



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, October 14, 2020

A meeting of the PTO was held Wednesday, October 14, 2020 at 4:45pm via Zoom Conference.

Attendees included: David Nieslanik-Principal, Shannon Duffy- President, Marian Griffiths- Co-Treasurer, Becky O'Malia- VP Volunteer Coordinator, Gina Spanu- VP Fundraising & Apparel, Alanna Lundin- VP Marketing/Community Outreach, Ilijija Encinas- Secretary (interim).

Call to Order: The meeting was called to order at 4:54pm. A quorum is present at this meeting.

Administration Update – David Nieslanik, Southridge HS Principal:

- Southridge is only one of two secondary schools in BSD above population (10 students); Sunset, Mountainside and Westview are all down in population; total elementary population is down about 1300 students. This becomes an issue when it comes time to balance the budget, as it may impact staffing across the district. Not expecting a lot of impact on Southridge, though classified staff was furloughed a couple of weeks ago.
- Southridge will remember Andrew J. Keller and all fallen war heroes at the annual Memorial Pre-Game Celebration Friday, 10/16. Virtual gathering will take place from 7:15-7:25pm via Instagram or Facebook. The celebration will include the raising of the flags around the perimeter of the football field, pre-recorded conversations with keynote speakers, and a livestream of "Amazing Grace" performed on the bag pipes by Jayne Ferlitsch, Library Media Assistant.
- On 10/23 from 4-7pm, Southridge will host a community-wide drive through barbeque for all students; food will be pre-packaged; first sticker of a "Collect Them All" Southridge sticker collection will be distributed. Volunteer needs are not yet known.
- Grades and Attendance – Students are doing well with about 90% attendance rate and only a 10% D and F grade rate.
- Winter sports are still slated to begin at the end of February but will depend on the status of government mandates.
- School photos are starting to show up in mailboxes. Photo retakes will be in February. Question was asked: If photo is retaken, which one will go into the yearbook, the photo taken in September or that taken in February? David to ask Yearbook teacher, Mr. Ballas.
- The plan for Hybrid learning has been built and is ready to go, but there is no clear idea whether this will be implemented before the end of this school year.
- Club Hope will be doing a campaign for items needed to restock Hawks Nest.



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Old Business

- Motion was made and seconded to approve the minutes from the PTO meeting held September 2, 2020 with one change noted. All attendees were in favor.
- Bylaws Amendment Update – Recent edits were presented to the board via email and reviewed. Any additional feedback is requested by 10/21 so a final version can be sent out to the board before the next meeting. The goal is to post the bylaw amendments for public feedback by 11/9 so we can give 30 days for comment, in the hopes of approving them at the December meeting.
- Board & Committee Gmail Addresses – Board members were reminded they should be using the Gmail addresses established for their positions/roles. Each member is to ensure their email is also forwarding to the President.
- Website Edits – The following edits were noted. Shannon will send these to Ali.
 - Marketing email address is listed under Contacts for both Marketing and Fundraising.
 - Becky sent photos to Ali which haven't been added yet.
 - PTO meeting information is listed inconsistently on several pages (time and location).
 - Minutes need to be uploaded as a link.
- Online Sales – Approximately \$450 in apparel sales were generated as a result of the summer mailer and Flight Days. Distribution procedures have changed slightly due to Square constraints; now set up so that customers select the time/day they will pick up their order, however they are confined to the "store hours", which are Thursday, 10:30-12pm and 4-6pm.

Treasurer's Report – Marian Griffiths

- Budget Update – Rachel is on vacation and could not be present for the meeting. Marian was given a brief report to present that did not include P&L or a Balance Sheet. She says they are still working on collapsing the accounts to simplify the budget and will have that finalized when Rachel returns from vacation. Rachel and Marian are also trying to figure out the cleanest way to record the payout of scholarships made after the books are closed from the previous year.
- Payroll service should automatically file payroll taxes and hasn't done so in the past few months. It is assumed this is because there has been no payroll paid out to the Skymart Manager, Diane Scannell, since April. Rachel is looking into this but does not feel there is a concern.
- Skymart Employee Update – Shannon spoke with Diane and said she understands the board's decision to lay her off. A letter needs to be drafted to Diane that includes the last date she worked and the date she was laid off to be signed by the President and the Treasurer.
- Signers on Bank Account – Motion was made and seconded to approve Shannon Duffy as an authorized user on the PTO bank accounts and Marian Griffiths as a signer. All attendees were in favor.
- Issuing Debit/Credit Cards – Cannot be initiated until the authorized users and signers are updated on the account.



