

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

SEPTEMBER 1, 2015

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 1, 2015, at 6:30 pm CST at the School District of Clayton Administration Building.

The following members of the PTO Council Board were present at the meeting: Sarah Melinger, Ann Marie Piana Kerr, Susan Kronemer, Missy McCormick, Alison Hoette, and Chrissie Wojciechowski.

The following ex-officio advisors and PTO members were also present at the meeting: Dr. Sharmon Wilkinson, Karen McBride, Sean Doherty, Robin Fultz, Tim Wonish, Lily Raymond, Mary Jo Gruber, Tanya Vedantham, Andrea Denny, Stephanie Gross, Silvia Mutis, Laurie Creach, Celeste Gillette, Brenda Glick, and Laura Seelbach.

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

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

Update on Volunteer Enrollment by Sean Doherty, Superintendent of Human Resources for the Clayton School District:

The new Volunteer Enrollment Packet was explained and discussed. There is only one packet. The volunteer training is just to read the packet and know what is in the packet. Volunteers need to be aware of the allergy policy.

Back ground checks for Volunteers are being done through the Division of Children Services and there is no cost to the volunteer or school district for the background check. Takes about 36 hours to do the process the Volunteer Enrollment Application-you will receive an email that you have been cleared and then you will receive a badge with your name to wear when volunteering. Badges are available for pick up at the front desk of the school your child attends. You can turn in your completed forms at your school or into the Administration Office. You must renew your volunteer status annually.

There is no requirement that you have to have the background check just to be on the PTO. If you are working directly with students on an ongoing basis or going on a field

trip you need to do the background check. You do not need to have the background check to go to school parties.

See the Volunteer Enrollment Packet for more information.

The packet is available online-PDF form, on the District Website. You must send in a hard copy with original signature.

Family Center-Following a different protocol. The District is doing some training for parents who volunteer at the Family center. The Volunteer Enrollment packet does not apply to the Family Center.

After September 15th, you must have a volunteer badge to volunteer (in any capacity that requires a background check).

Please contact the Office of Human Resources for further information.

Comments by Dr. Sharmon Wilkinson, Superintendent of the Clayton School District:

Dr. Wilkinson spoke about partnership, development of the student and connection with students which was emphasized at the teacher training that took place just before the new school year began. She spoke about how vital our community is to the school's success and stated that our community includes adults who care about each other and look after each other for the good of the whole. It takes all of us to improve our schools and to make sure excellence happens.

The Strategic Plan has been presented for review to the Board of Education. You can go to the districts website to find a summary document of the work that has taken place and the next steps-the bigger strategic plan. The District is making a few changes so we can capture the issues that were brought up in the School Board meeting discussion.

Dr. Wilkinson asked for any questions. One question was asked about how the new schedule at Wydown is going? Dr. Wilkinson indicated that the students are adjusting the best. Staff is getting support in making the necessary adjustments. Dr. Wilkinson has not heard anything that has raised any cause for concern.

Dr. Wilkinson emphasized that the Administration of the District is always available and receptive to parent comments and input. Don't hesitate to contact Dr. Wilkinson with questions, comments or concerns.

PTO Council Budget Report by Missy McCormick, PTO Council Treasurer:

The 2015/2016 PTO Budget overview was introduced and discussed. The PTO Council has just over \$4000.00 on the bank. This year, \$94.92 has been spent on accounting software. PTO Council will be billing the individual schools their PTO Council dues in the next 30 days.

All supporting documents for the budget are available online for review.

Update on Town Halls/Speaker Series by Chrissy Wojciechowski, PTO Council Communications Officer:

The PTO Council is looking into some topics to present at the Town Halls/Speaker Series this year.

Some ideas include:

Predator Prevention - Speaker

The Clayton Police Department has recommended Jennifer Schiffman, speaker. She would facilitate a one night presentation with two age specific presentations (younger and older children) for parents only to discuss student safety (Stranger Danger) and internet safety. The purpose of the presentation would be to inform parents about how to handle these situations. Parent only event.

This program is government funded and would not cost the schools or district any money.

Discussion-November 17th would be the best date.

