

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

SEPTEMBER 19, 2017

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 19th, 2017 at 6:30pm CST and the School District of Clayton Administration Building.

The following members of the PTO Council Board were present at the meeting: Sarah Melinger, Ann Marie Kerr, Susan Kronemer, Caroline Early, Celeste Gillette and Chrissie Wojciechowski.

The following ex-officio advisors and PTO members were also present at the meeting: Dr. Sean Doherty, Kashina Bell, Laura Pierson, Chris Tennill, Nicole Loiterstein, Patty DeForrest, Kristin Reddington, Darby Silverman, Jenny Abeles, Allie Rossini, Jean Heusel, Stefanie Litteken, Emily Zou, Tanya Hayden, Mary Jo Gruber.

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.

**Review of PTO Council Purpose and Mission by Sarah Melinger, PTO Council Co-President:**

Sarah explained of the purpose and membership of PTO Council. The PTO Council is comprised of six officers and the six presidents from each school. The purpose/role of the PTO Council is to be a resource for other PTOs at each school. Each school has an assigned PTO Executive Council member to attend their meetings. Chrissy Wojciechowski has the Family Center, Sarah Melinger has Captain, AnneMarie Kerr has Meramec, Susan Kronemer has Glenridge, Celeste Gillette has Wydown and Caroline Early has CHS. We collaborate with each school to help address issues that may come up over the years and we oversee the financial operations of each of the schools, thus supporting and facilitating transparency at each school.

Sarah reminded each school that they should have a PTO Council Handbook and if they do not, to please let her know. She encouraged the presidents, especially those that are new, to review the PTO Handbook. It is a great resource for the presidents of each PTO.

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

Caroline Early was first to report on the PTO Council Budget. There were several copies of the budget for members to review.

The PTO Council budget for the year is \$3,000.00 . Each school will get a bill for \$500.00 and that is to cover QuickBooks, insurance and tax preparation.

Caroline reported that all three elementary schools have new treasurers this year. And all schools within the district are up and running on QuickBooks. She also took the time to remove all of the old treasurers, so they no longer have access to QuickBooks online. She reviewed the current PTO Council Budget. Time was allowed for clarification and questions. Caroline Early then made a motion that the budget for the 2017-18 school year be approved. Jenny Abeles seconded the motion. All members present voted. Motion passed.

Caroline Early discussed Amazon Smiles. Someone (?) set up an Amazon Smiles account for the district. Amazon Smiles is an online website separate from Amazon.com that can be used to raise money for non-profits. Anyone who wishes to purchase items from Amazon can do so by visiting a special Amazon website link and thus contribute .05% of their purchase to our district. The account does not have any way to determine which schools or families donated to the fund. So it was Caroline's suggestion that we divide up the proceeds at the end of each year between the six schools. The current balance of the account is \$26.00. Everyone in attendance agreed this was an acceptable practice. Sarah Melinger suggested PTO presidents let their respective schools know about this account and the possible income.

### **Comments by Dr. Sean Doherty, Superintendent of the Clayton School District:**

Dr. Doherty introduced Dr. Kashina Bell. Dr. Bell replaces Dr. Batenhorst who moved to Iowa last spring. Dr. Bell is our current Assistant Superintendent of Student Services. Dr. Doherty says she is very collaborative and is a leader of learning. Dr. Bell shared a little about herself and said how honored and happy she is to be in Clayton. Student services is what she always wanted to do.

Dr. Doherty said the district is off to a great start. They had an amazing opening to the start of the school year with the teachers. This year's theme is equity and innovations. Students are central to our district. He read a quote from one of his favorite books, Empower. He explained that having technology alone isn't the goal, it's what we do with the technology that matters. He said it's important to be problem solvers. Ask why not? Look for purpose and meaning. They are working to provide relevant experiences for

CHS students. Partnering industry with students and maybe even providing internships for students. CHS teacher (new) Justin Hillebrand is setting up opportunities for students and industry to come together.

2018 will be the end of the current strategic plan. There will be stakeholder meetings to get input from district patrons and start a plan for the strategic plan moving forward.

Dr. Doherty said he is willing to come to any PTO meetings at the schools, just let him know.

has been spending a lot of time visiting schools and attending meetings. His responsibility is to see the curriculum in action and build relationships with teachers and students.

He Attending 6th grade camp for a portion of the week and loved seeing the amazing work our 6th graders were doing.

Dr. Doherty thanked the PTO and volunteers for their efforts. You do have an impact.

### **Update on the Board of Education by BOE Representative Kristin Reddington:**

Kristin introduced herself and gave an update on the Board of Education and the current projects.

Currently one field in Shaw Park is being remodeled. The field will be named after former CHS teacher and baseball coach who retired in 1986. Adzick Field will be a multi-purpose field with use for Field Hockey and baseball. The current grass field is used at a rate of 400% of what is recommended. The new field will be turf. The Clayton Education Foundation is helping fund this project.

Kristin thanked the PTO for their service.

