

South Anchorage High School PTSO  
General Membership Meeting  
March 4, 2024  
Agenda

Attendance: Dr Almon, Landon Forth, Jyll Green, Jennifer Wagner, Kim Leary, Jane Tuomi, Jayme Carr, Dane Senaga, Cristy Jensen, Trey Wagner, Tara Devlin, Lee Butterfield, Rebecca Tyler (online).

1. *Call to order*-6:15 pm

2. *Approval of Minutes*

- a. Approve February meeting minutes. Motion to approve: Dr. Almon Second: Kim Leary.

3. *Principal's Report*

- a. SOBOSS was a big success. As kids get older, less kids show up, but this year was well attended. Freshman and Sophomores were really involved and excited. First time Dr. Almon has seen this.
- b. Lots of kids going overseas for school trips (and Ohio).
- c. Budget passed but lost 3.4FTE and ½ a counseling position. No one will be terminated-lost some due to attrition. Few candidates for special education. Today Dr. Almon received a transfer request from a teacher which will help fill a gap.
- d. April is final month for seniors and all the events. Then graduation.
- e. New cafeteria manager seems friendly and reasonable so no obvious concern about meeting the federal nutrition requirements.

4. *Teacher Representative Report*

- a. Four grant requests. We have \$3000 in our grants fund after paying for the bleachers. Will verify PTSO membership of all grant requestors per PTSO policy.
  - i. Tara Devlin/Natasha-submitted online. She first wanted to say thank you for the gift of the school spirit wear for a student in need of clothing. Tara is an English Language bridge teacher for Goldenview and South. She is requesting \$1000 for ELL (English Language Learners) group. These funds will go towards drinks/snacks/supplies for the after-school ELL homework group. Landon Forth recommended we approve the \$1000 but reimburse based on receipts received. Jen (treasurer) said it is possible to set aside the \$1000 in the budget and pay as we go. Motion to approve Kim Leary and seconded by Jayme Carr. No objections.
  - ii. Eugenia Mahoney asking for Chromebook chargers for her room. She is an ELL teacher, but students don't come with the Chromebooks fully charged. She had some given to her, but those were stolen. Dr. Almon recommends that the chargers get secured to the desks (zip ties). Title funds are used for Title I schools to purchase extra chargers. The chargers are \$10. There are 20 kids max in the class. Dr. Almon recommends the chargers are

secured to the desk. Motion to approve \$150 for 15 chargers off Amazon by Kim Leary. Landon Forth to purchase with his credit card. No objections.

- iii. Mr. Levine is an orchestra teacher. He has been given the go ahead for a ukelele class. However South/ASD is not providing the ukeleles. It costs \$113 per instrument after a 25% discount. In addition, he needs soft shell cases. He is asking for the PTSO to cover some or all for a classroom set of instruments. Looking for funding for 35 instruments. Dr. Almon said he has a barrier-reducing U.S. Department of Education grant for hard goods to cover some of the cost of the instruments. Kim Leary suggests \$1000 towards the purchase of ukuleles and covers. Dr. Almon will see what is available in the grant. Kim Leary voted to approve and seconded by Jayme Carr. No objections.
- iv. Wendy requested a projector bulb last month. Keith looked at our school and at surplus and there are none. Dr. Butterfield said he has spare projector bulbs.
- b. Freshman fair is April 9. We will need a table there.
- c. Parent Ambassador program for the Academies of Anchorage is in the works-looking at giving a stipend and managing their outcomes/agenda.

## 5. Officer Reports

### a. President's Report

- i. Thanks to Mr. Butterfield for opening the Ravens Ring.
- ii. Landon's daughter told her he wasn't doing a good job of pitching PTSO involvement in his own circles. Dane had some social media suggestions—more pictures putting reels on IG but more so on TikTok. TikTok has more viewership-easier to reach out and you can do a lot in a 15 second clip. Dane suggests we create a TikTok account. Rebecca feels like Facebook is still relevant for parent population. Discussed content ideas for Dane's TikTok videos. Dr. Butterfield asked how to get a broader audience and suggested we engage the middle school feeder schools. Kim Leary suggested we announce this at Freshman Fair. Dane recognizes that friends of friends will become part of the viewership. Dane said he was happy to take on TikTok. Landon said thank you for all of the efforts by the student leadership for their involvement and social media content management.

