



Clayton High School PTO  
**CHS PTO Meeting Agenda**  
May 7, 2025, 12 pm

**MINUTES OF A MEETING OF THE CLAYTON HIGH SCHOOL PTO**  
Wednesday, May 7, 12:00 pm

This Meeting was held on Zoom and in person at the Center of Clayton, Meeting Room C.

The following board members were present in person:

Co-President Joanna Dinsmore, Co-President Jena Schaumburg, Treasurer John Holmes, and Secretary Amber Kempf

The following CHS Staff, PTO Members, and PTO Committee/Event Chairs were present:

CHS Principal – Dan Gutchewsky  
CHS Coordinator of Athletics and Activities – T'Shon Young  
Emily Whitney– Staff Appreciation Committee  
Amy Wilson – Staff Appreciation Committee  
Marni Dillard  
Rob Bertman – 2025-26 PTO Treasurer Volunteer

The following members and Board/Committee/Event Chairs were present via Zoom:

Priya Bazzani, PTO Communications  
Jenny Shu  
Ben Beinfeld  
Pam Washington  
Tanee Jackson Whitlock  
Emily Zhao, Junior Parent Connections

- **Welcome & Introductions:** Jena Schaumburg and Joanna Dinsmore
- **Presidents' Report**
  - A motion was made, seconded and those present voted to approve both the March and April PTO meeting minutes.
  - Changes and Openings on the PTO Board for the 2025-26 School Year
    - John Holmes is retiring from the PTO Board at the end of the 2024-25 School Year. The Board thanks John for his service these past two years.
    - Rob Bertman is volunteering to serve as Treasurer for the 2025-26 School Year and the Board looks forward to working with him next year.

- Jena Schaumburg is stepping down from the PTO Co-President Position. The Board thanks Jena for all her work co-leading the PTO these past two years.
- Communications Director Priya Bazzani has volunteered to step into the role of Co-President for the 2025-26 School Year. The Board is looking forward to her leadership.
- Joanna Dinsmore will continue in the role of Co-President for the 2025-26 School Year.
- Amber Kempf will continue in the role of Secretary for the 2025-26 School Year.
- The Sophomore, Junior and Senior Parent Connections spots are filled.
- Emily Whitney and Amy Wilson will continue in their roles with the Staff Appreciation Committee.
- Available positions for next year
  - The Communications Position has not been officially filled yet
  - Freshman Parent Connections – All three spots are available. Joanna will be reaching out to the families of rising Freshmen to see if anyone is interested in filling this role. Please reach out to the board, Joanna or Priya if you are interested. In this role, you plan two parent events and help locate information, connect parents to staff that can help them, and answer questions for Freshmen parents. Jenny Abeles who served in the role of Freshman Parent Connections this year has created a document to guide volunteers with what the role of Freshman Parent Connections Chairs entails.
- PTO presence on PowerSchools/MySchoolBucks
  - The PTO did meet their budget this year, but next year the Board would like to start engaging with families to share information about the PTO and offer information about donating to the PTO as early as possible.
  - The Board is in discussion with the central office about the possibility of adding a PTO Back to School Form to the read only docs in Power School. This document would give families information about the CHS PTO and share ways to donate to Funds for Excellence to fund PTO parent/caregiver and community events and Faculty Projects Awards for staff and students.
  - The Board is also considering using MySchoolBucks to use as a fundraising platform. The Board has been told that the school would have to hold the funds raised on MySchoolBucks and disburse them at the PTO's request. The District is making inquiries with all the schools in the District about their interest in using PowerSchool and MySchoolBucks to make sure it is used consistently by all the school PTO's. Joanna asked that the administration make sure the CHS PTO receives guidelines on what can and cannot happen on these platforms. It is the Board's hope this may be implemented in time for the 2025-26 school year. If not the PTO will continue to collect donations the way we have been doing but engaging more early in the year. The hope is to have all fundraising done before Thanksgiving next year.
  - Currently only 20% of the CHS community donates to CHS Funds for Excellence. The Board wants to move the needle on awareness of the

opportunity to support the CHS PTO which is why we want to engage with the community from the very start of the school year and in more ways.

