

**Kennard Classical Junior Academy  
PTO Meeting**

May 3, 2017 6:00 pm, Gym  
MEETING MINUTES

PTO Board Members present: Mike Viles, Melissa von Rohr, David Custis, Erin Bihr, Jennifer Beffa, Karen Ruggeri, Jenifer Garcia

Not Present: Dr. LeFlore, Chad Beffa, Kate Metzger, Lara Fuchs, Susie Anderson-Bauer

**Call to Order**

PTO President, Mike Viles called the meeting to order at 6:05 pm.

**Call for New Business Agenda Items**

- No new business items

**Acceptance of Minutes from March PTO Meeting**

- The minutes from the last meeting (April) are posted on the bulletin board in front of the gym; they were also circulated through email to parents through myschoolanywhere, and Facebook page and on the PTO website.
- Motion to accept the minutes made by Grace Kivindyó seconded by Amanda Miller . Motion passed unanimously.

**REPORTS**

**Kennard CJA PTO Principal's Report**

**May 3, 2017**

Thanks to the PTO Board for the beautiful bouquet of flowers, I received during my bereavement. Special thanks to the out-going PTO Board for their accomplishments this school year. Congratulations to the new PTO Board; I look forward to a resourceful school year.

- President: Dave Custis and Mike Viles
- Vice President: Chad Beffa and Melissa Von Rohr
- Secretary: Karen Ruggeri
- Parliamentarian: Nicole and Chad Beffa
- Fundraising Chair: Dale Greenbury and Jenifer Garcia
- Enrichment Officer: Amanda Miller and Cindy Heidenry
- Communications Officer: Susie Anderson Bauer
- Information: Erin Bihr
- Treasurer: Grace Kivindyó and Dave Custis
- Security: Jennifer Beffa
- District Affairs: Lara Fuchs
- Room Parent Coordinator: Kate Metzger

**Absence:** Please excuse my absence. Tonight I will attend the **SLPS 2017 Educator of the Year Award** in which Nick Clement is being honored as Specialist of the Year. Please take the time to congratulate Nick Clement this week!

**Communications Plan:**

Met April 20 to begin work with Elizabeth McNulty on improving/streamlining home to school communications. This will also include possibly a Welcome Packet to new families.

**Facility Concerns and Updates:**

1. Steps leading to Door #8 from staff parking lot are "crumbling" which is a safety hazard for anyone who enters the building through door #8. **Crew assessed for repairs**
2. Large hole in asphalt located on bus lot that is adjacent to the pre-k playground and area in an area used for recess. **Crew assessed for repairs**

3. The accessibility ramp leading to door # 5 has at least two uneven areas that make it difficult to navigate a wheelchair or other devices that are used for daily deliveries. Maintenance crew visited facility Friday, April 7 and installed plates to smooth the jagged concrete

4. Replace handicap signs on poles located on bus lot by door #5. Custodian submitted work order to replace signs on all three poles.

**Financial Incentives Received:**

- April 2017: received \$250.00 check from GO! St. Louis. Contacted teacher sponsors Tina Meyer and Emma Mueller for suggestions on using the donation.
- April 2017: received \$500.00 reward Fuel Up to Play 60 Touchdown status in the Midwest Dairy as part of the Touchdown School Rewards Program!

**Gifted Program Meeting Update:**

- Members will contact Kipp Warr to assist with updating the gifted website.
- Gifted resources posted for our families
- Staff sharing ideas for PD planning for the 2017.2018 school year
- Many questions regarding low numbers of middle school students in pull-out gifted; rising 5<sup>th</sup> graders in gifted pull-out programs that don't automatically feed into McKinley

**Kennard CJA PTO Policy of Food Allergens:**

Sent the policy to district office 801, waiting on follow-up information.

**Learning Garden Update:**

Alveta Nelson, Jamie Spitznagel, and Tad Droste are meeting to provide a plan to share discuss garden information and updates with our learning community.

