



SOUTHRIDGE PTO

PARENT-TEACHER ORGANIZATION

Southridge Parent Teacher Organization (PTO)
Southridge High School Booster Council Inc. dba Southridge PTO
Executive Meeting Minutes
Wednesday, June 10, 2020

A meeting of the PTO was held Wednesday, June 10, 2020 at 4:45pm via Zoom Conference.

Attendees included: Ilirija Encinas & Jen Moser– Co-Presidents, Rachel Schoening–Treasurer, Shannon Duffy – Secretary, Becky O'Malia- VP Volunteer Coordinator, Gina Spanu– Member at Large and David Nieslanik – Principal.

A quorum was present at this meeting.

Call to Order: 4:52pm

Introductions

Administration Update

- David reported that he was at middle schools today during 8th grade check out to welcome incoming Freshman before summer break.
- There are currently 410 incoming Freshman for the next school year.
- There is concern about the economic status of families which could cause enrollment to decrease.
- There was an emergency Admin meeting on Tuesday at the District to talk about school budgets. Final numbers will not be available for a few weeks.
- The Student Success Act funding will be at approximately 65% instead of 100%.
- Ballot measure funding will be at 35%, sports medicine, journalism, and other pathways may be affected.
- The district is ending with a surplus of \$50 million due to the furlough days implemented this year.
- SRHS staff, school board member and members from the PTO delivered awards to Seniors at their homes on Senior Night. The Seniors and their families were so happy and proud. The procedure of delivering the awards to the homes added a very personal touch.
- A lot of feedback has been received to the parent and student surveys regarding online learning, both good and bad, which has been helpful in planning for the beginning of the next school year.
- BSD's outside facilities may begin to open June 29th in phases for athletics. The first phase will have conditioning up to 25 kids per practice time of 90 minutes. The district insurance policy



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does not include pandemic coverage which is being addressed as staff are being trained in protocols which may postpone the opening.

- June 15th is next BSD meeting to further discuss protocols for the next school year. A cohort model could be implemented at SRHS. A cohort is a group of kids that stay in the cohort without intermingling with another cohort. The goal is to get all students in buildings at least once a week, maybe twice. Each cohort would consist of 250 students.
- At the beginning of July, David will communicate to families the cohort process and how the schedule will be built from there. Students should not have to re-forecast as all classes should be available.
- David and Joe Traeger made a welcome video for incoming 8th graders since they haven't been in the school yet. There is discussion about having Freshman in the building in August when the building opens again in groups of 25 to help them get familiar with the school.
- OSAA is discussing whether to switch fall and spring sports due to pandemic guidelines currently in place.
- The district is waiting for Phase 3 information from the State to determine if scheduled events can take place during the school year.

Old Business

- Motion was made to approve the amended PTO minutes from May 13, 2020 and seconded. All attendees were in favor.

PTO Scholarship Report

- Ilirija Encinas and Shannon Duffy were present to award 4 of the 6 scholarship recipients with the PTO scholarships. It was a great event to be a part of. 12 of the 15 reviewer score sheets were submitted for the scholarship review. The volunteer reviewers felt the process was positive and informative. Ilirija will let the reviewers know which application numbers won scholarships.

Vote of 2020-2021 PTO Board

- Motion was made to approve the Board as presented and seconded. All attendees were in favor.
- Motion amended to appoint Ilirija Encinas as Interim Secretary and seconded. All attendees were in favor.
- The Board will be as follows:
 - President: Shannon Duffy
 - VP Volunteer Coordinator: Becky O'Malia
 - VP Marketing & Community Outreach: Alanna Lundin
 - VP Fundraising: Gina Spanu
 - Interim Secretary: Ilirija Encinas until new member appointed
 - Co-Treasurers: Rachel Schoening & Marian Griffiths
 - Member at Large: Open



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Presentation of Supporting Roles & Committee Members

- All current committee members have agreed to return for next year with the exception of Dance Representative. A co-committee chair will be advertised for each committee.

School Dance Representative: Carlos Vera
Staff Appreciation- Kristin Greene
Apparel Manager- Sunnie Hernandez
Website Manager: Ali Jafar
Grad Night Coordinator: Rachel Schoening
Skymart Manager- Diane Scannell

Treasurer's Report – Rachel Schoening

Budget Update

- There has not been a lot of change to the budget since April. A few additional requests have come in asking for refunds for grad tickets that were purchased. Approximately \$300 worth.
- The liability insurance has not been finalized as the carrier doesn't have pandemic coverage. The insurance carrier has the completed forms. Rachel has forwarded the forms and current policy to her agent to see if they can quote the current coverage and a pandemic policy. The current insurance has not lapsed and will be finalized before August. Once final, the cost will be added to the budget.
- The PTO bank account had some fraudulent charges so all debit cards were cancelled. Once the new Board is approved, replacement cards will be ordered for the appropriate people.
- The current budget year will be closed once Grad Night is finalized. The Juan Young Trust has requested a written plan for how the money will be spent if social distancing restrictions will be in effect and if the restrictions aren't. The district also needs to know the plan since the event will be held on school property. David reports that he has been working with Shawna and there are two plans that have been developed, one for social distancing in cars/parade and another for a crowd-controlled celebration that includes maps/diagrams, items needed, etc. David and Gina offered to help get this information to Rachel so she can present it to the Juan Young Trust by June 15. The report will also need to address how students and their families who don't have cars will participate in the drive-thru graduation celebration.

