



# **SOUTHRIDGE PTO**

## **PARENT-TEACHER ORGANIZATION**

### Southridge Parent Teacher Organization (PTO)

## Southridge High School Booster Council Inc. dba Southridge PTO Executive Meeting Minutes Wednesday, August 12, 2020

A meeting of the PTO Executive Board was held Wednesday, August 12, 2020 at 4:45pm via Zoom Conference.

Attendees included: Shannon Duffy- President, Becky O'Malia- VP Volunteer Coordinator, Marian Griffiths- Co-Treasurer, 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:**

- IB changes have been received and are quite extensive for this year. David will be sending a letter will out some time next week to all DP and CP candidates with the details. In a nutshell, the number of targets, the assessment cycle and the number of themes have been decreased.
- BSD has reduced the number of learning targets for which schools will be held accountable. Federal funding is offered based on testing. Since it is unknown what testing will be allowed in the Spring, federal funding could be affected and the district has to plan for the worse-case scenario.
- ODE has sent out additional guidance that states class instruction for IEP and EL students can be held in class, but this will not be true for most of the Portland Metro school districts, including BSD.
- A final schedule has been built and SRHS administration were able to accommodate almost all of the classes forecasted by students, including electives. Robotics and TV news will be the only classes that will not be offered because they do not fit in a remote learning structure. Student schedules plan to be released 8/31.
- District-wide student enrollment is lower than anticipated. Some of this is due to those who chose to enroll in online schools. As a result, staffing has been frozen for a week.
- Preview Days will be 9/8 & 9/9 and will be in a drive-through format. There will be stations for registration, yearbook, PTO, pictures, technology support, and even a BBQ (with wrapped food to go). Schedule for Preview Days: Freshman 10am-2pm on 9/8; Seniors 3-7pm on 9/8; Sophomores



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9am-1pm on 9/9; Juniors 1-5pm on 9/9. Freshman will also be participating in online LINK activities.

- Summer Mailer was postponed so administration had the most current information from BSD; will go to printing on 8/19, stuffing on 8/24, and is scheduled to mail out 8/25. David said they would appreciate 3-4 PTO volunteers to help with stuffing, 10am-1pm on 8/24. *Note: Later correspondence with Vice Principal Sho indicates the summer mailer stuffing will take place from 10am-1pm on 8/25, not 8/24.*
- Main office opens next week; information with hours and details to come out in the next Quill.
- Teachers will return to the building 8/24.

### **Old Business**

- Motion was made and seconded to approve the PTO minutes from executive board meeting July 8, 2020 and the special executive board meeting July 28, 2020. All attendees were in favor.
- Amendments to PTO Bylaws – Shannon will send out an email to the board asking for all final edits/comments/suggestions to be submitted by Sunday, 8/15. After such time, Ilirija will go through the bylaws, accept any changes that were not rejected, and email the board a list of any issues that require further discussion.
- PTO Flyers – Since it is now known there will be Preview Days, Ilirija will amend the Write-a-Check flyer and resubmit to David/Lorena for inclusion in the summer mailer.
- Board & Committee Gmail Addresses – Board members were reminded they should be using the Gmail addresses from now on and if they aren't set up yet, to do so. Each member should also ensure that any communications they put out have the current Gmail address.
- Website Edits & Going Live – Shannon following up w/Alanna and Ali on website edits. Suggests we add a disclaimer stating the site is still under construction so we can get it released even if it is still missing some information (such as photos). Becky to send Alanna and Ali information and links for the Volunteer page.

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

Rachel was unable to attend the meeting. Marian and Rachel are scheduled to meet tomorrow to go over separation and transfer of duties, training, etc. Rachel will send out a Treasurer's report by the end of the week to the board.

### **Grad Night Report**

- Shannon suggested we should post on social media logos or names of the companies that donated to Grad Night. Alanna will need to follow up with Shawna to get a list of those companies.
- Shannon has the leftover items: (13) \$15 Amazon gift cards; (103) Firenza discount cards; (46) Menchies discount cards. Shannon will look through the bin she received from Shawna to be sure



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there aren't any further items that should be included in this inventory, which will be saved and used for next year's Grad Night.

- The Grad Night budget needs to be reconciled by the Treasurers; invoices adjusted to reflect services that were actually provided at the celebration; final payments and reimbursements made.
- Committee Chairperson(s) for 2021 need to be identified. Shannon to follow up those who have indicated interested.
- Shawna transferred to the PTO Board all of the bins of decorations, supplies, etc. that had been given to her by the previous Grad Night Coordinator. The bins are currently at Ilirija's house. Gina believes Jen Moser may still have a few more bins; Ilirija to follow up.

### **Skymart Report**

- On 8/5, Diane cleared out expired inventory and donated the items to Club Hope.

### **Staff Appreciation Report**

- BTS Staff Breakfast – Becky will contact Kristin and let her know how the Staff Breakfast will be handled this year, and see if she is available to go take photos that day (if the school allows).

### **Fundraising/Apparel Report**

- A full apparel inventory was completed on 8/5. Ilirija has the counts and will update Square. The only items that were off significantly were high-count items that the PTO often donates (i.e. lanyards, stickers, chromebook covers).
- Apparel/items to order for Spirit Campaign starting 9/14 – Gina to follow up w/David & Joe regarding their plans for the SRHS Spirit Campaign (what they are hoping PTO can offer). May need to setup store to take pre-orders since it is anticipated orders will be low. Gina to follow up with Sunnie to see if last year's apparel vendor is still in business and determine what prices we will need to set if we don't meet quantity minimums. Gina will also look into adding masks with the Skyhawk on them to our inventory.

### **Volunteer Report**

- Becky will follow up with Vice Principal Sho to develop a volunteer schedule and needs for Preview Days.
- Becky will inform Sho that PTO board members can be there to help stuff the summer mailer (Becky, Ilirija and Shannon). Gina asked if students could come to obtain community service hours. Becky will inquire.
- BSD Clothes Closet – Call for volunteers went out directly through BSD. No further action needed.



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### **Marketing Report**

Alanna was not present and did not provide a report.

### **New Business**

- General meetings – Shannon has emailed Johanna Shrout, BSD Volunteer Services Coordinator, to ask if PTOs are required to make meetings open to the general membership and for suggestions on how to do this. She has not heard back after repeated attempts so she will try calling.
- Next PTO meeting falls on one of the Preview Days. The board agreed to move the meeting to September 2.

The next meeting will be an Executive Board meeting and is scheduled for Wednesday, September 2, 2020 via Zoom Conference at 4:45pm.

**Adjourn:** The meeting adjourned at 6:52pm.