

**MINUTES OF A MEETING  
OF THE PTO FOR  
WYDOWN MIDDLE SCHOOL  
OCTOBER 24, 2016**

A meeting of the PTO for Wydown Middle School was held, as scheduled pursuant to due notice, on October 24, 2016, at 6:00 p.m. CT at the Wydown Middle School Main Street.

The following members of the Board were present at the meeting: Stephanie Abbajay, President; Brenda Guynes-Glick, President; and Missy McCormick, Treasurer.

The following members were also present: Gina Nakis, Sarah Melinger, Cheryl Waites, and Alison Hoette.

Jamie Jordan, Principal, Brian Engelmeyer, Carla Miller, and Ed Kastner were also present.

Brenda Guynes-Glick welcomed members of the PTO and reviewed the agenda for the meeting.

**Approval of the Minutes by Brenda Guynes-Glick**

A motion was made to approve the minutes from the September meeting, which was passed.

**Staff request for funding Presentation and Discussion by Brenda Guynes-Glick**

Carla Miller, Theater teacher, presented a packet with requests for funding for body microphones for the two theater productions. The theater staff requested bids from three vendors to both purchase and rent body microphones. WMS needs body microphones because they can no longer be borrowed from the high school. Without the body microphones, the quality of the production is compromised because it is hard to hear. They make a huge difference in production value.

Discussion was had regarding renting versus purchasing microphones. The theater department is leaning towards renting body microphones because the lifespan of the microphones is short. The equipment becomes outdated quickly, so renting would make sense to get the most updated equipment without the responsibility of costly maintenance. The cost to rent microphones is \$835 per production and there are two productions per year.

Discussion was had regarding other funding options, which included the following questions:

- Could a dollar be added to the cost of the tickets to include the cost of the microphones?
- Could the budget for after school activities and clubs be used to rent the microphones?
- Could the money from the food budget be used to pay for the microphones instead of the chicken that is normally purchased?
- Is a discount available on the rentals if we guarantee a certain number of rentals per year?

Discussion was had regarding funding of the microphones going forward. Who will fund this next year – the PTO or the district? Dr. Jordan will meet with school district administration to discuss adding it to the budget next year so the cost is covered.

It was decided that funding should come out of the after school clubs budget since Theater can use that budget while other teacher requests would not be able to be funded from that budget. The PTO has not

used any of the after school budget so far and has received one other request for funding from the Chess club. Voting on funding the microphones was tabled until the end of the meeting.

The Chess Club requested \$900.00 to fund a local tournament and state championship. If this funding is not granted, many students would not be able to participate. There are currently 35 kids participating but more are expected to join. The total cost of the trip is \$1,720.00 and the request is for \$900.00.

Discussion was had regarding the PTO's responsibility to fund the cost to send students to the State Championship. It was discussed that the PTO should fund the Wydown Local Tournament and let those students participating in the State Championship fund their own expenses with the PTO funding any scholarship needs. Voting was tabled until the end of the meeting.

### **Budget Discussion by Stephanie Abbajay**

Stephanie conducted a review of the 2016/2017 Budget to help explain how the money is spent. Following is a summary of each category:

#### **Expenses**

- After School Activities: Includes the theater and all other WMS after school activities.
- Counseling Fund: For the counselors to use for food for kids who come to counseling, to purchase lunches and breakfasts for children who don't have funds to eat, to provide a cupcake for each student on their birthday, and the new student pizza party. They are able to allocate the funds how they see fit.
- Ambassador Expenses: For Ambassador t-shirts purchased each year.
- Parent Connections: Events intended to bring together grade level parents to socialize and get to know each other.
- 6th Grade Events: Field Day or end of year events
- 7th Grade Events: Swim Party or end of year events
- 8th Grade Events: Commencement and dance, locker decoration, promotion ceremony, swim party, and other end of year events
- 8th Grade Events: Special \$450 allocation that came to Wydown from Meramec when this class entered Wydown. It is money that was raised at Meramec that was left over from 5th grade fundraising.
- PTO Programs: Helps fund PTO programs such as the Screenagers movie, Fall Film Festival and to pay for refreshments for open houses, meet the teacher and other events.
- Printing: Buzz Book expenses
- PTO Council Dues: Money that each PTO pays to the PTO Council to cover tax preparation expenses and Quickbooks yearly fee
- Staff Appreciation: Averages \$2.86 per staff person/per year. This funds all the staff appreciation events that are not covered by parent donations
- Staff Requests: Used to fund WMS staff requests that come in throughout the year. Each expense is voted on and approved by the PTO membership.
- Principal Fund: A fund for the Principal to use as she sees fit. Typically includes gifts and food for staff that are not covered by the district.
- Building Fund: A fund used to buy items for the Wydown building that the district would not otherwise provide.