**Sponsors:** Master Gardener Margaret Grant, Jamie Spitznagel, and Alveta Nelson with support from Tad Droste

**Grade Levels:** K-5

**Partners and donors include:**

- UMSL Extension/Master Gardener Margaret Grant: Garden donations that include an outdoor sink and soaker hose
- Mayor's Office of Sustainability/Milkweeds for Monarchs: The St. Louis Butterfly Project/Monarch Seed Mix packets and pollinators
- Subaru Loves the Earth Initiative: Garden Donations (see attachment)

**Progress to date:**

- 4th grade planted basil and cilantro as well as weeded garden
- Received outdoor sink and soaker hose
- Plantings within the next two weeks:
- Butter crunch lettuce
- Arugula
- Romaine
- Broccoli
- Kale
- Beets
- Bush Beans
- Cherry Belle Radishes

**Newly Accepted Families Open House:** Confirmed for Wednesday, May 17 from 9:00am – 3:00pm.

Submitted by Wanda LeFlore

**Treasurer – David Custis**

As of 2-28-17:

FRIENDS OF KENNARD (as of 2-28-17)	\$5,762.44
PRIMARY ACCOUNT	\$15,133.18
DEBIT CARD ACCOUNT	\$351.28
PENDING CHECKS	(\$2,170.89)
<b>PTO BALANCE Bank Accounts</b>	<b>\$19,076.01</b>
5TH GRADE ACCOUNT	<b>\$11,865.74</b>
-separate from PTO main account	

**Camp Wyman Itemized Breakdown**

<b>Camp Wyman</b>		
One Day Fall Team Building	\$4,432.76	PAID
Bus for One Day Fall Team Building	\$427.76	PAID
Spring Visit (4 days, 3 nights)	\$14,490.00	PAID
Bus for Spring Visit	\$561.44	PAID
Misc Wyman	\$300.00	PAID
<b>Camp Wyman TOTAL</b>	<b>\$20,211.96</b>	
Springfield Busses	\$2,610.00	PAID
Graduation/End of year week	\$2,500.00	
Total Costs	\$25,321.96	
Fall Deposits collected from families	-\$4,535.00	
<b>TOTAL 5th Grade Costs</b>	<b>\$20,786.96</b>	
5th Grade Account Balance	\$11,856.74	
Pending Checks	-\$60.00	
Graduation/End of year week	-\$2,500.00	
<b>Approx. 5th Grade Extra Funds</b>	<b>\$9,296.74</b>	

### Additional Treasurer's Notes:

- Considering having PTO picnic catered, Dave is getting quotes from Sugarfire BBQ but there are no additional funds in the budget allocated for this expense.
- Allocating additional funds to purchase the Mystery Science unit requested by teachers.
- Renewing Brain Pop subscription based on strong interest from parent community

### Reports

**President –Mike Viles (see old/new business)**

**Vice President –Melissa von Rohr**

- Has been contacting prior committee chairs to sign them up for next year, some are requesting co-chairs
- In need of support: Enrichment Night (Math/Science), Field Day, and Beautification Committees
- Eliminating Green Schools Quest as has low support
- Discussing Outdoor Learning Garden as a possible committee to assign a chair to, but Ms Spitznagel has confirmed that no parent co-chair needed at this time.
- Volunteer Process – working with Ms Spitznagel on the process and documentation status. Melissa is writing a new cover letter to go on the packet of volunteer application forms, and will be handing this out at the Open House in May; and will be sending out via MySchoolAnywhere in coming months. Have set a goal to have at least one approved volunteer per family. Working on a proactive approach to identify parents whose volunteer status is expiring so that they can renew well in advance of expiration. Also working to improve the communication of the status of the approved applications to parents; at a minimum, parents can check with Ms Spitznagel to review the updated lists.

**District Affairs Liason – Lara Fuchs:** list of gifted resources have been sent to parents via MySchoolAnywhere and posted on the PTO website.

**Information Officer – Erin Bihl:** Buzz Book will roll over in July, anyone with 5<sup>th</sup> graders matriculating – suggest that families print any information that they wish to retain as it will not be accessible any longer.

