

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

March 7, 2019

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 March 7th, 2019 at 6:30pm CST at the School District of Clayton Administration Building.

The following members of the PTO Council Board were present at the meeting: Ann Marie Kerr, Celeste Gillete, Susan Kronemer, Caroline Early, Sarah Melinger, Jenny Abeles, Liz McCandless, Emily Zou, Laura Seelbach, Alison Hotte, Allie Rossini, Stefanie Litteken, and Katie Sandquist.

The following ex-officio advisors and PTO members were also present at the meeting: Dr. Sean Doherty, Amy Rubin, Kristin Redington, Elizabeth Macanufo, Stacy Siwak, Joe Miller, Brad Bernstein.

Ann Marie motioned to approve the minutes, Jenny Abeles seconded. Minutes approved.

**Chartwell's Information**

Nancy and Jair from Chartwells came to tonight's meeting to talk about some of the options Chartwells offers the Clayton schools. It is able to offer everything from pizza parties, soup and salad bars, full lunches or snacks etc. Whatever you want they can do it.

This food service is based on cost, which makes its service more affordable than going to other companies or businesses.

Chartwells needs at least 24 hours notice before placing orders, but it would be best to order sooner than the 24 hours so it can provide pricing and make sure the requested food is available.

Menus with all the information is available if you would like to have one for your school.

Chartwells also can be a full service (white tablecloths, drinks, cups, napkins, etc) or just provide the food. Very customizable.

Clayton High School and the Speech and Debate Club used Chartwells and reported a very good experience.

Jair said she would email an electronic version of the menu to the district and committee chairs.

### **BOE Candidates**

BOE Election is April 2nd. The three candidates were invited to tonight's meeting to speak about why they should be on the Clayton School Board. For more information on each candidate, check out their websites:

Brad Bernstein

Joe Miller - [joemiller4claytonschools.com](http://joemiller4claytonschools.com)

Stacy Siwak - [stacy4claytonschools.com](http://stacy4claytonschools.com)

### **Board of Education Forum**

The PTO Council sponsors the Board of Education Forum. The forum is March 26th at 7pm at the Clayton High School Auditorium. The three candidates will give an opening statement, followed by questions from the audience. The Forum will conclude with closing statements from each candidate. Each candidate will be given equal time to answer each question from the audience.

A voter guide will be mailed out to everyone and it will be included in the enews. The Forum will also be recorded in the chance you aren't available to attend and will be posted in [boarddocs.com](http://boarddocs.com).

The election will be held April 2nd.

### **Update from Superintendent, Dr. Sean Doherty**

Many great things are happening in the district right now. The girls basketball game was so exciting last Saturday. Although the game was at another school's campus, many Clayton students and parents attended. There was much school spirit supporting the team.

The Prop E Committee is working hard to spread information.

The District is beginning to work on the new Strategic Plan. We waited a bit so we could first focus on Prop E. We have a profile of a graduate and had our first meeting this week and it was very a powerful meeting.

The academic excellence of our district is our hallmark, however, the whole child is just as important. The students tell us that they need to be able to go deep into learning and they really need the support from the District. Dr. Doherty's co-chair is a student and he helped facilitate the meeting, it was very successful and we are going to continue our work. We are also continuing to determine the District's goals and how to achieve them. The District wants the strategic plan to be comprehensive, but not a "to do" list. The team is very excited to be working on the new Strategic Plan.

There have also been a lot of wonderful Black History Month celebrations.

Dr. Doherty tries to be present in the schools on a regular basis, and tries to visit at least one school every day. Dr. Doherty believes this protocol keeps students and the

schools in the forefront. For example, Dr. Doherty recently read to the students at Captain and thereafter visited with the Robotics Team at the high school. It helps him see what everyone is working on and the impact.

Dr. Doherty has also been talking to legislatures regarding the charter and voucher bills. The community need to be advocates for legislation that could impact our District. He continued to say that he is usually very proactive with them, but this time they actually called him and asked for his opinion.

Chris Tennill will be out for about one month. In the meantime, Robin Fultz and Elizabeth Macanufo will be handling many of his responsibilities.

#### **PTO Council Budget Report by Caroline Early, PTO Council Treasurer**

Created a budget vs. actuals so you can see what has happened throughout the year. We have accumulated some dollars from AmazonSmile.

We have received all the dues from all the schools.

We had an uncategorized income of \$7607.94. This was from closing an account from Prop S and Prop W. They have been issued a check.

In the expenditures, you will see that we sent checks to Captain, and have also paid on-line subscriptions, office supplies and the Secretary of State Registration.

Captain has exceeded their Chart of Account line items and will no longer be able to add anymore. They may have to look at old line items and edit them. Please see the Budget for more details.

QuickBooks sent an email about its on-line plans. They are tracking our usage on some things, accounts, classes and locations and billable users. Captain is over their line items. Moving forward, they might have to look back and change the name of one of the line items. Meramec had a class issue, Patty is handling it.

Question from Stephanie Littekin - Why are Quickbooks subscriptions so high and aren't there any other options for non profits? Caroline said that our rate is wholesale we are already getting the best rate. Because of the PTO Council needing six subscriptions, we are stuck at our current rate.

