



# SOUTHRIDGE PTO

## PARENT-TEACHER ORGANIZATION

### Southridge Parent Teacher Organization (PTO)

## Southridge High School Booster Council Inc. dba Southridge PTO General & Executive Meeting Minutes Wednesday, September 12, 2018

A meeting of the PTO was held Wednesday, September 12, 2018 at 6:30pm in the Southridge Community Room. Attendees included: Ilirija Encinas & Jen Moser – Co-Presidents, Kristin Wood – VP Volunteer Coordinator, Maureen Wagner – Treasurer, Juli Madill – VP-Marketing/Social Media, Diane Scannell – Skymart Manager and Members Melynda Stitt, Sunnie Hernandez and Rachel Schoening.

### **Call to Order: 6:30pm**

### **Administration Update – David Nieslanik, Southridge HS Principal:**

- This marks Mr. Nieslanik's 25<sup>th</sup> year in public education and this year at Southridge was one of the top two starts to a new year for him ever.
- Enrollment currently at 1450; 25 students over projection; will probably end with about 1430 with transfers/drops; equal rate of Free and Reduced Lunch as we were when the boundaries were first defined; really diverse community.
- Not a lot of hiring this year; small turnover.
- Seminars – Previous program, called Extended, was built on the IB model, so if you weren't in IB classes it didn't have much value. Decided to take out extended and let students pick what extension they needed; can change every 5-6 weeks; teachers choose what they want to guide. This first Seminar period many students chose study hall because they aren't sure yet what area they need the most help. Next Seminar period will start Oct 11 (sign up Oct 3), which will have 45 different options, including a college application assistance seminar. The third Seminar period will start Nov 27, which will be when IB class seminars will open up. It was suggested and Mr. Nieslanik agreed that he can send out the list of options to parents so they can review them with their students.
- Question re. Bathrooms – There is a misnomer that the bathrooms are locked during lunch. Mr. Nieslanik explained that the bathrooms are open in the hallways that are at lunch during that period and the front of the school. Several years ago, there used to be a rule that students couldn't leave class the first and last 20 minutes of the period; that rule is no longer in effect, though some classrooms still have the sign posted, which may be confusing new students.
- Dual Language currently has 80 students, which is equal to Beaverton HS; there are about 60 students enrolled in the Early College program.
- Upcoming events:



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- Tech Fair in a couple of weeks; will give students access to technology industries in the community.
- School presentation by Sonia Nazario, author of *Enrique's Journey*.

### **Old Business**

- Motion was made to approve the PTO minutes from August 01, 2018 and seconded. All attendees were in favor.
- Board members were encouraged to sign up for these upcoming PTO activities:
  - Apparel Tent, 9/14 – especially need help with set-up; the PTO's two canopies have gone missing; Trisha Shoemaker has generously offered the PTO the use of a canopy she just purchased for Track & Field, which is double in size.
  - Back to School Night, 9/26 – Maureen was asked to pull the amount in sales we had last year at Back to School Night to see if it is worth it for Diane to open Skymart. (Note: After the meeting, Maureen reported we made \$80 in sales. It was determined that parents are too busy going from class to class and will find it difficult to stop into Skymart, therefore we will not be opening the student store that night this year.) Need one other parent to help at the PTO table. The plan is to have the Square register or an iPad with the Square app available to accept donations and Grad Night registrations. We will also have a display board and flyers to promote the PTO.
- Speaker ideas for Informational Sessions
  - Sent email to Dr. Bliesner, re. social media for 10/24 session. (Note: After the meeting, an email was received from Dr. Bliesner who is available to speak at this first session.)
  - Members were asked to forward any ideas on to [president@southridgepto.com](mailto:president@southridgepto.com).
- PTO timeline – Ilirija will be creating a Google Sheet so that all board members have access to the PTO timeline & can add their responsibilities throughout the year.
- Staff Breakfast, 8/20 – The PTO assisted Administration by procuring items for the staff's first day back in school. The cost, which included pastries, quiche, fruit, water/juice/soda/coffee/tea, amounted to approximately \$250. Actual amount spent was \$70. Simona Matia donated the quiche; Gina Spanu donated the water/juice/soda; Grand Central Baking donated the pastries; Starbucks donated the coffee/tea.
- Staff Meeting, 8/22 – Jen and Ilirija were invited to give a short presentation at the first staff meeting of the year. Focus was mainly on how the staff request fund has changed (line items will no longer be dedicated to staff requests) and encouraged early requests.
- BSD Leadership Workshop, 9/4 – Jen attended the workshop and reported on the following:
  - Issues re. grant requests
    - Line item grants are not ethical and could put our non-profit status in jeopardy.
    - Item should be for the greater good of the school (cannot be given to an individual), or an asset that stays with the school.
    - Has to be a direct reimbursement from receipts; i.e. cannot purchase GCs directly.



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- Items granted must remain w/school; should be identified in some way, like with the school name; Ilirija or Jen will talk to Michele Fideler to see how this should be done.
- PTO members who are paid for their services (i.e. staff, Skymart Manager) are vested:
  - Cannot vote or second on board decisions/grants.
  - Forever locked in as a paid position.
- Beaverton Education Foundation – the PTO for the PTOs:
  - School PTOs can submit any of the grant requests they receive to BEF and they will attempt to find matching funds. For instance, a grant for \$500 can be submitted and BEF will find \$250 in funds to help fund the grant.
  - Melynda, who has recently started working at BEF, stated there are certain stipulations, one of which is the grant must be for hands on materials benefiting students. PTO/School has to show that they are actively fundraising for at least half of the requested funds.

