

PTO Special Meeting May 5, 2020

Attendees: Sean Doherty, Sandi Straetker, Ann Marie Piana, Celeste Gillette, Jessica Graetz, Jenny Abeles, Kim Whittle, Susan Kronemer, Alison Yee, Liz Florek, Elizabeth McCandless, Joanne Disnmore, Leslie Christian Wilson, Laura Seelbach, Betsy Meyland-Smith, Diana Hopper, Alison Hoette, Allie Rossini, Stephany Abbajay,

The Special Meeting opens with a brief talk from Sandi Straetker, a representative from the Clayton Education Foundation.

It will be noted for all voting purposes Jessica Graetz, secretary of the PTO Council, used a "roll-call" procedure to ensure all votes were accounted for during the Zoom video meeting. Each school selected one person as their voting representative.

Clayton Education Foundation Update: Sandi Straetker

Ms. Straetker discusses how the foundation has currently raised 25K for the Fill the Food Pantry drive. Thus far, the foundation has provided approximately 40 families with \$75 in gift cards per week to Schnucks. This program as well as the Friday Food Backpack program will continue into the summer. Chartwells has been a supporting partner along with the district with getting food packages to families for the weekend. Give STL Day (May 7th) is a day where the Clayton Education Foundation will be collecting donations. Please refer to Clayton Education Foundation's social media pages for further information. Clayton schools are encouraged to promote this effort on their specific social media pages as well. You can either donate directly on the Clayton Education Foundation website or you can go through givelstl.org/ claytoneducationfoundation.org/.

PTO Council Amendment of Accounting Policies: Ann Marie

Ann Marie reads the amendment:

"Expenses of School PTO Members:

(1) School PTO Members shall submit expenditure receipts to the School PTO Treasurer on or before 30 days after the event for which the purchase was made, and

(2) School PTO Treasurers shall reimburse to the School PTO Member that Member's expenditures submitted with receipts on or before 10 days after the submission to the School PTO Treasurer unless the School PTO Treasurer notifies that Member of an issue with the expenditure within that same time frame. If any reimbursement issues cannot be resolved between the School PTO Member and the School PTO Treasurer, the School PTO Treasurer shall timely bring the issue to the attention of all the School PTO Directors for final determination."

This amendment is a guideline issued by the PTO Council. It should be noted the individual schools have the autonomy to develop their own processes for this amendment.

Kim Whittle moves to vote on the above amendment.

Jenny Abeles seconds the motion.

The Motion passes unanimously and goes into effect in June 2020

PTO Council Approval of the 2020-2021 Officer slate and Officer positions of the PTO Council: Ann Marie

We are looking to fill the open position for the PTO Council. Nominations for the open position are extended to June 1st due to the coronavirus pandemic. The following parameters are required: 1) nominees must have served in an executive PTO position for 2 years (these do not need to be consecutive years) and be a member of the Clayton School District PTO. The PTO Council position is a consecutive 3 year term. Once the June 1st deadline passes, the will be asked to vote upon the nominees. The deadline for the vote is June 30th (when the current PTO Council term ends).

Approval of the minutes from the February 2020 PTO Council meeting: the minutes are being approved in May due to the postponement of all previous meetings (March and April Jumpstart due to corona pandemic)

Jessica Graetz motions to approve the minutes.

Celeste Gillette seconds the motion.

The minutes are approved and will now be posted to the website.

PTO Council Budget Report by Susan Kronemer:

The budget is presented and notes the fees for Quickbooks; the district's online accounting software program. This is a proposed budget and it should be noted the budget may be amended throughout the summer as expenditures arise. The expenditures currently outweigh the revenue. We are dipping into the reserve funds. Currently, the budget does not need a vote, but the Council will vote on the budget at the first PTO Council meeting of the 2020-2021 school year. It has been discussed at previous meetings to research other accounting software programs due to the cost of Quickbooks; however, it has been determined the Quickbooks program is the most effective program for our school district. Kim Whittle, PTO Council treasurer, will follow up with Quickbooks regarding their fees (to determine if they will increase) and adjust the budget if necessary.

Update from Superintendent, Dr. Sean Doherty:

We are still continuing our distance learning. Our teachers have continued to work diligently and we are looking at the process for collecting our items (cleaning out lockers and picking up devices); which won't conclude until the end of the school year, May 28th. And the process for collecting school items and devices will be coordinated by the building administrations.

Our hope is we can get back into our schools. It will not be "back to normal" and there will be procedures put in place; however, we are planning for three different possibilities for next school year: 1: back to normal, 2: social distancing guidelines, or 3: continuing the distance learning. We will need to assess these possibilities and make the decision of doing what's best for Clayton.

It goes without saying, we are disappointed for our seniors and we are looking for ways to celebrate our seniors. We are also looking at our 5th graders and 8th graders as well. We are trying to make the best out of this situation. On a positive note, we are looking at what did we learn from this experience and how might it help us with our strategic plan. We really rallied and made sure we have the emotional support for our students.

Don't forget it is Teacher Appreciation day so please send an email to let your teachers know how much we value them.

Update from PTO Council: Celeste Gillette and Susan Kronemer:

The Jumpstart PTO Council will be moved to the fall and please try to secure your executive boards (especially the treasurer) and committees set up before the end of this school year. Please remind your outgoing officers to be available to incoming officers and we encourage you to reach out to the PTO Council if you need any help.

The Council has not heard of any issues with any schools cancelling any fundraising contracts. If you paid your deposit and you haven't had your deposit returned, please re-read your contract and know you are also able to reach out to the Council for any assistance.

The Council addresses the redirecting of PTO funds reserved for Spring events (such as the donations allocated towards Prom). Each treasurer should have documentation of donations and a representative from the PTO should reach out to each donor to request the donation be allocated towards the prospective school's fall budget.

Please keep in mind, donations for PTO dues might be smaller in the fall-please be aware you might not be receiving as much due to financial restraints from your parent community. If you have any questions, please feel free to reach out to the Council for guidance.

Update of Teacher gift cards during COVID-19:

The district policy in place is the employee cannot accept gift cards of substantial value, which is defined in the District's policy as \$100 or more) from any vendors, parents, guardians, organizations (which would include a PTO). If this is occurring, please feel free to reach out to the Council and Mary Jo Gruber.

New Business:

Congratulations to Liz Florek on baby Oliver.