Grant Requests

- A request for the Membean program for the following school year was submitted by a staff member for the Junior class. The Board agreed to table the request as it can't be approved until the new school year and budget are approved.



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Presentation of Proposed Budget for 2020-2021

- Rachel would like the budget to be simplified for the Treasurers and the Board so the time requirement isn't as great as it is now. Eliminating specific line items will allow more flexibility for spending when the need arises.
- The Board reviewed line items to determine if budgeted amounts are adequate for the next school year and how they should be categorized on the budget.
- David believes that the Senior Breakfast will be handled by a donation so the PTO will not need to fund it this year.
- David said that Club Hope has been receiving a lot of donations this year which may be why PTO donations have been lower this year.
- There was discussion about the Veteran's Lunch being listed as a line item instead of a grant request since it happens every year. Ilirija noted that the Veteran's Lunch used to be a separate line item; the Board voted a few years back to remove individual line items as needs change (and Board members change); it seemed to be less biased to require teachers/admin to submit a grant request to be considered each year. Rachel suggested there be a Community Support budget line item from which funds for annual events, such as the Veteran's Lunch, can be pulled.
- Rachel will make edits to the proposed budget based on the Board discussion and send it to the Board for review and approval.

Committee Reports

Grad Night Committee Report – Ilirija Encinas

- Ilirija Encinas and Gina Spanu provided an update on the Grad Night plans and current spending.
- Current budget allowance is \$9,926.47
- Shawna emailed requesting the purchase of 30 additional yard signs; they ran out during distribution; additional yard signs were ordered 6/9 and should be received in less than two weeks.
- All contracts were cancelled until plans are finalized.

Skymart Report – Diane Scannell

- Diane had questions about Skymart that will be addressed once the school guidelines are defined for the school year.
- BSD has announced that no volunteers will be allowed into the building for the next school year. Skymart operations will need to be evaluated to implement social distancing guidelines once it is allowed to open.

Staff Appreciation – Kristin Greene

- Nothing further to report at this time.



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Apparel Report - Sunnie Hernandez

- Sunnie is researching ways to move apparel next year since it is likely school will not open and there will not be football games in the fall.
- Ilirija will talk with David about being able to get into the building to perform inventory apparel sometime this summer.

Volunteer Report –Becky O’Malia

- Becky sent an email to volunteers reminding them to update their volunteer accounts.
- She attended the District zoom meeting for volunteers for the next school year. No volunteers will be allowed in school buildings until further notice.
- Becky will inquire with David and the staff to see if there are any ways that volunteers can assist with the new guidelines in place.

Dance Representative

- Carlos Vera has agreed to be next year’s Dance Representative.

Website/Social Media Report –Ali Jafri & Jen Moser

- School apparel sales will not be held until the next school year. Ilirija will update the online store to indicate it is closed for the summer.
- The Board agreed to extend the Go Daddy service through the end of August so the old site and email addresses have time to forward to the new ones.

New Business

- The Bylaws need to be updated/revised, including defining duties/time requirements for Board positions. Ilirija proposed that all Board members go through the current Bylaws and make their notations for review over the summer.

The next Executive Meeting is scheduled for Wednesday, July 8th, 2020 via Zoom conference.

Adjourn: The meeting adjourned at 7:10pm.



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EXECUTIVE MEETING ADDENDUM

Southridge Parent Teacher Organization (PTO)
Southridge High School Booster Council Inc. dba Southridge PTO
Executive Meeting Minutes
Monday, June 15, 2020

A meeting of the PTO was held Monday, June 15, 2020 at 5:30 pm via Zoom Conference.

Attendees included: Ilirija Encinas–President, Rachel Schoening–Treasurer, Shannon Duffy – Secretary, Becky O’Malia- VP Volunteer Coordinator and Gina Spanu– Member at Large.

A quorum was present at this meeting.

Call to Order: 5:35pm

The Board called an emergency Executive Meeting to discuss budget items, Grad Night and Jen Moser’s resignation from the PTO Board.

New Business

- Ilirija reviewed the email received from Jen Moser and her resignation effective immediately from the PTO Board as the Co-President.
- The Board discussed the resignation and reviewed Board procedures to ensure we are operating within the guidelines specified for a 501-C organization.

Grad Night

- Ilirija reviewed the expenses for Grad Night and there was discussion about the current budget. Per the PTO Bylaws, all non-budgeted expenses over \$100 have to be approved by the Board. The Board is unaware of any expenses that exceed the current Grad Night budget. In addition, no requests for reimbursement have been submitted by the Grad Night committee for approval.
- Rachel has been waiting for the Grad Night plan to turn into the Juan Young Trust as requested. Shawna provided a Plan A & B to Rachel today which will be shared with the Board and the Trustee.
- The equity and inclusion for the Grad Night event was an issue for Jen. One contest proposed was a car decorating event which excluded students who don’t have a car. The prizes also weren’t equitable for students to win. The Board is waiting for the final contest plans from the Grad Night



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committee.

- Gina submitted an invoice for pizza and salads to be served at the Grad event. Gina also contacted Kona Ice for an invoice. These items as well as the balloon backdrop, will all satisfy the trust for equitable items for students.

Proposed Budget

- Rachel Schoening will provide an updated budget to the Board for approval via email.

The next Executive Meeting is scheduled for Wednesday, July 8th, 2020 via Zoom conference.

Adjourn: The meeting adjourned at 6:25pm.