

**Kennard Classical Junior Academy
PTO Meeting**

March 1, 2017 6:00 pm, Gym
MEETING MINUTES

PTO Board Members present: David Custis, Susie Anderson-Bauer, Erin Bihr, Lara Fuchs, Amanda Miller, Jennifer Beffa, Grace Kivindy, Karen Ruggeri

Not Present: Nicole Colbert Botchway, Dale Greenbury, Chad Beffa

Call to Order

PTO President, David Custis, called the meeting to order at 6:10 pm.

Call for New Business Agenda Items

- None submitted

Acceptance of Minutes from November PTO Meeting

- The minutes from the last meeting (February) 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 Melissa von Rohr seconded by Tracy Spies. Motion passed unanimously.

REPORTS

Kennard CJA PTO Principal's Report

March 1, 2017

Enrollment: A conversation with Kipp Warr today indicates that Kennard has 166 applications; 136 EGT and 30 are scheduled for assessments. He states testing is on schedule and Kennard seats should populate before spring break.

Facility Concerns: The following concerns were reported to Roger Cayce along with pics on 2/6/17 and I am waiting on follow up.

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.
2. Large hole in asphalt on bus lot that is adjacent to the pre-k playground and in an area that is used by students during lunch recess.
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.

Gifted Program Meeting Update: The next meeting is Monday, March 6. Dave Hardy, Chief Academic Officer will discuss autonomy, resources, and summer school.

Library Database Update: Good news! We are very much in favor of the Explora Database from Ebsco and the librarian was getting ready to set up our subscription and let the board know what the quote was when she found out the district is subscribing to MoreNet starting July 1. MoreNet includes Ebsco/Explora and a lot more. Kennard's trial period with Explora will be over by Spring Break so we will have a few months before we will have a database but MoreNet will be great and FREE! She will keep us posted about MoreNet, when and how to access and will post information on her webpage when she receives it.

National School of Character Virtual Site Visit was well received by evaluator Madison Tomlinson. Special thanks to the parents, students, staff, and community members who served on the team.

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

Summer School @ Kennard: Registration for 2017 Summer Learning at Saint Louis Public Schools starts on March 17. Kennard is the district-wide gifted and enrichment site. Summer hours are from 9:00 – 3:20 beginning Monday, June 5 and ending June 30. More information about the application process and curriculum will be available in a few weeks.

Volunteer Process @ Kennard: After receiving numerous calls and complaints about the volunteer process at the building level, we are immediately implementing processes to make sure our families receive the most current information in a timely manner. The following information has been shared with Kennard and Volunteer Services staffs:

1. When email approvals are sent to the school from Volunteer Services, they will be immediately forwarded to Jamie Spitznagel by Ernestine Shivers-Jones.
2. Ms. Spitznagel will add approvals to the school-wide volunteer approval spreadsheet for distribution at the beginning of each month.
3. Classroom teachers and the PTO President will receive the monthly lists.
4. Ms. Shivers-Jones will be responsible for maintaining a copy of the updated volunteer approval list so that she can assist families that contact the office.
5. Families can check their approval status at school by contacting their child’s teacher or the secretary, Ms. Shivers-Jones.
6. If Ms. Spitznagel or Ms. Shivers-Jones is unable to locate information after a school-based search, families will be directed to contact Volunteer Services.
7. No family should be directed to contact Volunteer Services without a school-based search.
8. If you experience any problems at the building level, please report it to the principal.

Submitted by Wanda LeFlore

Treasurer – Grace Kivindyo

As of 11.30.2016:

FRIENDS OF KENNARD (as of 11-30-16)	\$14,262.43
PRIMARY ACCOUNT	\$11,763.66
DEBIT CARD ACCOUNT	\$764.49
PENDING CHECKS	(\$1,402.43)
PTO BALANCE Bank Accounts	\$25,388.15
5TH GRADE ACCOUNT	\$19,567.28
-separate from PTO main account	

Camp Wyman Itemized Breakdown

Camp Wyman		
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	1/2 PAID

Bus for Spring Visit	\$561.44	PAID
Misc Wyman	\$750.00	
Camp Wyman TOTAL	\$20,661.96	
Springfield Busses	\$2,610.00	PAID
Graduation/End of year week	\$1,500.00	
Total Costs	\$24,771.96	
Fall Deposits collected from families	-\$4,535.00	
TOTAL 5th Grade Costs	\$20,236.96	
5th Grade Account Balance	\$19,567.28	
Pending Checks	-\$7,695.00	
Graduation/End of year week	-\$1,500.00	
Misc. Wyman	-\$750.00	
Approx. 5th Grade Extra Funds	\$9,622.28	

President – David Custis

- Thanks to the Dance committee for another great dance experience for students.
- Girls On The Run began this week with largest group of participants ever.