### **Treasurer's Report – Maureen Wagner**

- At this time last year, the Write-A-Check campaign had raised \$4570; currently we are at \$2150. Not having Preview Days this year has had a significant impact. Discussion was held exploring other ways to encourage donations:
  - Back to School Night – As mentioned above, PTO will have a table and the Square register/app available for donations.
  - Home Football Games – At the apparel table, customers will be asked if they'd like to round up their purchase and donate the difference to the PTO.
  - Incentive Program – Currently, we have given all donors a decal for donating any amount. It was proposed that we give donors who contribute \$1-49 a Skyhawk decal, \$50-99 a Southridge lanyard, and \$100+ a chromebook sleeve. Donors who have donated \$50+ will be sent a thank you card with a note stating they can bring the card and receive their complimentary gift. (Note: Further discussion after the meeting determined it made more sense to have the first category of donations for a decal promoted at \$5-49.)
- Grad Night Scholarships – Maureen suggested the Grad Night committee establish more structure around collecting contact information when these scholarships are given. Recipients should be aware of what the money can and cannot be used for and that the check will be written directly to the school they will be attending. Expiration date should also be established. Information required should be sent to [treasurer@southridgepto.com](mailto:treasurer@southridgepto.com).
- Income/revenue to date from Apparel sales is \$1276, as of 9/5.
- Skymart sales to date is \$2091
- Grad Night Fundraising is \$52 (Pop sockets) and \$525 in registrations.
- Directors & Officers Insurance has lapsed. The insurance company had an old board members personal email address, a problem we shouldn't experience again since we now use board member specific email addresses. Maureen found some possible brokers, including one who had



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children graduate from Southridge. For now, she completed the necessary paperwork to reinstate the D&O insurance so we can be covered as soon as possible. Once she receives a quote from the new brokers she's considering, she will email the quotes to the board for approval. She anticipates moving the business to the new broker when our general liability insurance comes up for renewal March 2019.

- Three staff grant requests were submitted for consideration:
  - Kevin Bickler, Social Studies, Veterans Visit Lunch, \$500 – Funds would be used to provide food (sub sandwiches and water) to ~50 veterans. Approximately 900 students will benefit from this event as they will have the opportunity to speak with the veterans, hear stories of their experiences, share in their memorabilia and learn more about military life. A motion was made to approve the grant request, seconded, and all were found in favor.
  - Belle Chesler, Art Dept, Scholarships for Students at Annual Art Awards & Show, \$500 – A motion was made to not approve the grant request, as it does not meet the requirements of the PTO by-laws. The motion was seconded and all were found in favor.
  - Rosey Dorsey, Junior Literature Teachers, Membean Vocabulary Software Subscription, \$1450 – The Membean Vocabulary software application is a development program used by all juniors to increase their vocabulary proficiency, which is believed to be a contributing factor into the school's high SBAC and ACT writing scores. A motion was made to approve the grant request, seconded, and all were found in favor. Jen Moser will submit this grant to the BEF to see if they can find a sponsor who will match the funds.

### **Marketing Report – Juli Madill**

- Facebook currently has 103 followers, Instagram 97. Juli is still figuring out Twitter and wonders if it is worthwhile to continue, that the application may not be used that much by parents.
- Upcoming posts: Principal's Chat; Write-A-Check Campaign incentive program.

### **Volunteer Report – Kristin Wood:**

- Southridge has 886 volunteers in the Better Impact system to date.
- This summer all schools received new computers for signing in that are programmed to start up at 7am & shut down at 9pm; will not timeout; users need to know their Better Impact username & password. Kristin will look into adding Skymart to the check in buttons on the computer at Southridge.
- First dance is this Friday, 9/14 – Volunteers sign up is filled; Becky O'Mallia, School Dance Coordinator, will be there; student government purchased new buckets and will provide the cups; Diane will let Sandy, Cafeteria Manager, know the kitchen will be used that night.
- Homecoming Dance is 10/6; volunteer request will go out next week.
- Clipboard for volunteers to sign up to receive a badge disappeared; Kristin has placed by the computer a new sign up sheet; once she has ~4 requests she creates the badges for all who have their background check on file; badges are placed in the accordion file by the computer.



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### **Skymart Report – Diane Scannell**

- Feedback on Square register: going good after learning curve; easy to train others on its use.
- Needs a dongle for the tablet or a Bluetooth chip reader for the Barbeque stand at the football game Friday. Rachel Schoening said she has an extra she can donate.
- School purchased all of the chromebook chargers (\$875 sale) for use in classrooms and to have for student purchase if they have lost or damaged the one given with their chromebook.
- Mr. Nieslanik collected items to assemble gifts for the four National Merit Semi-Finalists at Southridge: four each of water bottles, fruit snacks, beef jerky sticks, granola bars, drink mix-ins, and carabiners. Diane provided the total cost of \$83 to Michele Fideler who will submit a check to reimburse the PTO for the purchase.

### **Apparel Report – Jen Moser**

- Jen would like to use the revenue received today to purchase additional items for Skymart. Requests for pullover sweatshirts with hoody, long sleeve t-shirts, crew neck sweatshirts and earrings will be considered.
- Basketball shorts are ready for pick up and will be in Skymart tomorrow.

### **New Business**

- School Dude requests for facility use have to be submitted directly. An account has been established for the PTO. Facility use requests for any groups associated with the PTO will need to sign up using the PTO account or they will be charged a fee. PTO members should contact [president@southridgepto.com](mailto:president@southridgepto.com) if they need to put in a request.

**Adjourn:** The meeting adjourned at 8:50pm.