### b. Treasurer's Report

- i. See attached budget.
- ii. Grant funds almost tapped out for the year after tonight's approvals.
- iii. Store will generate \$50k of income (budgeted \$45k).
- iv. Spirit wear is below budget but hoping to cover ground during Freshman Fair. We have \$11k in sales, but \$20k in budget. Historically we have sold around \$3k during Freshman Fair. Next year expense budget will go down as we are well stocked.
- v. Overbudget in operational supplies (replacing square terminals, fridge, microwave). But these items will last for years.
- vi. Landon asked about profit margin for spirit wear. Staff receives a discount, and they buy 10-15% of the total spirit wear sold, which knocks out the profit. Freshman fair, freshman orientation, teacher conferences, basketball, and homecoming are big sales days. Jennifer could dive a little deeper into margins. Landon recommended considering the online store for more expensive items.

## 6. *Committee Reports*

### a. Senior Events

- i. May 1 is Senior Fun Day. They are requesting breakfast prior to their away day at the Dome. They leave close to 9:15am. Cristy is working on organizing all the games/equipment for the day. Dippin Dots gives 20% back to PTSO-consider inviting to the event.

### b. School Store

- i. Next year will have volunteer of the month award.
- ii. Store continues to go well.
- iii. New drink "Prime" went really well (1 case gone in a week at \$3 a bottle), but it wasn't at Costco last week. Blue Monkey was a hit but then Costco stopped carrying it. Landon recommended reaching to K&L distributor or coffee shop distributors-Landon will give contact information.
- iv. Need a credit card for delivery from the Costco Business Center. Landon can help facilitate.

### c. Spirit Wear

- i. Lora Huston sent an email to Landon. Working with V&S for the online store-we would receive a 10% rebate on all purchases. More to discuss. Upside is convenience and no capital expense, but not profitable.

### d. Membership—See attached membership report. Jane will be stepping down end of year.

- i. Do we want to start collecting for the 2024-2025 year on April 1? (Freshman Activity Fair – April 9). YES was recommendation by Jennifer, treasurer. Jayne asked to raffle a beanie for new members at the Freshman Fair.
- ii. Do we want to do a Spring Membership Drive in April? Dane said he is up to helping with this. There are 5 left over prizes from the fall drive to give away.
- iii. Cheddar App fees 3.6% + \$0.59 transaction fee. Do we want to continue giving members the option to cover fee (cost of doing business) or pass the fee on to members? (10% currently cover fee). Yes, make fee mandatory if paying by credit card. If they don't want to pay they can pay by check or cash.
- iv. Looking for someone to take over Membership Chair! It's a great way to get involved and Spring would be a good time to transition with the Freshman Activities Fair coming up. Landon recommends we using social media to announce that we are losing our membership chair and contact Jane if interested.
- v. Tara Devlin recommended we reach out to Goldenview PTSO to promote South PTSO. Jennifer Wagner is the FB content admin and will post something.

## 7. *Old Business*

- a. Landon recommended we go to the bank for an additional credit card. Bank requires a personal guarantee for an additional card or could get a debit card. Discussed again getting a Costco Business credit card.

## 8. *New Business*

- a. All school breakfast. Dr. Almon asked for May 13, Monday before the late start.
- b. Senior breakfast May 1.
- c. Teacher Appreciation Week is May 6-10. Jayme and Lora will spearhead this again this year.

- d. Bo Seward—tabled for next meeting.
  - e. Freshman Fair-6:00 PM on April 9. Needs all PTSO leadership to show up if possible.
  - f. Prom is May 20 from 9-midnight at the museum.
  - g. Jyll recommended adding an ask for cash donations if unable to donate items for the various school events. Could also ask for bleacher specific donations. Dr. Butterfield recommended we have a Patreon Account-this gets parents to sign up for membership levels. People forget to turn off the donation and it gives us a constant revenue stream. You can invite a specific tier to an event or give a gift. Need people to make signs for the asks at our events. Mr. Ruggles has a colored photo of the bleachers so Jayme said she could come up with a poster that includes a QR code for Cheddar UP.
  - h. Elections coming up at May meeting. Courtney creates an election committee. Advertises positions through membership site and social media. Voting at the meeting.
9. *Announcements*—Next meeting April 4 at 6pm at Ravens Ring in upstairs room. Jyll will be gone and Dr. Almon offered to take minutes.
10. *Adjourn*—7:46pm. Such a GREAT TIME at Ravens Ring!