**Fundraising –Jenifer Garcia: no updates**

**Communications Officer – Susie Anderson-Bauer – not present**

**Security Officer – Jennifer Beffa: no updates**

**Room Parent Coordinator – Kate Metzger – not present**

**Enrichment officer-Cindy Heidenry:** working to understand enrichment fund process, most funds this year have been utilized.

### OLD BUSINESS

- Changes to PTO By-laws (adding a representative from the diversity committee as a board member)
  - Suggested wording changes to the PTO bylaws were distributed to the school community. The post on the PTO Facebook page generated discussion/questions
  - Nicole Colbert Botchway – proposes an amendment to original motion discussed at last PTO General meeting to state, **“PTO bylaws will be amended to add an elected position, Diversity Officer, on the PTO Board, with the requirement that the elected individual also be a member of the diversity committee.”** Blythe Burkhardt seconds the motion. Motion passed unanimously.

- Because the bylaws require any changes to the bylaws be published 2 weeks prior to the vote, Grace Kivindyo moves to suspend this bylaw requirement. Blythe Burkhardt seconds the motion. Motion passes unanimously.
- Vote to amend the bylaw and add an elected position of Diversity Officer to the PTO board. Motion passes unanimously.
- Volunteer approval process – discussed in vice president’s report.
- PTO becoming 501(c)(3) – Mike, Dave and Blythe will be working on over the summer.
- Policy for allergy awareness – discussed in Principal’s Report.

## **NEW BUSINESS**

- Kennard yard sale – requested by Ms Macheca’s class as a potential fundraiser for the Syrian White Hats program. Per Dave Custis – don’t feel we have enough time/resources to pull this off so late in the school year and will follow up with Ms Macheca to let her know.
- Brain Pop/Mystery Science renewal – discussed in Treasurer’s Report.

## **ANNOUNCEMENTS**

- New Family Open House – need volunteers to conduct tours.
- PTO Picnic – chaired by Erica Orrison with help from Chad Beffa, scheduled for May 19<sup>th</sup>. Need volunteers.
  - There has been discussion of having PTO provide the majority of food for the event, to help minimize the risk to children with food allergies. Dave Custis currently getting a quote from Sugarfire BBQ – estimate is \$2,100 for meat, sides, and dessert. We don’t have the budget for this large of an investment. Could we charge families to attend to offset the costs? No one seems interested in this approach. Alternatively, could have PTO provide hamburgers/hot dogs, chips and drinks within the current budget allocation of \$750 which would mean the majority of the food contribution is under the control of the PTO, then continue with soliciting traditional food contributions from the parent community.
  - Sarah Pitlyk, Erica Orrison, and David Custis have been working on an Allergy Statement to distribute along with the PTO Picnic flyer requesting that any food brought by families should be nut free, and anything that is purchased should have the nutritional label/allergy statement attached for parents to access if desired.
- PTO Closet Clean Up – Grace is looking for a date to clean out the closet, ideally before the end of the school year and is looking for assistance.
- District Volunteer Appreciation – Ella Hungerford contacted Dave to solicit names of 5 parents who were key volunteer s for the community to attend an Appreciation Dinner. Dave nominated: Grace Kivindyo, Tricia Moyer, Dave Custis, Jenifer Garcia and Dale Greenbury based on their commitment to major events.
  - With increased attention on approved volunteer status, we should remind parents to log their volunteer hours in the log book in the office when they are participating in an event at the school as the district tracks this information.
- ISeeMe Book Fair at the Kennard PTO picnic providing the opportunity to purchase books with a diversity theme.
- Field Day – May 23<sup>rd</sup>, Amanda has solicited volunteers.
- Recke Camp – flyers provided at the back of the meeting and Ms Recke/Ms Yowell request the flyer be distributed again via MySchoolAnywhere.

**Motion to adjourn made by Nicole Colbert Botchway seconded by Grace Kivindyo. Motion passed unanimously. Meeting adjourned at 6:45 pm.**

Respectfully submitted,  
 Karen Ruggeri  
 PTO Secretary, 2017-18