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- Write-a-Check Campaign donations received to date: \$580 in checks; \$1365 in online donations. This needs to be reset in Square as "donation" and not as an "item". This will send the customer a proper donation receipt instead of a sales receipt. Ilirija will look into this.
- Storage Unit – Rachel has arranged for the PTO board to rent at no cost a storage unit beginning November 1 at West Coast Self-Storage, across the street from Southridge. Once the contract is signed and we have the keys, all PTO records, Grad Night items and Apparel will be moved to that facility.
- Grant Request: Speech & Debate Team, Zoom Pro Account, \$149.90
 - Gina presented the grant, as she is the Team "Staff" Representative and District Chair. Because Gina is not a BSD employee, BSD cannot offer the district's Zoom account to her. All the other teams within OSAA District 10 have chair members who are teachers and therefore have Zoom Pro. The Zoom Pro account is needed for practices, coach's meetings and competitions. Not having the account impacts the Southridge team, which is comprised of 25 students, and 200+ students throughout the district. Gina says she has asked Southridge Administration several times, applied for an NSDA grant, and reached out to the ethics board. The first debate is scheduled for 10/24-25.
 - Voting was put on hold to see if David responds within the next couple of days, as he indicated he is working on obtaining a BSD email address for the Speech & Debate Team.

Grad Night Report – Rachel Schoening (via email)

- Working on forming a committee; need to advertise in Quill and get notices out to senior parents so they can recruit more volunteers. Becky, who is a senior parent, commented she has not received any emails about Grad Night.
- Venue they are considering is not taking reservations at this time, but they are first in line on the list once reservations open up.

Skymart Report – Shannon Duffy

- Apparel will be moved to the off-site storage unit beginning in November. This will allow easier access when fulfilling online apparel orders.

Volunteer Report – Becky O'Malia

- Staff Appreciation – Ecards were sent the first week of school on behalf of the PTO to welcome back and show our appreciation to all the teachers & staff.
- Flight Days was very successful and volunteer positions were well-filled.
- Continue to receive new volunteers in Better Impact.
- Board members are encouraged to go in and sign up for all PTO meetings so that volunteer hours are logged.



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Fundraising/Apparel Report – Gina Spanu

- Vendor Update: Gina is working with the apparel vendor SWAG Northwest (located in Portland). They created three mock-ups for free. Board unanimously liked the first of the mock ups provided. Cost estimates based on quantities were provided for sweatshirts and t-shirts. Gina will verify the cost is based on a total order and that it is not necessary to order a certain quantity of each size to get that cost. Board agreed that we would proceed with the purchase of sweatshirts only at this time, as there is still a significant inventory of t-shirts.
- Masks: SWAG Northwest also provided a cost estimate for masks. Board agreed to the purchase of a quantity 50 at this time.
- Apparel/Swag Options – Gina reports that the vendor who supplied the earrings and patches was a personal contact of a past board member and is no longer an option for us.

Marketing/Community Outreach Report – Alanna Lundin

- Shannon has been working on establishing a Facebook account that is not linked to someone's personal account. Currently PTO has three active Facebook accounts, making it confusing to users. Her goal is to set up a non-profit Facebook account that does not rely on a personal account so it can easily transfer ownership/administrators from year to year.
- Alanna was asked to draft postings for board approval so they are ready to go. Some suggestions: Online Store/Apparel Sales/New Inventory/Holiday Shopping, Follow New Facebook Page, Promotions (see New Business), etc.

New Business

- Online Promotions – Ilirija will put together a proposal for online promotions and email the board for their consideration.
- Rescheduling November Meeting – Discussion was held and it was decided that the November meeting will proceed as scheduled on November 11. The board recognizes this is Veteran's Day and Shannon will reach out to David to see if he would rather submit a report in lieu of attending.

The next meeting will be a General & Executive Board meeting and is scheduled for Wednesday, November 11, 2020 via Zoom Conference at 4:45pm.

Adjourn: The meeting adjourned at 7:24pm.