- It was suggested and agreed that the CHS PTO could use social media more to engage with the community about fundraising. It was also shared that there are a lot more social media sites in use at the High School level which might dilute the message, but the Board will add social media to the list of ways to engage with families and consider a volunteer to take on social media engagement for the CHS PTO.
- The Board is going to have a poster or display of how to donate to the CHS PTO at the few parent events that occur at the high school, i.e. Open House, and the Back-to-School Event done by the District PTO.
- Faculty Project Award videos are available on the PTO webpage to be viewed, and the PTO wants to keep funding these projects and sharing the videos of the projects with the community next year.
- Meeting date change for 2025–26
  - The Board has decided to move the meeting of the CHS PTO to the second Wednesday of the month to accommodate the Treasurer in having more than a few days to reconcile the bank account and draft reports with the most up to date financial information in time to present at the meeting.
  - Clayton Education Foundation Innovation Grants vs. PTO Staff Special Projects Awards
    - Joanna has reached out to the leadership of the CEF to get clarity on what each group wants to focus on providing CHS staff funds for. CHS PTO is waiting to hear back from them.
    - Clayton Education Foundation has taken over the annual golf tournament. It did not make a lot of money in the past to justify the large amount of work and expense required to run it. The Board and administrators are not sure if any funds are still being raised from the event or if it is just run as a community event. The Athletics Department is no longer receiving any funds from the golf tournament.
  - Report from PTO District Council meeting, 4/17
    - The Clayton School District is working on a new website. There is a survey on the current CHS Website to share ideas on how to improve the website. It was shared that it would be helpful if more information was available about events when you click on the event on the calendar. Dr. Gutchewsky indicated that the current website is not user friendly for those posting information on it either. The CHS administration is looking forward to a better website too so that it can better share our information and events with families and students.
  - Back to School Bash
    - The District PTO will again host the Back to School Bash for all students and families on 8/14/25 at the Shaw Park Enterprise Pavilion from 5-7 pm. Each schools PTO will have a table with sign-ups for volunteering and links to make donations.
  - Past PTO Events – Emily Zhou

- The Junior class Parent Connections social was held at the Ivy Café on 4/2. Even with the bad weather that night there was a good turnout as some folks came out despite the weather. The food was great, and everyone had a good time. The Ivy Café is a great venue with a great location and good food options.
  - Emily shared appreciation with the PTO Board for the parent connection events and hosting CHS PTO meetings via zoom as well as in person making it much more accessible for folks to attend.
  - Upcoming Events
    - A Freshman class college Q&A session will be held with Carolyn Blair on 5/8, at the CHS library at 6 pm.
    - The Senior Sendoff Celebration was organized by Senior Parent Connections. It will happen at the end of the Senior Parade on 5/21/25. It will be held at the Shaw Park Enterprise Pavilion from 6– 8 pm. An e-mail has been sent out to Senior families, if you did not get it reach out and let the Senior Parent Connections Chairs or the Board know. Graduation will be held the day after.
- **Treasurer's Report**
  - Budget review and year-end summary
    - John reported that the CHS PTO raised more this year than last year. The Board provided more communications and opportunities to give this year which helped, and one large end of year donation was received which allowed the PTO to meet its budget goals. The CHS PTO is currently operating within their budget. Due to having some surplus funds, the Board has been able to accommodate some requests to spend a little over the budget for an event or item which we were able to accommodate. Special Projects are still outgoing and should be all paid out by the end of the fiscal year on July 31, 2025.
    - The Board indicated that due to these excess funds any chairs putting on events need to communicate with the PTO if they might need additional funds in their budget to covering rising costs for next year.
      - Staff Appreciation indicated that they would either have to cut back one event or request an increase for the budget of at least \$1000. They were told to make the proposal to the board to receive an increase in their budget for the following school year.
    - Plans to revise the Budget for the 2025-26 School Year. There are some excess funds in the PTO's account raised during the pandemic years when the PTO was suddenly unable to do much when schools were shut down and reopened under Covid Protocols and it was unsafe to hold in person events for the community. It is the Board's intent for the 2025-26 School year to form a Committee to explore ways to spend these excess pandemic funds on something for students and staff that can be utilized long term by students. The Board is required to keep one year's operating budget in the CHS PTO account, but anything over that amount can be placed in a fund to be used for this special project.
  - **Principal's Update:** Dr. Gutchewsky

