

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

SEPTEMBER 11, 2018

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 September 11th, 2018 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.

The following ex-officio advisors and PTO members were also present at the meeting: Dr. Sean Doherty, MaryJo Gruber, Betsy Meyland-Smith, Suzanne Whitman, Marina Wurth, Brad Bernstein, Liz McCandless, Emily Zou, Katie Sandquist, Stefanie Litteken, Bruce Butler, Beth Deutsch, Elizabeth Macanufo, Allie Rossini, Laura Seelbach, Dottie Silverman.

Sarah Melinger welcomed members of the Board and reviewed the agenda for the meeting.

Introductions: The current PTO Council Board introduced themselves. All members and Ex-Officio Advisors present at the meeting introduced themselves.

All In Coalition:

Beth Deutsch and Bruce Butler presented information on the All In Clayton Coalition, a community organization that partners the High School with the community. The goal of the All In Coalition is to keep students safe from substance use while supporting their mental health.

Last year, the coalition sponsored a De-Stress Day, speaker series for parents, student training through NCADA and distributed yard signs in support of safe celebrations.

Planning is underway for the 2018-2019 school year to continue to keep students safe as well as expanding its student/parent/community base.

Beth asked to attend the PTO Council meeting to let the PTO's know that the coalition is available to those who would like to use it. Contact Beth Deutsch or Bruce Butler. Their long term goal is to get a federal grant and hire a full time person at the district level to help prevent substance abuse and support mental health.

An Interactive Exhibit to Help Parents Spot Signs of Risky Behavior will be on display at the CHS Auditorium on Wednesday, Oct. 17th. Stop by anytime between 3:30-8:30pm. This interactive display of a teenager's bedroom contains over 60 items that could signal a teen is involved in risky activities. Parents will learn how to spot these warning signs and get tips for talking with their kids about the dangers of alcohol and drug use

For questions, please contact allincoalition@gmail.com. You can find the All-In Coalition on social media @claymocoalition or www.allincoalition.com

Nomination and Vote:

Ann Marie nominated Jenny Abeles to fill the vacant position left by Chrissie Wojciechowski of Secretary. Jenny Abeles was not present due to a death in the family. Ann Marie requested a motion to nominate her for this position. Jenny brings much experience and knowledge. The voting members, (only the presidents vote- 1 per school). Allie Rossini, nominated Jenny, Laura Seelbach seconded the nomination. Six voted in favor, no one opposed.

PTO Council Budget Report by Caroline Early, PTO Council Treasurer

We have four new treasurers. Caroline has met with each one or will be meeting with them soon. She reviewed the budget (please see attached) for everyone. During the fiscal year 17/18 we went over budget by \$866.93, due to the accounting firm not billing us for two years of tax preparation. MaryJo says the District will credit (via a check) to each PTO with money that they receive versus just putting a credit on the account. QuickBooks is a significant expense for us. We pay \$150/month now. It will be going up to \$180/month. We discussed the \$500 PTO membership dues will need to increase next FY due to the QB subscription increases. The Council will discuss and let them know by our February meeting.

The Amazon Smile account gets deposited to the PTO Council account. This past year we (Council) received approximately \$100 from Amazon Smile. Caroline recommends we just keep the money in the Council account. If the account draws in more money, we will consider giving it back to the schools.

We voted to approve the budget. Sarah Melinger motioned to pass the budget, Dottie Silverman seconded. Motion passed.

Update from Superintendent, Dr. Sean Doherty

Thank you to all the PTO's for all you do. Much of what happens is due in part to the efforts of the PTO. There is a lot of positive energy going on at our schools. There is a new principal at Meramec, Patrick Fisher. The High School now has a one to one initiative - all high school students have chrome books. We are ending our current strategic plan (September 26th at the BOE Meeting) and start our new strategic plan. When we start a new plan, we are starting with the students and asking "What do we want the student to be like/know/have etc."

Dr. Doherty also talked about engaging the community for the process for possible new tax hike (tax levy) . They will start collecting information from the community.

We are coordinating efforts to organize district speakers this year.