## PTSO Membership Report

March 4, 2024

### 4 New Memberships (2 teacher, 2 parent)

1. Do we want to start collecting for the 2024-2025 year on April 1? (Freshman Activity Fair – April 9)
2. Do we want to do a Spring Membership Drive in April?
3. Cheddar App fees 3.6% + \$0.59 transaction fee. Do we want to continue giving members the option to cover fee (cost of doing business) or pass the fee on to members? (10% currently cover fee).
4. Looking for someone to take over Membership Chair! It's a great way to get involved and Spring would be a good time to transition with the Freshman Activities Fair coming up.

# Treasurer Report

## South High PTSO 2023-2024

Mar 3, 2024

	2022-2023	2022-2023	2023-2024	2023-2024	Difference	
	Budget	Actual	Proposed	Actual	last report	
<b>Income</b>		approximate				
Donations	\$500.00	\$2,040.00	\$1,500.00	\$850.00		includes \$100 business
Amazon Smiles /Fred Meyer	\$100.00	\$151.80	\$50.00			
Interest	\$12.00	\$10.99	\$12.00	\$9.79	\$2.74	
Other income		\$115.00				
Membership Dues	\$1,000.00	\$1,420.00	\$1,400.00	\$1,650.00		730 single, 920 family
School Store						
Clothing	\$20,000.00	\$11,999.00	\$20,000.00	\$11,339.30	\$84.00	might not make budget?
Food	\$30,000.00	\$39,146.70	\$45,000.00	\$37,059.66	\$6,055.79	After ~1st quarter 38% of way to our b
Carry-over from previous year	\$15,000.00	\$16,839.35	\$23,277.98	\$23,277.98		~3rd Q ~85% budget
<b>TOTAL</b>	<b>\$66,612.00</b>	<b>\$71,822.84</b>	<b>\$91,239.98</b>	<b>\$74,186.73</b>		Est ~\$50k for food for year
		\$54,883.49				
<b>Expenses</b>						
Administrative Grants	\$2,000.00		\$2,000.00			
Freshman Shirts/welcome gift	\$1,000.00		\$1,000.00			
All School Breakfast	\$750.00		\$500.00	\$55.45		
Bank Fees	\$750.00	\$1,569.83	\$1,800.00	\$1,576.71	\$215.94	
Fees paid for other organizations						
Bo Seward Community Service Award	\$2,500.00	\$2,500.00	\$2,500.00			
Business License 2 years due Dec2023)	\$0.00	\$30.00	\$100.00	\$100.00		
Emergency Preparedness	\$500.00		\$200.00			
Hospitality	\$500.00					
-Staff Luncheons	\$200.00	\$43.00	\$200.00	\$200.00		\$306 for back to school breakfast item
-Staff Appreciation Days/Weeks	\$2,500.00	\$3,216.02	\$4,500.00	\$106.00		
-Custodial Christmas Party						
Family Emergency						
Graduation Support	\$500.00		\$500.00			
Senior Fun Day	\$1,000.00	\$530.78	\$1,000.00			
Senior Night of Inspiration						
Graduation Hospitality Room	\$500.00	\$264.88	\$500.00			
Insurance	\$515.00	\$510.00	\$515.00	\$515.00		
Memberships	\$150.00		\$150.00	\$94.60		
Mini-Grants	\$15,172.00	\$4,310.76	\$29,000.00	\$5,281.13	\$3,848.85	
Operation Supplies	\$200.00	\$596.16	\$600.00	\$1,652.29		signs, ipads, minifridge, etc.
Professional Services	\$625.00	\$315.34	\$500.00	\$159.99	\$75.00	online tax prep, quickbooks
School Store						
Clothing	\$15,000.00	\$14,761.50	\$15,000.00	\$15,177.63	\$1,205.22	
Food	\$15,000.00	\$18,733.65	\$23,000.00	\$17,499.71	\$4,058.53	
Payout to other organizations						
Student Enrichment (Planners)						
Student Treats	\$750.00	\$936.73	\$750.00			About \$170 for Halloween candy
\$5 Teacher Coupons for student rewards				\$69.21	\$29.21	forgot to separate this from store expe
Wolverine Den	\$500.00	\$226.21	\$500.00			4 \$5 student gift cards to store availabl
Carry over to next year	\$6,000.00	\$23,277.98	\$6,000.00			after they are redeemed book as \$2.50
<b>TOTAL</b>		<b>\$66,612.00</b>	<b>\$90,815.00</b>	<b>\$42,487.72</b>		Also 1 sweatshirt gifted
<b>Net Profit (Loss)</b>						
Bank Balance (approx) 3/3/2024	\$32,703.22					
Quickbook Balance	\$31,739.01					