Discussion on other topics for the Town Hall/Speaker Series:

- Balancing your real life self and pop culture.
- How to talk to your children about race relations.
- I No BTR (Tuition based program about predator prevention)
- Drug and Alcohol Use in the High School - Dr. Wilkinson discussed that a task force of parents and staff who are meeting to talk about that issue. Identify what are the symptoms that you are seeing, what are the root causes, looking at what we can do to prevent drug and alcohol use/abuse.

PTO Council's Long Term Projects Planning Discussion by Sarah Melinger and Ann Marie Kerr PTO Council Co-Presidents:

Anne Marie Kerr announced that the focus of the PTO Council this year is to help streamline and give support to the PTOs at all the schools.

One recurring theme is the long term capital projects-Our goal is to develop an informative system so that all the PTO presidents to come will have a wealth of information to follow. We want to prevent over utilizing resources (Tim Wonish, Mary Jo Gruber, Dr. Sharmon Wilkinson).

PTO Council would serve as the sounding board to help PTOs figure out how to manage large capital improvement projects specifically that involve Buildings/Grounds/Technology/Installation/Labor.

Discussion was had regarding thoughts on PTO Council developing a cohesive system for the PTO's ongoing projects. PTO Council would facilitate long term planning for projects. PTO Council would help projects move along and would serve as a support as the PTO as the different schools bring on new board members.

The idea was left for PTOs to think about and PTOs were asked to email the Council before the next PTO Council meeting with feedback.

PTO Council asked Tim Wonish, Mary Jo Gruber and Lilly Raymond to present on the overall topic of capital improvements and their respective involvement in PTO projects.

Grounds and Maintenance Issues by Tim Wonish, Director of Facilities for the School District of Clayton:

Tim Wonish explained the bidding process and emphasized the importance of understanding the law and how the bidding process works. All projects must follow the statutes. All funds that come in through fundraising/donations/district still have to abide by all the laws. The district needs to be involved in large capital improvement projects so that all the IRS rules/laws are followed. Compliance with bidding policies is essential. New bidding procedures have been put in place and guidelines for the bidding process can be found in the PTO Council Handbook and on the District Website.

Discussion was had about how long you can hold PTO Funds: Mary Jo Gruber indicated that if funds are given for a specific reason then they have to be held in reserve on the side for that particular project/purpose. But if it is a non specific donation such as Funds for Excellence, then those funds do not have to be specified and can be held indefinitely.

Discussion was had regarding PTO funds used for Technology purchases: Any piece of technology purchased gets reported to the state. Maintenance/Repair/Replacement of items is an issue. We have a new CTO who is looking at technology toolkit-what do we need in our classrooms to support the learning. That technology might look different

by grade. Building that toolkit plan will have to be built into the budget in the upcoming years.

If a project involves Buildings/Grounds/Technology/Installation it should be filtered through the PTO Council.

Tim Wonish gave an update about what projects are in the works right now:

Glenridge-landscaping, field rehab, redoing the landscaping to prevent further water issues in the building.

Captain-kindergarten playground project (Bids should be in shortly)

Meramec-Pavillion completed

Library Improvements around all the schools

Capitol Projects-new asphalt for the schools going in now

Fundraising Process by Mary Jo Gruber, Chief Financial Officer of the Clayton School District:

Mary Jo Gruber discussed the importance of making sure that if you are doing anything with buildings, grounds and technology you get approval from the district before beginning the project.

Any large projects requiring the districts money should be submitted to the District before December 1st each year so it can be considered in the budget for the following year.

It is necessary to give the district an idea about what you are trying to plan for by making the request timely. There is a committee that reviews the requests to make sure they are equitable to other schools.

Board of Educations Role in Capitol Improvement Projects by BOE Representative-Lilly Raymond:

Discussion was had about the process of getting board approval for the bid. The District has specific guidelines for Capitol Improvement Projects over a specific amount and it is important to contact the District when considering a capitol improvement project that exceeds these amounts.

Lilly Raymond explained the process of getting an item on the BOE Agenda and how the BOE receives and processes the information regarding large Capitol Improvement Projects.

Contact information for the BOE is available on the District's Website. Board meeting dates and times are also listed.

Conclusion:

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

Anne Marie Kerr indicated that all the PTOs should have their Rules and Procedures voted on and done. Ann Marie will communicate with each president to shore up the procedures.

November 17th is our next meeting and will likely be a Town Hall/Speaker Series.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Alison Hoette, PTO Council Secretary