Question from Stefanie Littekin - in regards to tax preparations, do we need to use the company that the district uses, or may we look for someone else who may do it pro bono? Sarah or Caroline will talk to MaryJo and will look into it.

#### **Proposition E Update - Elizabeth Macanufo**

Prop E is on the April 2nd ballot. It's encouraged that you to check out the website, it has a very thorough FAQ's. [citizensforclaytonschools.com](http://citizensforclaytonschools.com)

There is a very strong committee working hard and meeting weekly. I ask you to be informed and take a look at the website. You can also sign up to canvass and talk to the community.

Regarding supporting this proposition and future props, PTO's are able to donate if they vote to do so. The committee is reaching out on their own to communicate.

### **Smart Snack Policy Update**

Smart Snack policy was adopted in the summer of 2017 and started with the SY 2017-2018. Adopting a policy about snacks in the school was mandated by the state of Missouri. This policy was amended since Chris Tennill spoke to PTO Council about the policy at the start of the SY 2017-2018. The policy now allows exemptions for the 6th-12th grade. Principals monitor these exemptions. The elementary principals are observing the policy this year at the elementary level and reporting back to the Wellness Committee at its next meeting. The Wellness Committee is meeting again April 11th and Mar-yJo can report to the PTO Council more information after that meeting.

Anyone wanting more information about the Smart Snack Policy can attend the Wellness Committee meeting and/or ask questions. The District website also has information about Smart Snacks.

A couple important notes:

Smart Snacks applies to foods meant to be consumed DURING school, so food pantries are exempt. It also does not apply to food served 1/2 hour after school is out until midnight the night before. Fundraisers that do not meet Smart Snacks policy may request an exemption from the principal. Exemptions are allowed for fundraisers. There is a FAQ page on the District website about Smart Snacks for more information.

### **Reserve Policy Discussion - Sarah Melinger and Ann Marie Kerr**

This is a carryover issue raised during our last PTO Council meeting. The PTO Officers asked the Council for feedback to determine whether the various school PTOs had any preferences or suggestions regarding the current reserve policy. Meramec prefers no specific rules for the reserves.

The current PTO Accounting Procedure requires, "Cash in the bank should be sufficient to cover one year of budgeted expenses (i.e. a reserve)." The Council said it was the individual PTOs' decision regarding the annual expenses of the PTO. The reserve policy reflects the fiscal responsibility of the PTO Boards to its Members. This policy also attempts to prevent an incoming PTO Board from inheriting deficit spending. It was decided to leave the Reserve provision in the PTO Accounting Procedures as it is currently written.

### **Google Drive for documents/ Generic Email Address - Elizabeth Macanufo**

Tabled until our next meeting with Chris Tennill

### **Tim Bono - Speaker Update - Susan Kronemer and Ann Marie Kerr**

Tim Bono, PhD, is a faculty member at Washington University who lectures at some of the other schools in the area on a regular basis, has agreed to present to the Clayton School District. Dr. Bono's topic is The Psychology of Mindset and Resilience where he discusses resilience as a life skill, misconceptions about self-esteem, and practical strategies for rebounding from adversity. We are also interested in having Dr. Bono speak about transitioning of a teenager into college. Dr. Bono will provide tips on how to help the student navigate this transition. One of his lectures is on YouTube if anyone would like to view one of Dr. Bono's presentations.

The event was scheduled for April 29, but a conflict developed resulting in Dr. Bono being re-scheduled for the 2019-2020 academic year. Ann Marie and Susan are working with the District to secure date(s).

### **Board of Education Update, BOE Representative, Brad Bernstein & Kristin Redington**

The following discussions occurred at the Board of Education meetings.

November 28th - Social studies and virtual learning and budget planning

December 12th - Community feedback and tax levy discussion

January 23rd - World Languages and Cultures self study

Feb 6th - Measures of Student Achievement

March 13th - Encourage everyone to go the action item is Rate for Personal and Tax Credit Tuition for 2019-2020

### **PTO Council Executive Board Openings**

For the upcoming school year, two members of the PTO Council Executive Committee will have terms that are ending. The PTO Council invites all eligible individuals who are interested in serving on the PTO Council to declare their interest. The Council Members were asked to notify their respective PTOs about these openings.

Individuals must declare their intent no later than Wednesday April 3, 2019 at 5pm. If there are more than two individuals interested in serving on the Executive Council we will ask that all interested individuals submit a brief background and statement of why this opportunity is of interest to them. This information would be required no later than Friday April 4th, 2019 if there are multiple candidates.

Once the statements have been received, they will be routed electronically to all voting members. At the final Council meeting of the school year (May 7th, 2019), a written vote will be taken by all voting members. This vote will be the final and deciding factor in determining who will fill the capacities for the upcoming school year.

For questions of eligibility or voting procedures please refer to the PTO council Handbook.

Eligibility - you must have served at least two years on an executive board on a PTO board.

### **Adjourn**

Jenny Abeles moved to adjourn. Susan Kronomer seconded.

Meeting adjourned.

Respectfully Submitted,

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Jenny Abeles, PTO Council Secretary