



SOUTHRIDGE PTO

PARENT-TEACHER ORGANIZATION

Southridge Parent Teacher Organization (PTO)

Southridge High School Booster Council Inc. dba Southridge PTO General & Executive Meeting Minutes Wednesday, May 8, 2019

A meeting of the PTO was held Wednesday, May 8, 2019 at 6:30pm in the Southridge Community Room. Attendees included: David Nieslanik – Principal, Ilirija Encinas & Jen Moser – Co-Presidents, Maureen Wagner – Treasurer, Kristin Wood – VP Volunteer Coordinator, Diane Scannell – Skymart Manager and Members Becky O'Malia and Jim Moser.

Acting Secretary, Gina Spanu, not present. Ilirija Encinas took minutes. A quorum was present at this meeting.

Call to Order: 6:30pm

Administration Update – David Nieslanik, Southridge HS Principal:

- May 8, Teacher Day of Action – Only teachers were contracted to participate in the Teacher Day of Action; administrators & classified staff worked that day. Reports say there were approximately 20,000+ participants in the rally held on the Waterfront.
- Principal's budget and staffing plan has been submitted; won't probably receive approval until the Joint Committee Student Success Act goes through and it is seen where the school board lands with the budget.
- Seniors are on track for graduation.
- Staffing update – Southridge will lose 5.6 teachers at the most; not losing any classified staff.
- Sho Shigeoka, current Administrator for Equity & Inclusion, will be filling Jim Healy's position upon retirement; Jim Weeks, current Vice Principal at Five Oaks Middle School, will be filling Doug Boyer's vacancy.
- Preview Days are scheduled for 8/26 and 8/27.
 - 8/26 is Freshman Orientation Day as normal plus they will take their pictures and have the option of picking up their chromebook after school. Sophomores, juniors and seniors can come in to pick up their chrome books, go through the book keeper, turn in paperwork and take a picture.
 - 8/27 Freshman will go through the book keeper and turn in paperwork, as well as pick up their chromebooks. Sophomore, juniors and seniors will go through the same process, as well as take their picture, if they did not do so on 8/26.



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- Similar to past years, there will be an assembly line system the students will work through to turn in paperwork, pay fees and obtain Chromebooks. The plan is that PTO will be set up at the beginning of the assembly line.
- Volunteers will be needed both Monday and Tuesday.
- Southridge mailer will go out to families in July; any PTO flyers should be submitted by mid-July to be included.
- New school website going live June 3.

Old Business

- The PTO minutes from April 10, 2019 were not available to review and approve. Revisions were requested by the co-presidents and had not been submitted prior to the meeting. Ilirija will follow up with Gina. Once revised, the minutes will be sent out via email for approval.
- PTO scholarships are in the reviewing stage. To date, 7 of the 15 reviewers have submitted their scoresheets. Reviewer's scores are due May 20. A reminder will go out next week. Feedback received so far has been positive.
- The subject of generous donors was revisited. It was decided that donors who have given \$250+ will be recognized with a hat, water bottle or scarf. Maureen will provide a list of these donors to Jen & Ilirija with contact information, if available. Jen & Ilirija will send thank you notes to the donors and invite them to visit the Skymart to pick up their gift.
- The following board positions are still open: Co-Treasurer, VP-Volunteer Coordinator and VP-Marketing & Community Outreach. Also available is the position of Member at Large, which is an officer of the Executive Board. In addition, it is the PTO's desire to have a Co-President on the board. Becky O'Malia expressed an interest in the Volunteer Coordinator position and will meet with Kristin to discuss the positions responsibilities.
- Community Outreach – Ilirija reported that Lorena said Mr. Healy can put out a blast to all incoming 9th grade families on behalf of the PTO. It was decided the message would invite all families to come to our June meeting to meet the current board, learn what the PTO does for Southridge, and have any questions answered. The message will also include a list of the current board position openings. A PTO-sponsored social event was also discussed, to be held sometime near the beginning of the school year, perhaps just after Back to School night.

Treasurer's Report – Maureen Wagner

- Budget review – Profit & Loss Year to Date (YTD) presented; Skymart YTD net profit is double projected at \$16,938; Apparel YTD net profit is \$2600, a little more than half of what was budgeted; Write-a-Check YTD surpassed projected budget (\$5,000) at \$6,383.
- Staff Fund Requests – After applying current grants submitted, if approved, there will be a remaining balance of around \$400. The board agreed that any requests submitted from this date forward would be considered and voted upon via email. Any leftover funds will be moved into the general fund.



