



SOUTHRIDGE PTO

PARENT-TEACHER ORGANIZATION

Southridge Parent Teacher Organization (PTO)
Southridge High School Booster Council Inc. dba Southridge PTO
Executive Meeting Minutes
Wednesday, November 13, 2019

A meeting of the PTO was held Wednesday, November 13, 2019 at 6:30pm in the SRHS Library.

Attendees included: Jen Moser & Ilirija Encinas– Co-Presidents, Maureen Wagner – Treasurer, Shannon Duffy – Secretary, Gina Spanu– Member at Large, Diane Scannell – Skymart Manager, Sunnie Hernandez- Apparel Manager and Kristin Greene – Staff Appreciation Coordinator. David Nieslanik – Principal.

A quorum was present at this meeting.

Call to Order: 6:33pm

Introductions

Administration Update

- David reported that prepping for forecasting for the next school year has begun. Staff is ensuring that the forecasting process and communication is better for current 8th graders.
- David reviewed the preliminary enrollment projections for next year. Once determined, the middle school boundaries could impact high school boundaries. This should be determined by March-April.
- David presented a chart showing five different sets of statistics for Freshman in the district and at SRHS. The data is showing an improvement for learning, attendance, etc. which is great.
- Staff has been learning about Secondary Trauma and how to relieve teachers when they experience it.
- He thanked the parents and PTO for treats for staff.
- The PTO presented David with a Southridge sweatshirt.



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Community Update

- Grant Requests
 - \$271.99 was originally requested in October by the SPED program asking for a color printer that will be used by several groups to print classroom visuals, curriculum material and peer mentoring projects. Approval for the grant request was held until it could be determined if BEF would approve funds for the printer. Ilirija reported that the teacher was going to apply for funds through BEF. Upon further follow up, the SPED program received funds for the printer from BSD.
 - \$1,485 was requested in October by the Junior English Department so 235 students could use the program Membean which will help students develop sentences properly to improve writing and testing for students. The teacher applied for the Beaverton School District to approve the program to be used by BSD students. The PTO is waiting for the invoice and the total will be \$1145.
- Giving Tuesday 12/3
 - The PTO will promote on social media to donate on Giving Tuesday to the PTO through Amazon Smile and the Write A Check Campaign.
- Info. re: WEX Program
 - The Work Experience Program (WEX) is a program where students earn experience performing jobs. Current jobs at SRHS are food prep, table washing, can recycling, decals, dog biscuits, my intent bracelets, sorting sizers for Burlington Coat Factory, parking monitors, etc.

Old Business

- Motion was made to approve the PTO minutes from October 9, 2019 as amended and seconded. All attendees were in favor.
- Skymart \$1 cash cards were created per previous board approval. Twenty-five were given to Administration and 50 to WEX. The PTO approved the expense for the cash cards given to Administration; WEX will be reimbursing the PTO for the cash cards used. The cash cards were numbered and signed by Diane and then laminated to prevent duplication.



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Treasurer's Report – Maureen Wagner

- Maureen reported that income from Skymart is good. Sales average \$541 a day.
- Apparel sales are at \$4900 currently. The goal is to sell \$7,500. There have been requests for long sleeve t-shirts.
- The Write-A-Check campaign has generated just under \$3,000 year to date.
- Annual taxes are filed. The Oregon Saves program will be implemented for the PTO's employee.
- There is approximately \$4,000 left in grant money for the year.
- There was discussion how the PTO should handle donation requests going forward. The Board agreed to allot \$250.00 for donation requests; \$25.00 maximum per request and up to 10 requests per year. The line item will be called Community Support.
- The motion was made and seconded. All attendees were in favor.

Grad Night Committee Report – Shawna Meyer

- The Dough for Dollars fundraiser will be February 4th at the Murrayhill Pizzicato. If gift cards are pre-sold, grad night will receive 20% and the gift cards can be used for the Dough for Dollars night. The Grad Night Committee would like to pre-sell gift cards using the PTO Square account. The Board agreed the committee could use the square account and any fees incurred for those transactions would be deducted from the total sales.

Skymart Report – Diane Scannell

- Using the Better Impact system is working well despite a few hiccups.
- The health inspector visited Skymart during lunch time which was not ideal. Skymart passed the health inspection.
- The microwaves were unplugged for the long weekend. When plugged back in, they caused the power to go out several times due to an outlet issue. Ilirija will have her husband look at the outlet.
- Diane has left over Halloween candy that she will add to the wheel for students to win.
- She has begun decorating for Christmas.
- The schedule for finals in January allows only one 15-minute break Wed-Fri for students. The Board agreed to be open on Tuesday for lunch and closed during finals.

Apparel Report - Sunnie Hernandez

- Sunnie reported that new inventory of 30 sweatshirts was received. She is trying to get apparel samples (cardinal sweatshirts) for the Board to review. She will be setting up a meeting with Liz Baer to see if future apparel orders can be printed through the WEX program.
- Friday, 12/13 all three boys basketball teams will be playing at home, so it was decided that the PTO would sell apparel that evening.



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- There was discussion about the procedure when inventory is sold offsite. It was agreed that a form would be developed and completed by the person who takes the inventory offsite. The remaining inventory and money would be compared to the original quantities indicated on the form to ensure all items and cash are accounted for.

Staff Appreciation

- Kristin reported that the staff meeting on Tuesday had many food donations from parents. There were chips and drinks leftover that will be used for the next meeting. Staff was very appreciative.
- She will confirm the expected number of staff at each meeting to ensure there are enough items donated.
- Kristin contacted David and Joe letting them know that the PTO will provide snacks/goodies for all staff meetings (12/19, 1/14, 2/18, 3/10, 4/24, 5/12) the staff holiday breakfast and the end of the year party on June 10th.
- The staff holiday breakfast will be held on 12/9. Kristin will be requesting items again from parents. In addition, she is asking for 10 9x13 breakfast casseroles from the Board members. Set up will be that morning at 6am; the breakfast starts at 7am.

Volunteer Report –Becky O’Malia

- Volunteer requests have been sent out and shifts are being filled. There are currently 880 volunteers in the volunteer system.
- The information for AP/IB testing was incorrect in The Quill newsletter. Becky and Ilirija will get the schedule for AP/IB entered into the volunteer system with better instruction.

Website Report –Ali Jafri

- Ali reported that he has developed a “mirror site” that is not with Go Daddy and is free. PTO email accounts will be changed to Gmail accounts, also free, and the Go Daddy web hosting will be cancelled, saving the PTO hundreds of dollars each year. The PTO thanked Ali for all of his hard work and time on the PTO website.

New Business

- None.

The next General Meeting is scheduled for Wednesday, December 11th, 2019 at 6:30pm in the Library.

Adjourn: The meeting adjourned at 8:30pm.