ASN Account Numbers, Amazon Corporate Accounts, Charitable Fundraising - MaryJo Gruber

The District is here to support the PTO. PTO Council is a separate entity. Ask Ann Marie for help reviewing contracts. Ann Marie stated that there is a certain way to sign the contract so you don't have yourself liable. Make sure when you sign contracts, you sign them with your name and title. For an example of how to sign a contract: Jill Smith, PTO President, Glenridge.

When you receive a contract, please make sure to not only review the contract but READ it carefully. You should understand all of the contract if not, ask for help and Ann Marie can read over it. PTO Council has our own insurance which is not through the district.

ASN - The District went through an accounting overhaul and all clearing accounts have new ASN numbers. Reports will still be generated and they will be generated monthly. ASN - short for Account Short Number. Everyone has the new ASN, you use your ASN for any purchase services with the district, ie, catering, copies, etc. MaryJo encourages us to use the district as much as possible to pay bills.

All old ASN's are gone and now there are two ASN's for each club/organization. There is one ASN for paying people/services and a second ASN for buying items/supplies. Ask you financial administrative assistant for help.

Amazon - typically it is NOT okay for your (PTO) to purchase items on Amazon for teachers, let the district buy the items and the district will bill each PTO.

Fund balances are okay, you can have a balance and your can put money in an investment. It's safe if you (as a PTO) want to invest money for Capitol Projects with District Guidance for facilities, technology, etc. Talk to your building leader.

Sarah Melinger talked about PTO's making donations. Adzick Field - When PTO is asked to donate money to any community cause, we need to take this discussion to our PTO community and next meeting to hold a vote. Individual opinions of leaders should not determine outcome. Make sure agendas are posted one week before the meeting with the voting noted on the agenda. Each school/group decides. You can do paper vote (not absentee ballots) or by show of hands.

Ann Marie discussed there is a certain amount of money a parent can give a teacher, which is \$100 per parent/per teacher per year.

Dr. Doherty will send "gift policy" GBCA to PTO Council for us to review and share.

Caroline will collect each PTO's W-9 forms. Each PTO can use caterer's on their own without going through the District. This district often have difficulty setting up these types of accounts with these entities.

2018-2019 Speaker Series, Ann Marie Kerr, Susan Kronemer

We are working on our speakers for the next Speaker Series. One speaker is going to be from Washington University. The goal of the speaker series is to have tangible take-aways for parents.

Board of Education Update, BOE Representative, Brad Bernstein

The School Board encourages everyone to become involved. The board is here to oversee, hire and evaluate the superintendent, academic achievements, have a fiduciary responsibility with a shared mission.

The School Board has a retreat two times a year where the board discusses their mission, goals and progress.

The goals for this years Board is to continue the fiscal heath of the district, implant the district strategic plan, evaluate principal leadership goals and work on educational equity.

The next meeting is tomorrow night (September 12th). Please come and participate.

New Business

Elizabeth Macanufo spoke about Homecoming and a new event - film series. This year's festivities will kick off on Oct. 4 with the inaugural [Clayton Filmmakers Showcase](#). Clayton alumna **Leah Warshawski** ('96) and her husband/co-director **Todd Soliday** will present a free screening of their award-winning film "Big Sonia" at 7 p.m.

Please remember that there is a 24 hour notice on all school messengers that you wish to send.

Education Foundation (Alumni Association and parents of district children) is giving \$65,000 in grants this school year.

"Andy Comes Home" is an event hosted by the Clayton Education Foundation benefiting Adzick Field. This evening with Andy Cohen will include, cocktails, dinner, dancing and a silent and live auction and will be on November 24th at the Ritz Carlton.

Ann Marie reminds parents not to forget about corporate matching programs. When you ask your company for one, make sure to let your PTO know that a match is coming. Ann Marie said we will send information to each school regarding corporate donations. There is an extended name that the corporation should use.

Dottie Silverman asked about groups who want to start under the umbrella of individual PTO's.

Katie S. Is creating a GoogleDoc of information to post. Elizabeth was asked if each school can have a gmail account. MaryJo said this is "Tech" question. Katie S. Wants a place to store forms/letters etc. This is a project for us to think about.

Sarah announced that the next meeting will be on November 27th.

Adjourn

Ann Marie moved to adjourn. Allie Rossini seconded.
Meeting adjourned.

Respectfully Submitted,

Jenny Abeles, PTO Council Secretary