- 6th Grade Camp: Earmarked for 6th grade camp scholarships and materials for camp. This year, there were enough donations by families that they were able to use all the funds for camp related materials rather than scholarships.
- 7th Grade Trip: Used however they see fit to enhance the 7th grade trip experience and for scholarships.
- 8th grade Trip: Used however they see fit to enhance the 8th grade trip experience and for scholarships.
- Brunch for Books: Event every spring books are sold for the library and this amount is used for refreshments during the event.

### **Treasurer's Report by Missy McCormick**

Missy would like the ability to break down the budget to be more transparent so we can see where the money is going. Fundraising totals \$20,830 in the general budget of our \$33,850 budgeted amount (approximately 60% funded). 51% of the population has contributed.

Missy reviewed the Statement of Activity, which shows what has happened since the last PTO meeting. The current bank balance is \$58,766.52. The taxes have been filed with the District who processes it for the WMS PTO. This is part of what the \$500.00 paid to the PTO Council covers.

Discussion was had on fundraising needed to cover next year's WMS PTO Budget. The current need is \$13,000. The WMS PTO will do another call via email for those who have not given, then reassess the need to do additional fundraising.

A motion was made to approve the Treasurer's Report, which was seconded and passed.

### **Proposed Procedure for Staff Requests by Stephanie Abbajay**

There are not currently guidelines in place for staff requests for funding so Stephanie and Brenda met with Dr. Jordan to develop guidelines so that teachers know what they can ask for and the procedure. They should check other resources before they come to the PTO to ask for a grant. All requests must come to Dr. Jordan first so that they can be vetted before they are sent to the PTO for a vote. The guidelines would be revamped each year to reflect the amount in the budget.

Guidelines were presented, reviewed, and discussed. A motion was made to approve the Guidelines, which was seconded and passed.

### **Principal Report by Dr. Jamie Jordan**

Dr. Jordan shared several items to celebrate:

- 6th grade camp donations were enough to cover the cost of those in need. 10% of our student population needed some level of scholarship and the cost was completely covered so they were able to use all the PTO money for program enhancement.
- WMS came in first place for the St. Louis area in the MAP math test and second place in the St. Louis area in the ELA (Literacy and Social Studies) test.
- The staff appreciation meal with the soups and salads was amazing and the teachers were blown away. It means a lot to the teachers to have food for them at conferences. If you have dishes/crockpots at Wydown please come pick them up. They are all clean and ready to go home.

Dr. Jordan shared a few areas of concern:

- Concerns were shared about the limited amount of appointments available for parent-teacher conferences. There was a half day less time for conferences than normal. Ninety emails were blocked when the email went out, so they will send out a letter in the spring so that everyone is aware of when to sign up for conferences. Dr. Jordan is working with the High School and Administration to improve the conference experience for everyone. Feedback regarding conferences is appreciated, so please contact Dr. Jordan with feedback.
- Student safety at drop off and pick up remains a priority to the District. There continues to be issues with traffic, students crossing the street, and students riding their bikes to school. Dr. Jordan is meeting with Dr. Doherty and Tim Wonish to discuss the safety concerns with the traffic at pick up and drop off. They will discuss ways to improve student safety during these high traffic times.

**VOTE for funding proposals:**

Theater Microphones:

Total request is for \$1,670 for two productions. Two motions were made; one to fund the first show and to take up the motion of funding the second show at a later time allowing the Theater teachers to look into a discount for securing two shows or do fundraising to cover some of the cost. The second to fund both shows now but encourage the Theater teachers to look into other fundraising options. The membership decided to move forward with the first motion, which was seconded and passed.

Discussion was had that the theater teachers would not need to make another request but should report back to the PTO after they look into a discount for booking two shows and if they are able to suggest other fundraising options. The PTO can vote to fund the second show at anytime.

Chess Club Request:

Request is for \$900. Concern was expressed about the PTO funding the State Championship expenses since that is not sponsored by WMS. A motion was made to approve \$700 for the chess club to cover the costs for the Wydown Local Tournament. The motion was seconded and passed.

**Other Business by Brenda Guynes-Glick**

The WMS Fall Festival is on Thursday, November 3<sup>rd</sup> from 6:00-7:30. Look for more information on this event.

Please remember to use your Escrips card when shopping at Schnuck and collect Box Tops for WMS fundraising.

The next PTO meeting will be held November 14, 2016 at 6:00 p.m. in WMS Main Street.

**Conclusion**

There being no further business, the meeting was adjourned.

Respectfully submitted,

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Angela Osborne, Secretary