## South High PTO, Inc (new)

### Statement of Activity Comparison

July 1, 2023 - March 3, 2024

	TOTAL	
	JUL 1, 2023 - MAR 3, 2024	JUL 1, 2022 - MAR 3, 2023 (PP)
<b>Revenue</b>		
Business donations	100.00	
Clothing sales	11,339.30	9,401.50
Contributed income		
Donations directed by individuals	750.00	1,660.00
<b>Total Contributed income</b>	<b>750.00</b>	<b>1,660.00</b>
Food Card	40.00	320.00
Investment income		
Interest	9.79	6.62
<b>Total Investment income</b>	<b>9.79</b>	<b>6.62</b>
Membership PTO	730.00	1,260.00
Family PTO membership	920.00	
<b>Total Membership PTO</b>	<b>1,650.00</b>	<b>1,260.00</b>
Sales		
Food sales	37,059.66	23,217.90
<b>Total Sales</b>	<b>37,059.66</b>	<b>23,217.90</b>
Uncategorized Income		115.00
<b>Total Revenue</b>	<b>\$50,948.75</b>	<b>\$35,981.02</b>
<b>Cost of Goods Sold</b>		
Cost of Goods Sold		
Cost clothing	15,177.63	14,761.50
Cost Food	17,499.71	12,091.11
<b>Total Cost of Goods Sold</b>	<b>32,677.34</b>	<b>26,852.61</b>
<b>Total Cost of Goods Sold</b>	<b>\$32,677.34</b>	<b>\$26,852.61</b>
<b>GROSS PROFIT</b>	<b>\$18,271.41</b>	<b>\$9,128.41</b>
<b>Expenditures</b>		
All School Breakfast	55.45	
Awards & grants to others		
Student gift cards	69.21	
<b>Total Awards &amp; grants to others</b>	<b>69.21</b>	
Contract & professional fees		
Accounting fees	159.99	275.00
Biennial Report - Domestic Nonprofit Corporation		30.00
Business License	100.00	
<b>Total Contract &amp; professional fees</b>	<b>259.99</b>	<b>305.00</b>
Insurance	515.00	510.00
Mini-Grant	5,281.13	1,014.00

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South High PTSO, Inc (new)

Statement of Activity Comparison

July 1, 2023 - March 3, 2024

	TOTAL	
	JUL 1, 2023 - MAR 3, 2024	JUL 1, 2022 - MAR 3, 2023 (PP)
Office expenses		236.20
Bank fees & service charges	1,576.71	972.43
Memberships & subscriptions	94.60	
Office supplies	1,652.29	
Software & apps		40.34
<b>Total Office expenses</b>	<b>3,323.60</b>	<b>1,248.97</b>
Staff appreciation	306.00	43.00
Wolverine Den		226.21
<b>Total Expenditures</b>	<b>\$9,810.38</b>	<b>\$3,347.18</b>
<b>NET OPERATING REVENUE</b>	<b>\$8,461.03</b>	<b>\$5,781.23</b>
Other Revenue		
Amazon smiles/Fred Meyer		72.92
<b>Total Other Revenue</b>	<b>\$0.00</b>	<b>\$72.92</b>
Other Expenditures		
Other Miscellaneous Expenditure		
Student candy handout		936.73
<b>Total Other Miscellaneous Expenditure</b>		<b>936.73</b>
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$936.73</b>
<b>NET OTHER REVENUE</b>	<b>\$0.00</b>	<b>\$ -863.81</b>
<b>NET REVENUE</b>	<b>\$8,461.03</b>	<b>\$4,917.42</b>