Executive Board meeting and is scheduled for Wednesday, October 14, 2020 via Zoom Conference at 4:45pm.

Adjourn: The meeting adjourned at 7:31pm.