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- Maureen will put together a proposed budget for 2019-20 and submit it to the board for consideration and feedback via email so that a final budget can be approved at the June PTO meeting.
- Staff Appreciation budget was discussed. The current Lead, Simona Matia, has done an outstanding job procuring food donations for the staff meetings and other events, leaving much of this budget untouched. It was agreed that the proposed budget will remain at \$600, as we cannot be sure next year's Lead will be able to procure donations as well.
- Grant Requests:
 - Junior Lit & Comp Publication, submitted by Junior Lit & Comp Teachers: Request was for \$325 to offset printing and shipping costs for this publication of junior students' literature. The grant was approved by the board via email.
 - Audio Mixer, submitted by Mr. Ballas on behalf of the Southridge Broadcast Program: Request was for \$169.99. Motion was made and seconded; the grant was approved by all present.

Grad Night Committee Report – Jen Moser

- 160 registered for Grad Night to date.
- Final walk through of the venue was completed, all of the major vendors have been confirmed, and the large invoices are getting paid this month. Six buses have been reserved.
- Many volunteers are still needed, especially for the second shift of the night, starting at 1am.
- Email blast went out to all families with links to the volunteer sign up, donation of raffle prizes and food donations.
- "You've been Squawked" fundraiser is going very well, leading to a generous amount of donations and good fun for the seniors.
- Registration fee can be waived for those on the free/reduced lunch program. Eligible students should contact the Grad Night Coordinator at srhsgradnite@yahoo.com to apply.

Apparel Report – Jen Moser

- Spring Sale on select items started May 1 and continues until the end of the school year, or while supplies last.
 - T-Shirts, regularly \$15, now \$10
 - Sweatshirts, regularly \$35, now \$25
 - Shorts, regularly \$15, now \$10
 - Chromebook Sleeves, regularly \$10, now \$7
 - Lanyards, regularly \$5, now \$3



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Marketing Report – Juli Madill (via email)

- This month's postings: Skymart Spring Sale and Supporting Southridge Visual Arts Program.
- Postings suggested for June: 1) Pictures from Veteran's Lunch, 2) invitation to June meeting, and 3) open board positions.

Volunteer Report – Kristin Wood:

- Staff Appreciation Week – request for food donations was provided to Kristin late; she usually likes to give volunteers at least a week's notice.
- Prom still needs three more volunteers.
- Many volunteer slots for IB/AP testing remain unfilled.

Skymart Report – Diane Scannell

- Excess inventory of cookies; decision was made via email to start a BOGO offer, which has improved sales considerably. Any cookies not sold by the end of the year can be donated to Grad Night or Mr. Healy's Retirement Party.
- Discussion was held as to whether or not Diane should have one more big order done this weekend. If she doesn't, she will likely sell out of most everything well before school ends. Decision was made that the PTO would like to continue to provide this convenience to the students and staff for the rest of the school year rather than close early.
- As in the past, Skymart will be closed on the day of Summer Splurge; sales are typically very slow that day because the students are provided food and drink items during the activities.
- Since Skymart is closed during Finals, the decision was made that the last day it will be open is Friday, June 7. Monday, June 10 will be Diane's last day to prepare the store for the summer closure and prepare the last deposit.
- Diane was contacted by a sales representative from the Coca Cola company interested in setting up an account with Southridge PTO. Diane compared their product and prices to that which are purchased from Costco and Wal-Mart. Most items are fairly comparable, with a few exceptions. The contract would not bind us to getting all drinks from Coca Cola unless we agreed to use one of their beverage coolers. Delivery would be free and would cut down on the amount of time the Skymart shopper spent obtaining product for the store. A motion was made and seconded to enter a contract with Coca Cola. The motion was approved by all present.



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New Business

- Members were cautioned to look into associations/organizations supporting adequate funding for Oregon schools before supporting them; many are not supported by the Beaverton School District.
- Board members were made aware that there is a rise in phishing scams targeting PTOs and to pay attention to the email address of the sender of such emails.
- Many board members indicated they are not able to attend the next PTO meeting on Wednesday, June 12. As this is an important meeting that will decide on the budget and board for next year, and to be sure we have a quorum, the date of the meeting was moved to Thursday, June 13 at 6:30pm.

Adjourn: The meeting adjourned at 8:07pm.