### **Sarah Melinger presented the New Food Guidelines/Smart Snacks information:**

Chris Tennill started by saying the district did not feel as though they did a good job informing parents/staff of the guidelines and the purpose. He gave everyone present a copy of the draft of new Food Guidelines summary. They are hoping to post this online for easy access to anyone within the district who might need it. Short summary being: all holiday parties must meet Smart Snack Standards. Each school can apply for 5 exemptions for events that do not have to meet the Smart Snack Standards. This exemption form will be available to the building principals. Captain Representatives

said they plan to use Chartwells for PTO provided snacks. Meramec (Jenny Abeles) said they used Chartwells last year for room parties. Chartwells can do Smart Snack cupcakes and cookies. The handout also provides many resources for food guideline summaries. Chris is hoping to have the handout posted online soon. He asked for our feedback before posting. Nut Allergy policies were also discussed. Dr. Doherty looked up the policy regarding foods “processed in a plant that also processes nuts” and said the district policy does allow these products in classrooms. Products containing actual nuts are not allowed in the classrooms.

**Patty DeForrest, Director of Park and Recreation shares her information about playground updates:**

Patty DeForrest informed those present that the Chapman Plaza would celebrate with a grand opening Oct 4<sup>th</sup>. This is the new fountain/pond project at Shaw Park. She is here to help and happy to provide input for playground revisions. She writes playground grant proposals and has extensive knowledge of what grants are available for various playground needs. Patty suggested keeping the three schools and a rotating revision schedule so no two are in need of replacement at the same time. Typical lifespan of a playground is 20 years. She recommended contacting her about 3 years before a remodeling project is started. This is so the playground plan can be “formed” around available grants. The current Glenridge and Family Center playgrounds are partnerships between the city and school. The Clayton Century Foundation is also available to help fund various projects within the city. She reminded members that the Center of Clayton is available to reserve for events.

**Mary Jo Gruber—Care Funds, ASN Accounts:**

Mary Jo Gruber, the district CFO started by thanking all PTO members present for their hard work and dedication to the district. She explained that an ASN # stands for Account Short Number. This number is a shortened version of each club/or groups account number. This ASN account is where PTOs are billed for purchases. The purchases are billed on a statement and then the individual PTOs pay their “statement” via check to the district. The ASN is a summary of what the district has paid on our behalf. There should be enough details for the PTOs to determine what the expense is. If there are any questions, please call and ask. The fiscal year for PTO ends July 31 and for the district it ends June 30. Caroline Early offered to help any of the new PTO treasurers with learning the ropes. Mary JO also said the person who manages PTO ASN accounts is new and Mary Jo is providing ongoing training with her. Mary Jo asked that we not pay teachers directly from PTO accounts with a check. Teachers must submit receipts and are reimbursed by the district. There should not be a need for petty cash within the PTO accounts. Everything needs to be documented. She also asked that PTO treasurers not make lump sum payments to the district. Pay only what your current

ASN statement says you owe. For district events, she said to let the district pay and then bill the PTO ASN account. The Care Funds at each school are set up a little different depending on the structure of the fund. All funds will be better utilized now due to the two social workers hired by the district this year. Dr. Bell said the social workers are there to provide an additional layer of support for our students and families. They will provide deeper interventions and assess student needs. The Care Funds will provide extra resources for the social workers/principals/counselors.

### **Ann Marie Kerr PTO Speaker update:**

The PTO is currently working with the district to provide practical tips for parents through a speaker series. Ann Marie Kerr and Susan Kronemer encouraged PTO members to address their schools/parents and encourage them to attend the Speaker Series events. The event will most likely be in the evening.

### **New Business:**

Jenny Abeles asked about background checks for parents. There is a burden of paying an extra fee for an additional (more extensive) background check for parents/adults who will be supervising students without a teacher or club sponsor. The \$40 fingerprint test is currently a requirement for anyone working on a regular basis with students or supervising a club without a teacher sponsor. Mary Jo Gruber clarified that any outside organization that completed their own background checks are exempt from getting another background check. Example being Girls on the Run. Their current background check is adequate and there is not a need for more information. She will check into clubs and report back to us which volunteers actually require additional background checks.

Caroline Early reminded members that Corporate Matching for donations is something to consider and pass on to parents. Parents may forget that Corporate matching can also apply to donations made to the school.

Celeste Gillette inquired about the online spirit wear sales. At the Wydown PTO meeting, parents were under the impression that a portion of the sales would be coming their way. Chris Tennill said Lipic is the company handling spirit wear sales. Each school set their own pricing and the portion of each school's profit is sitting in an account right now with the district. He said he can divide it up and pay each school if we wish. Everyone was in agreement that immediate distribution of the funds would be great. Glenridge parent (anyone know her name?) asked that Chris just automatically deposit the funds from spirit wear profits at the end of each year, as opposed to waiting for each PTO to ask.

**Conclusion:**

Sarah Melinger did a wrap up and closing remarks.  
Thank you! We are excited to move forward.

November 28th, 2017 is our next meeting.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

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Celeste Gillette, PTO Council Secretary