

**MINUTES OF A MEETING  
OF  
THE BOARD OF DIRECTORS OF THE PTO COUNCIL FOR  
THE SCHOOL DISTRICT OF CLAYTON**

**JANUARY 29, 2014**

A meeting of the Board of Directors of the PTO Council for the School District of Clayton (the "Board") was held, as scheduled pursuant to due notice, on January 29, 2014, at 6:30 PM CST at the offices of the PTO Council.

The following members of the Board were present at the meeting: Sarah Melinger, co-President; Laurie Anzilotti, co-President; Chrissie Wojciechowski, Vice-President; Susan Kronemer, Treasurer; Ann Marie Piana Kerr, Secretary; Missy McCormick, Director of Communications; Elisabeth Thonpson, PTO School Director; Beth Stohr, PTO School Director; Sharmon Wilkinson, Ex-Officio Advisor; Chris Tennell, Ex-Officio Advisor; Mary Jo Gruber, Ex-Officio Advisor; Brad Bernstein, Ex-Officio Advisor; and

Present by invitation were the following: Kristin Reddington, Karen McBride, KeKe Walker, Katie Sandquist, Andea Topps, Rene Morency, Jay Epstein, Melissa Pillot, Tivoli Majors, Stephanie Abbajay, Jessica Shuff, Linette Vidal, Ruthellen Osherow.

Sarah Melinger welcomed members of the Board and reviewed the agenda for the meeting. In continuation of the PTO Council's goal of unification of the School PTOs with the assistance of their governing body, the PTO Council is developing a strategic plan to serve as a resource and to provide guidance to the School PTOs in matters involving financial procedures, communications, by-laws, long-term capital projects, etc.

The strategic plan is for the PTO Council Directors, with the help of the ex-officio Advisors (the Principals and Administration), to ensure the best practices and standards are in place. The objectives are to facilitate (1) the best experience for our children and parents; (2) support for our School PTO volunteers, and (3) streamlining of District resources. It was emphasized that the goal is not to micromanage. Rather, it is to provide support and continuity to the School PTOs.

In providing a status of the strategic plan developments and seeking input, Ms. Melinger introduced Ms. Missy McCormick to report regarding the developments in the area of communications.

Communications/PTO Dashboard Review: Ms. McCormick reported that each page of the School PTO's Dashboards have been set up in conjunction with each School PTO Communications officer, with very positive feedback. The dashboard setup was offered as a resource to facilitate navigation of each of the School PTO's websites and to promote conformity in design for those parents who use the various PTO websites as a resource.

With regard to Funds for Excellence or similar fundraising campaigns, Ms. McCormick will assist each PTO's Treasurer with setting up his/her School PTO's website to facilitate using online payment as a resource for the parents. If interested, the School PTO Treasurer's are invited to contact Ms. McCormick.

Ms. Melinger then introduced Mr. Chris Tennill to report regarding the status of the School District's development of a mobile app.

School District of Clayton Mobile App: Mr. Tennill reported that the School District is working towards launching in 2014 a mobile app for the public. Information contained in Clayton's website available to the public is the information one will find utilizing the app. It will not be password protected.

Mr. Tennill demonstrated to the meeting attendees applications of the mobile app developed to date. The parents will be able to tailor the apps to the school in which they are interested. The information available on the mobile app will include, for example, links to School District news feeds, mylunchmoney.com, power school, calendars, contact information, and the lunch menu.

Mr. Tennill and the attendees discussed the additional types of information parents might like to readily access on the mobile app. The attendees voiced very positive comments concerning the implementation of the mobile app and the offerings developed.

Treasurer Overview: Ms. Melinger next introduced Ms. Gruber to jointly report with Ms. Melinger concerning the status of the PTO Accounting Procedures. The PTO Council is a non-profit Corporation, and, as such, has financial compliance responsibilities. The PTO Council is implementing uniform procedures to protect the School PTO's individual funds. Funds that have been generated through hard work of the School PTOs and parent financial support. The recent incident involving a PTO Treasurer at the Spode School emphasizes the importance of such checks and balances.

Ms. Melinger and Ms. Gruber presented the proposed PTO Accounting Procedures. The Procedures involved discussion of Internal Controls (Basics of Internal Control and What Internal Controls Cannot Do) and Financial Cycles (Cash Receipts, Cash Disbursements, Bank Accounts and Investments, Financial Reporting, General Accounting, Revenue Expense Categories Defined, Necessary Documentation for Preparing the Tax Return Information) to promote protection of the School PTO funds. Cash is a recognized at risk method of currency. The attendees' discussion focused on the appropriate internal controls recommended with cash.

Ms. Melinger then introduced Ms. Kerr to report about the format for the School PTO and PTO Council meeting minutes.

Secretary/Minutes Format: Ms. Kerr said accurate reporting of Board meetings and voting is essential for the operation of the Corporation for many reasons. To that end, Ms. Kerr presented a template to be adopted by the various School PTOs to promote consistency among the School PTOs and ensuring the fundamental elements of a meeting are recorded by the School PTO Secretaries for compliance purposes. The template allows for the individuality among the School PTOs as to the substantive portion of the meeting. The next step is to meet with the Secretaries of the School PTOs to introduce the template and to discuss reporting fundamentals.

Ms. Melinger then reported that the by-laws are developing and requested that each School PTO confirm the School PTO designated representative.

Ms. Melinger introduced Sharmon Wilkinson, Superintendent, to provide a summary status report on behalf of the District.

Dr. Wilkinson reported that the District is focusing on the curriculum review process this month for Literacy, Social Studies, EL, and Library. Dr. Wilkinson also reported about a recent meeting in which the middle school steering committee, attended by the parent community, shared achievement data.

There being no further business, the meeting was adjourned.

Respectfully submitted,

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Ann Marie Piana Kerr, Secretary