- Testing for PSAT, SAT the Prom and the Senior Day of Service went well.
- End of course exams are coming up
- The CHS Awards Ceremony was held last week. There were 400 folks in attendance. Over 40 different awards were handed out to students.
- SRM performed Willy Wonka and the Chocolate Factory which was well attended and a great performance.
- AP Exams started last Monday. There will be 11 days of AP Exams. Staff will administer over 900 AP exams to students.
- The Long-Range Facilities Master Plan continues. The CHS School Board put out a request to several firms to bid cost estimates on projects all across the district. The Board has greenlighted the following projects for CHS: 1) a two story addition in the parking lot behind the math offices which will include a larger robotics practice and build space, space for the new geometry and construction course, and more classroom space, 2) auditorium renovations which will improve seating and infrastructure, 3) Updates to CHS athletic fields, including a complete renovation of Gay Field, the press box and stands or possibly moving our main athletic field into Shaw Park at field 6 by the Azdick Field. The School Board is talking to City of Clayton to see if moving Gay Field into Shaw Park is possible, 4) a security kiosk at the Stuber Gym entrance of the school was approved and will move forward. This is needed to monitor our connection to the Center of Clayton. The doors cannot be changed due to fire concerns, so it was decided to create a security kiosk and buzzer system to monitor those entering and exiting the school at this entrance. A portion of the training room will be used to create a security kiosk which will be manned during school hours. The Stuber entrance will also have a buzzer system as well. This project to improve security should be completed over the upcoming summer. There will be a bond issue for the community to vote on in Spring 2026 and if it passes construction can start the following Summer. The School Board will make final determinations on remaining projects once they get bids and know exact costs.
- A question was proposed as to why some of the morning AP exams started late recently. It was shared that the system for students to log in now requires a special college code, some of the students forgot theirs, tried to log in too many times, and got locked out requiring that the proctors figure out how to fix that before the exams should start. It was the first year for these new codes so things should go smoother going forward. As the timing of AP exams are set nationally, afternoon testing had to go forward at the scheduled time and the administration apologized for the short break between morning and afternoon exams due to the unexpected delay.
- Dr. Gutchewsky gave a small gift of appreciation to Co-Presidents Jena Schaumburg and Joanna Dinsmore from the administration for all their work for the PTO this past year.
- **Activities Update:** T'shon Young
  - Seniors' final countdown has begun

- Cap and Gown pick up is next Friday, 5/16/25 in the main office. If there are any issues with the fit of the Cap and Gown, see Mr. Brooks. The school keeps a few extra for anyone whose cap and gown don't fit properly to trade out as needed.
  - Monday 5/19/25 is Senior Send off Day. The Seniors will pull their "class prank." The staff and students' kickball game will take place. There will be a luncheon, and the Seniors will watch a Senior video. The Seniors will then walk the elementary schools. Students who did not attend elementary school in the district are invited to walk with friends. The day will end with the Senior Sunset on Gay Field. On 5/21/25 there will be a 5:30 pm parade from Gay Field to Shaw Park which will end in the Senior Family Celebration for parents and seniors. On Thursday 5/22/25 the graduation rehearsal will be that morning. Graduation will occur that night.
  - If you have not done so yet, send your senior photos for a slide show which will run while folks arrive at graduation. An e-mail was sent to student families with google form for them to submit a photo for the senior slide show which will be shown at the Senior Luncheon and again before graduation. Those without photos sent in will have their PowerSchool photo used.
- **Committee Chair Updates**
    - Funds for Excellence: Suzy Ogé, Bridget McAndrew. Projects have all been selected and implemented. Videos for some of the projects are posted on the PTO website for the community to see how these awards were used by the school to support students. The CHS PTO will continue to select projects for the Faculty Projects Awards that are experiential or that will work well with the upcoming building changes or improvements coming to CHS through the Long-Range Facilities Master Plan implementation.
  - For Jenna's final meeting as PTO Co-President the board gave her a gift card to thank her for her two years of service.

The Next PTO Meeting will be held on Zoom and in person at the Center of Clayton, for the 2025-26 school year on September 10, 2025, Meeting Room C, from 12 to 1 p.m.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Amber Kempf, Secretary