Vice President – Chad Beffa(not present)

District Affairs Liason – Lara Fuchs

Information Officer – Erin Bihr

Fundraising – Dale Greenbury

Communications Officer – Susie Anderson-Bauer

Security Officer – Jennifer Beffa

Parliamentarian – Nicole Colbert Botchway

Room Parent Coordinator – Kate Metzger (not present)

Enrichment officer-Amanda Miller

OLD BUSINESS

- Water Fountain – Susie Anderson Bauer moves to close this old business item, seconded by Erin Bihr.

NEW BUSINESS

- Nominations for 2017-2018 PTO Board – Elections will be held at the next General PTO Meeting on April 5th.
 - Communications Officer – Susie Anderson Bauer is nominated, Marantha Brown has offered to help
 - Secretary – Karen Ruggeri is nominated.

- Information Officer – Erin Bihr is nominated.
 - District Affairs Liaison – Lara Fuchs is nominated.
 - Room Parent Coordinator – Kate Metzger is nominated.
 - Fundraising Chair – Jenifer Garcia is nominated.
 - Enrichment Officer – Cindy Heidenry is nominated.
 - Treasurer – David Custis is nominated.
 - Parliamentarian – Chad Beffa is nominated.
 - Security Officer – Jennifer Beffa is nominated.
 - Vice President – Melissa von Rohr is nominated.
 - President – Mike Viles is nominated.
- Further Suggestions for Improvement to Volunteer Process
 - Question: Karen Ruggeri –the process outlined by Dr. LeFlore seems like some improvement in communication of the current status of a parent volunteers but still puts responsibility on the parents to know status and inquire for updates. Could we be more proactive in letting parents know the date that their status would expire?
 - Suggestion: Dave Custis - that the Information Officer keeps track of approved volunteer status and be responsible for notifying parents via MySchool Anywhere. This would change the scope of the Information Officer’s responsibilities and would require an amendment to the bylaws.
 - There are currently two separate spreadsheets – one keeps track of approved parent volunteers, includes historical volunteer information which is kept and distributed by Ms Spitznagel. A separate spreadsheet tracks expiring volunteer status. This is the information that is suggested that would be managed and communicated by the Information Officer. Question: Melissa von Rohr - Why are there two separate spreadsheets? Could they be combined?
 - Question: Susie Anderson Bauer - Can we document a process that outlines the steps, who is responsible for what steps in the process, and timelines for each steps. Karen Ruggeri can build a process flow to track the steps.
 - Question: Melissa Von Rohr - Can we incorporate a step in the process that documents the date that the application was submitted and an expected turnaround time.
 - Question: Blythe Burkhardt – can we ask the district coordinator to send spreadsheet directly to Ms Spitznagle as well as the PTO coordinator for volunteers.
 - Motion to table this discussion for the April Meeting to give PTO board time to gather more information.
 - Donors Choose
 - Question – Nathan McNulty – have we had any discussion about fundraising through Donor’s Choose, which was recently used by Ms Kukay for a project and funded very quickly through donations from parents
 - Comment - Dave Custis – concern that these separate fundraising projects conflicts with the efforts of the overall Fund Drive and the Enrichment Funds process. Teachers informally surveyed hadn’t really thought much about the program and whether it could be used.
 - Question – Melissa von Rohr – could we talk to other schools in the district, or outside our district, to find out if or how they utilize this process? Many schools in our district have a different parent demographic so it might be better to speak with public schools outside SLPS in the county.

- Diversity Committee planning to conduct a survey of parents about issues, plans for upcoming events. Will send via MySchoolAnywhere and then share results at upcoming PTO meeting.

ANNOUNCEMENTS

- Book Fair – scheduled for March 14-16th. Need volunteers still.
- Let Me Run – starts end of March for 4th/5th grade boys.
- April PTO Meeting will include elections for 2017-2018 Board.
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Motion to adjourn made by Susie Anderson Bauer seconded by Erin Bihr. Motion passed unanimously. Meeting adjourned at 7:05 pm.

Respectfully submitted,

Karen Ruggeri
PTO Secretary, 2016-17