



SOUTHRIDGE PTO

PARENT-TEACHER ORGANIZATION

Southridge Parent Teacher Organization (PTO)

Southridge High School Booster Council Inc. dba Southridge PTO Executive Meeting Minutes Tuesday, August 6, 2019

A meeting of the PTO was held Tuesday, August 6, 2019 at 4:30pm at the residence of Ilijia Encinas.

Attendees included: Jen Moser – President, Maureen Wagner – Treasurer, Shannon Duffy – Secretary, Ilijia Encinas – Member at Large and Kristin Greene – Staff Appreciation Coordinator.

Becky O'Malia – Volunteer Coordinator and Diane Scannell – Skymart Manager were not present. A quorum was present at this meeting.

Call to Order: 4:30pm

Introductions of New Board Members

Old Business

- Motion was made to approve the PTO minutes from June 12, 2019 and seconded. All attendees were in favor.
- Any parents interested in one of the open positions below can email president@southridgepto.com.
 - VP Marketing/Community Outreach
 - Co-Treasurer
- Anyone interested in partnering any of the positions below, please email president@southridgepto.com.
 - School Dance Representative: Becky O'Malia
 - Staff Appreciation Coordinator: Kristin Greene
 - Apparel Manager: Sunnie Hernandez
 - Grad Night Coordinator: Shawna Meyer

Volunteer Report – Jen Moser for Becky O'Malia:

- Will use Better Impact (BSD volunteer system) to get volunteers for Preview Days on 9/3 & 9/4
- Jen & Ilijia will meet with Becky to help her set-up system for volunteer needs; will give ID badge template; Shannon will help until Becky attends district training.



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Apparel Report – Jen Moser for Sunnie Hernandez

- Skyhawk Starter Set (chromebook cover & lanyard) will be sold at Preview Days for \$8; lanyard only will be \$3 and chromebook cover only \$10; need cash register/cash and Square for payments.
- Starting slow with purchases this year, limiting it to pullover sweatshirts in black and gray with the Southridge Skyhawk traditional logo on front, hats, including women's pony hats. Visors have also been requested; Jen will follow up on prices.

Treasurer's Report – Maureen Wagner

- Changes to budget items for 2019/2020 school year:
 - Reduced the number of scholarships to 6 and budget to \$6,000.
 - Added line item for Sustainability at \$6,000.
 - Three scholarship recipients from last year haven't provided school info yet.
- Accountant notified that 2018-2019 fiscal year is complete.
- Discussion about Sustainability budget line item and definition of what qualifies. Waiting on information from Mr. Nieslanik, once they have defined the program, so that the by-laws can be reviewed to see if a description needs to be added in this regard.
- Reviewed bank account and Grad night funds remaining.

Skymart Report – Jen Moser for Diane Scannell

- First day open will be Wednesday, September 4th
- Considering scheduling of Skymart Volunteers using Better Impact (volunteer system).
- Coca-Cola vendor update: contract signed; won't use their cooler; product will be ordered before school starts.

New Business

- Volunteer Needs for September 2019:
 - August 26: Staff Breakfast - Food & beverage items needed.
 - September 3: Preview Day 1 (7am-7pm) - Large volunteer group needed.
 - September 4: Preview Day 2 (7:45am-2:30pm) - 5 volunteers needed.
 - September 6: First Football Game - Mainly staffed by Board; 2-3 volunteers needed for set-up.
 - Additional Scheduling
- Staff Appreciation Changes for 2019/2020- August 28 Meeting Needs
 - Staff breakfast at 7:30am on Monday, August 26th; set-up at 6:30am-ready by 7:30am.
 - Kristin will ask for volunteers to donate specified items.
 - Contact Starbucks for donation of coffee.
 - Request four tables from staff for food.



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- Write A Check Campaign Marketing
 - Principal has PTO flyer for summer packet mailing.
 - Jen created a post for social media.
- Preview Days Skymart
 - Skymart will not be open first day (9/3).
- Website Updates and Changes Needed
 - Ilirija will activate online donation link.
 - Jen would like to put a request out via Better Impact for a parent volunteer to help with website updates.
- Monthly Info/Educational Sessions/Ideas for Guest Speakers
 - Need community/outreach chairperson; events successful last year; considering sessions about graduation community service hours requirements and getting college ready; Ilirija will coordinate.
- Review/Modify PTO Timeline
 - Jen will send out sign-up sheet for upcoming events to Board members.
- First Quill Article Ideas
 - Skyhawk Starter Kit, first PTO Meeting, PTO introductions, Skyhawk apparel.
- By-law Changes
 - Update to ensure are current with PTO needs.
- Suggested that two Board members to get together and draft redline version of by-laws for the rest of the Board to review.

The next General Meeting is scheduled for Wednesday, September 11, 2019 at 6:30pm in the Community Room.

Adjourn: The meeting adjourned at 6:54pm.