

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

**November 28, 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 November 28, 2017, at 6:30 PM CST at the Clayton School District Administration building.

The following members of the Board were present at the meeting: Sarah Melinger, Ann Marie Piana Kerr, Susan Kronemer, Caroline Early, Laura Pierson, Dottie Silverman, Allie Rossini, Lori Holtzman, Tonya Hayden, Stefanie Litteken

The following ex-officio advisors and PTO members were also present: Elizabeth Macanufo, Alison Hoette, Jenny Abeles, Sean Doherty, Jenero Centeno, Jean Heusel, Chris Tennill, Emily Zhao.

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

Elizabeth Macanufo was introduced and welcomed as the new member of the District communications staff, replacing Karen McBride.

The current PTO Council Board and ex-Officio Advisors present were introduced. All members present at the meeting introduced themselves and gave an update on their represented school.

**School Updates**

CHS – Freshman Finals festivals coming up. There will be a staff appreciation lunch in December. Online donations for PTO

contributions are up and running.

Wydown - Initiation a canned food drive to create a pantry for students in need. Will also have a uniform drive in conjunction with Big Brothers/Big Sisters in the spring.

Captain - Fundraising auction on December 2<sup>nd</sup>. Doing adopt a family gift drive for the holiday season.

Glenridge - Hispanic Heritage festival was a success. Recently held staff appreciation luncheon and will provide hot chocolate for staff in the next week.

Meramec - Successful book fair at Barnes & Noble. Have rescheduled their movie night for the spring. Will hold a food drive for students in need to provide food for weekends.

Family Center - Book fair at Barnes & Noble had great participation. Arts to Remember fundraiser was held. Working on a diaper drive

### **Treasurer report by Caroline Early**

We currently have \$7581.71 in the PTO Council bank account.

QuickBooks fees have increased significantly in the past months to \$144.99 a month. Caroline has had several discussions with QB regarding this increase. One option would be to cancel existing membership and start with new memberships at \$25/month for 5 subscriptions and an additional \$25 for the sixth, but this would mean recreating the accounts and reentering all the data. She continues to look for other options.

Discussed how \$500/per school member dues are spent. These are used to pay for QuickBooks, PTO insurance, speaker fees, voters' guide, as well as tax preparation. We were not billed for tax preparation in 2016 so we have an excess in the budget. It was decided that we will wait to see if we are billed this year for the tax preparation and, if not, will reevaluate membership dues rates or consider a rebate of dues paid for this expected expense.

PTO Council was credited back \$220 from double payment of insurance last year as we transferred to a new insurance provider.

All school PTO's should submit their tax paperwork to Mary Jo Gruber as soon as possible.

A question was asked as to why the PTO Council was using funds to sponsor speakers. This has been a part of the PTO Council mission to provide parent education programs on topics of interest to all the schools in the district if the opportunity arises.

#### **Board of Education update by Jenaro Centeno**

No report was given

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

Thanks to the PTO's for the ongoing support of teachers at conference time and throughout the year.

It is great to see the number of people participating in conferences this year. Specifically, the continued rise in attendees at the high school.

Board of Education recently held a coffee meeting at Starbuck's. These happen through the year and provide an opportunity to talk to the Board. Dates are advertised in the Enews email blast.

Clayton Ed Foundation gave \$40,000 in grants to teachers to promote innovation in the classroom. Centene contributed to support these grants. One grant was given to the high school to have a "Shark Tank" for students to pitch and receive funding for their products and ideas. Business leaders in the community are being asked to judge and support this project.

New school tech is being rolled out and it is exciting to see how it is working to support our curriculum as it becomes more accessible to students. Next year the high school will roll out a 1-to-1 ratio for Chromebooks, integrating the technology with instruction and allowing more opportunities for collaboration.

Working to align school strategic improvement process as a part of budget development starting in Jan.

Working on equity throughout the District. An event was held for our community at Central Reform Congregation to discuss equity and what is going on in our region had over 130 attendees.

Maryland school sale update – the school is under contract with Centene to be used as a daycare facility. Process is awaiting approvals from the City of Clayton to move forward.

### **ASN/Check Update – Caroline Early**

All funds that hit the District ASN should be distributed to the schools, not left in the account. Caroline has spoken with Mary Jo Gruber and her staff to ensure this is done to allow for better transparency and clearer accounting practices. Thank you to Stefanie Litteken and Jean Heusel for all their work at the high school to sort out this process.

Checks for spirit wear will be sent to the individual schools soon. It was requested that these checks be sent twice a year to the schools instead of being allowed to accumulate. Clarification regarding the high school's spirit wear sales, what percentage and which sales are credited to DECA was requested. Chris Tennill will work with Lipick to clear this up.

### **PTO Council Sponsored Speaker Events – Ann Marie Piana Kerr and Susan Kronemer**

The PTO Council will co-sponsor two speakers with the district as a part of the Clayton parent speaker series

The first is on December 11, 2017 at 7 pm in the CHS auditorium. Karen Hadeed will speak on "Permission to Screw Up". This is appropriate for parents of students PK - 12. Books are also available for prepurchase until December 6<sup>th</sup> and can be signed at the presentation. The PTO Council will receive a portion of these sales.

The second speaker is on January 25, 2018 at 7 pm in the CHS auditorium. Julie Smith will speak on Social media in 2018, including topics such as what are the best ways to monitor your child's usage and which apps are safer. Books will be available for purchase and signing at the event. Susan to check and see if it would be possible to procure the books before the event.

Both events require attendees to RSVP. They can do so on the schools or district webpage under Clayton speaker series.

PTO Council requests that schools send out an eblast to their parents regarding the events and talk them up at PTO meetings as well as sharing the Facebook events created by District communications. Flyers will also be sent home in the elementary schools.

### **Volunteer recruitment for non PTO organizations**

The All in Coalition has requested that PTO's include them in the volunteer request forms sent out at the beginning of the year. It was discussed and recommended that PTO's do not recruit volunteers for any event that is not sponsored by the PTO. Other options for organizations like this are to create their own Facebook page or request help from the high school community service club.

### **Using Venmo as a possible online payment option**

It was requested that the PTO Council look into Venmo as a

payment option for tickets and donations by a parent at Glenridge. They will work with Caroline Early to see if this is a viable option and bring the results to the group at the next meeting.

**Conclusion**

Sarah Melinger wrapped up the meeting.

Our next meeting will be held on February 20<sup>th</sup>, 2018 at 6:30 pm

There being no further business, the meeting was adjourned.

Respectfully submitted,

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Susan Kronemer, Vice President