



SOUTHRIDGE PTO

PARENT-TEACHER ORGANIZATION

Southridge Parent Teacher Organization (PTO)
Southridge High School Booster Council Inc. dba Southridge PTO
Executive Meeting Minutes
Wednesday, April 8, 2020

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

Attendees included: Ilirija Encinas & Jen Moser– Co-Presidents, Rachel Schoening & Maureen Wagner– Co-Treasurers, Shannon Duffy – Secretary, Gina Spanu– Member at Large, Becky O’Malia-Volunteer Coordinator/Dance Representative and David Nieslanik – Principal.

A quorum was present at this meeting.

Call to Order: 4:45pm

Introductions

Administration Update

- David reported that there was an emergency district meeting last night regarding the Governor’s closure of Oregon schools for the remainder of the school year.
- A message will go out to parents and students by Monday.
- There will be some type of senior graduation for this year’s graduates, but he is not sure when it will be held or what type of event it will be.
- Grades that Seniors had March 13th will be used going forward. Their grades cannot go lower, but can be increased with missing assignments turned in and completing other work provided by teachers. Juniors may not have to take the SBAC since it was cancelled this year.
- The schools operating budget was increased by approximately \$17,000 due to the poverty level being over 40% which is the Title 1 threshold.
- Assessments are being addressed for the remainder of the school year to determine how grading will be handled. Most classes will not have formal assessments, but will use activities with learning targets. Each teacher is evaluating the best way to teach students via online learning.
- Some teachers are choosing not to use Zoom meetings, but instead providing all instruction through Canvas or Google Meet.
- David will host a Zoom meeting for parents to attend on Monday in the morning to answer questions.



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Treasurer's Report – Maureen Wagner & Rachel Schoening

Budget Update

- Maureen reported that Skymart and apparel sales have done well year to date over last year at this time.
- Grad Night has raised \$10,000 to date.
- The PTO has raised approximately \$14,000 for the year.
- The PTO will break even essentially for the year.
- Rachel asked that in the future, all methods of collecting money not be done through personal accounts such as Venmo, so that the collection of funds are easily tracked.

Grant Requests

- David said that he spoke with both staff members who requested funds and the requests can be paid for with administrative funds. The PTO did support the requests, but the process is that all requests are supposed to be approved by David before they are presented to the PTO for funding.
- The district has frozen all school spending for the remainder of the year, but the requests will be handled when school budget spending resumes.

Forecasting Expenditures

- David stated that he will not be able to spend any additional funds this year, so the remainder of the Principal Fund line item will not be spent. Rachel suggested that the Principal's fund line item be listed as a grant item on the next budget as certain items are not allowed to be carried forward each year and be increased.
- D&O Insurance in the amount of \$525 will renew in May.
- David is not able to spend any sustainability funds available this year due to district restrictions, therefore the PTO Sustainability Fund (\$6,000) will be rolled into next year's budget.
- Outstanding grants awarded total \$404. The grant request for compasses has not been paid out. Ilirija will contact staff to see if the compasses were purchased yet. The check for the Veteran's Lunch will not be issued as the event was cancelled.
- Scholarship funds still need to be awarded (\$6,000).

Old Business

- Motion was made to approve the amended PTO minutes from March 11, 2020 and seconded. All attendees were in favor.

PTO Scholarship Application Status

- As of today, only two scholarship applications were received. David asked and the PTO agreed to extend their deadline to April 17th so additional messaging could be sent to Seniors encouraging them to apply.



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Southridge PTO Board & Committee Members 2020-2021

- There was discussion about who will be returning and what positions need to be filled. It was suggested that messaging be sent out asking interested volunteers to email the President regarding their interest in being on the Board.
- Jen stated that advertising for co-presidents would allow for new parents to step in and allow them to step down after many years on the Board. A co-Treasurer is also needed to partner with Rachel for the following year as Maureen needed to step down for personal reasons.

Committee Reports

Grad Night Committee Report – Shawna Meyer

- There was discussion regarding a deadline to cancel Grad Night pending state restrictions on gatherings as there are contracts that would need to be cancelled, refunds of ticket purchases for the party and possibly the repayment of the Juan Young grant.
- It was noted that the liability insurance may not pay out if the event was held and someone contracted Covid-19.
- If a public graduation can be held, it will be held mid-July due to students leaving for college, military, sports, etc.
- Motion was made to officially cancel grad night and seconded. All attendees were in favor.
- Motion made to refund ticket fees and seconded. All attendees were in favor.
- A set time will be set for refund requests to be made. Rachel proposed contacting only those who purchased tickets to see if they want a refund or would like to donate fees paid to next year's party. Shawna will be instructed to cancel contracts immediately and to provide a spreadsheet of those who purchased tickets to grad night.
- The Al's Garden flower basket fundraiser ended. Total sales were \$2,106 with \$806 was raised for grad night.
- The Hawk Squawks will still happen without collecting money in an effort to keep morale up for the Senior class.
- Motion made to stop all Grad Night fundraising immediately and seconded. All attendees were in favor.

Skymart Report – Ilirija Encinas for Diane Scannell

- The PTO donated items to Trisha's silent auction which will need to be deducted from the budget.
- Diane asked what to do with the food that will expire before next school year. It was suggested that the food be donated to Club Hope at Southridge.
- Motion made that all food expiring before next school year be donated to Club Hope and seconded. All attendees were in favor.



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Staff Appreciation

- Kristin sent a report that recapped the year to date for staff events and that there are no future events scheduled due to school closing.
- The administration is going to drive to each teacher's home and leave a gift during Teacher Appreciation Week. The PTO has \$500 in the budget remaining that will be used to partner with SRHS administration on gifts for the teachers.
- Kristin agreed to continue as Staff Appreciation Chair next year.

Apparel Report – Ilirija Encinas for Sunnie Hernandez

- Apparel inventory will happen before next school year begins when the PTO will be allowed in the building.
- Ilirija will reach out to Sunnie to see if she will be returning as Apparel Manager for next year.

Volunteer Report –Becky O'Malia

- Becky reported that she will send out another request for Scholarship Committee volunteers.

Dance Representative

- There are no dances planned due to the school closure.

Website/Social Media Report –Ilirija Encinas & Jen Moser

- Ilirija stated that Ali did a great job updating the PTO website and asked the Board to review the new site and provide any feedback so adjustments can be made before it goes live this summer.
- Jen will post open Board positions on social media.

New Business

Concessions Using the PTO Square Account

- Jen explained that Concessions has been using the PTO Square account which shows pass through income which is in violation of our tax status.
- Now that the school can accept credit cards, Concessions should be able to get a square account therefore removing the use of the PTO account for funds to filter through.
- Athletics is selling apparel which is in violation of our non-compete agreement. Apparel sold at the Southridge Showcase was not discussed with the PTO prior. Southridge PTO is supposed to be allowed to sell school apparel to support the school and students. It was discussed that sports related apparel & gear can be sold by athletic without having to consult the PTO.
- David will inform the athletic department that they will no longer be able to use the square account for the next school year. He will also relay to Athletics that they can only sell apparel that is specific to athletics (i.e team apparel), but all generic Southridge apparel should be sold through the PTO.



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The next General Meeting is scheduled for Wednesday, May 13, 2020 at 4:45pm via Zoom.

Adjourn: The meeting adjourned at 6:33pm.