

Metro PTO Meeting
May 10, 2023

Welcome and Introductions

- Meeting called to order at 6:40
- Everyone in attendance introduced themselves.

Approval of [PTO Minutes April 2023](#)

- Motion to approve minutes, seconded.
- Motion passes.

Chairperson Reports

- Trivia Night (Linda was not in attendance, Tricia read her report)
 - The event was sold out.
 - Raised approximately \$19,400, over 5K more than last year.
- Recognition Night (Patty)
 - Major kudos to Coach T. for organizing the event.
 - Patty liked the company she used for the quarter-zips that were given to all the coaches.
 - Coaches appreciated the Visa gift cards.
- Beautification:
 - Patty had nothing to report, but Dr. T. noted that Metro is scheduled to have significant improvements made over the summer, including new tables in the cafeteria, classroom furniture, new carpet, and perhaps a new gym floor.
- 501C3 status for Metro PTO (Lisa)
 - Lisa suggested that we look into whether or not it makes sense to have Metro's PTO become a 501C3. Reasons cited include the difficulty of working with the SLPS Foundation (will begin charging us fees, lack of timely reporting of donations).
 - McKinley's PTO has made this shift, cost appears to be approximately \$400
 - Patty: One concern would be the continuity of filing tax paperwork; Patty will ask her friend who is an accountant what this would involve.
 - Lisa: Her understanding is that the tax form for a 501C3 is very simple if they take in less than 50K a year, but that Metro's PTO is very close to this threshold.
 - Tricia makes a motion to approve spending up to \$400 on shifting to 501C3 status if the PTO board looks into it and deems it a good idea. Lisa seconds it. Motion passes 8-1.
- By-laws (Angel)
 - Angel recapped the changes to the bylaws. See Addendum B for full text.
 - Ami: in regards to allowing the PTO board to vote on classroom grants via email when it's in between meeting dates, this should really be kept to an absolute minimum to preserve transparency. Rebecca: maybe we should place a \$500 limit on classroom grants that are voted on via email. Angel: Yes, and we should communicate that policy to the faculty to encourage them to turn in their grant applications in advance.
 - The passage in the bylaws that set a maximum carryover of money from one year to the next was removed. Discussion was supportive of this but also acknowledged that we generally should try to spend the money that the PTO raises and not carry over more than a "cushion amount" from year to year.

- Discussion about whether or not the district could begin to pay for Naviance rather than have the PTO pay for it. It was mentioned that this is an equity issue for the district—all SLPS students should have access to the program.
- Angel motions to accept changes to the bylaws, Tiffany seconded. Motion passed.
- Diversity Committee (Angel)
 - There was general discussion about diversity at Metro, how to maintain diversity and recruit students of color.
 - Angel: Could we as the PTO volunteer to help recruit and aid parents in the application process.
 - Asian American student association organized a school wide assembly for AAPI month; Dr. T reported that it went really well.
- Teacher Appreciation (Juanita and Amanda)
 - Juanita reported that teacher appreciation week went awesome. Teacher appreciation events were held every day of the week, included meals, ice cream truck, and gift cards.
- PTO Board Balloting (Angel)
 - Slate for 2023-24 school year:
 - Chair, Lisa Granich-Kovarik (current Junior and Freshman)
 - Vice Chair, Angel Were (current Senior and Sophomore)
 - Treasurer, Jennifer Anania (current Junior and incoming Freshman)
 - Secretary, Christina Robinson (current Sophomore)
 - Parliamentarian, Minyon Foluke (current Senior and Freshman)
 - Angel circulated ballots, slate was approved

Treasurer's Report (Tiffany A.)

- Please see the report labeled Addendum A at the bottom of these minutes.
- The budget is in really good shape as we enter into the last month of the school year.
- There will be a number of senior expenses still to be deducted from our account (lock in etc.), and we will also be purchasing small gifts for departing teachers Mr. Nipert and Ms. Seiler.
- Discussion about who is/will be on the PTO checking account besides the treasurer. General agreement was that PTO chair should be (and maybe already is).

Principal's Report (Dr. T)

- Staffing
 - Mr. Parker from Roosevelt is moving to Metro to take Nipert's place.
 - Ms. Seiler is resigning for personal reason, there is an open part position.
 - Mr. Medina is likely going to Collegiate because they can promise him a physics class, whereas his position at Metro was only in the math department.
 - Metro will have an academic instructional coach to encourage deeper learning. Dr. T has asked for a full time social worker, but is unsure if that will be approved.
- Graduation/End of Year
 - Everything is set, work is due Monday for seniors. Rankings are being finalized.
 - Finals are M-Th ½ days
 - Attendance: it's a problem. Students need to be there everyday.
 - Teachers and students appreciated the snacks that were sent in before testing.
 - Freshmen success academy allots \$2000 for incentives for freshmen. The freshmen received \$5 gift cards to McDonalds for an open campus lunch, and they're going to be

able to go out this Friday too. Next week freshmen will take a field trip to the zoo and will have a \$10 gift card to buy themselves lunch.

- Tricia: Last year we provided lunch for teacher work day. Should we do that again? She'll bring breakfast on the 25th instead.
- Miscellaneous:
 - Dr. T: They'd love to have more of an outdoor classroom and would be interested in PTO financial support for this. She'll look into options and what they would need approval for.
 - Dr. T is really pleased that we'll be able to offer Edmentum; grateful for parent support.

Class Updates

- Seniors (Genyne)
 - No additional information (senior lock-in was discussed earlier in the meeting).
- Juniors (Patty)
 - No updates
- Sophomores (Ami and Christina)
 - No updates
- Freshman (Minyon and Juanita)
 - They already have a pavilion reserved at Tower Grove Park on August 13, from 1-3:00 pm for a welcome picnic for incoming freshman.
- Student Council
 - No reps present

New Business

Meeting adjourned at 8:15

Addendum: Treasurer's Report

Addendum A:

METRO PTO TREASURER'S REPORT													
April 2023													
	2022-23 BUDGET	YTD ACTUAL	YTD REMAINING	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
INCOME													
Carryover	\$ 12,115.65	\$ -	\$ 12,115.65	\$ 12,115.65	\$ 4,247.64	\$ 4,015.47	\$ 3,802.99	\$ 4,992.39	\$ 28,936.68	\$ 28,743.18	\$ 30,095.28	\$ 26,312.13	\$ 25,723.29
Trivia Night	\$ 15,000.00	\$ 17,967.18	\$ (2,967.18)						1.64	4879.63	2157.17	6413.71	4515.03
Annual Fund Drive	\$ 20,000.00	\$ 26,218.91	\$ (6,218.91)				\$ 1,594.47	\$ 24,624.44					
Spirit Wear Store	\$ 2,000.00	\$ 409.00	\$ 1,591.00					\$ 211.00		198			
TOTAL INCOME	\$ 49,115.65	\$ 44,595.09	\$ 4,520.56	\$ 12,115.65	\$ 4,247.64	\$ 4,015.47	\$ 5,397.46	\$ 29,827.83	\$ 28,938.32	\$ 33,820.81	\$ 32,252.45	\$ 32,725.84	\$ 30,238.32
EXPENSES													
SPONSORED EVENTS													
Freshman Welcome	\$ 500.00	\$ 451.70	\$ 48.30	\$ 451.70									
Cookie Break - Open House	\$ 250.00	\$ 52.33	\$ 197.67	\$ 52.33									
Book Fair	\$ 150.00	\$ 92.00	\$ 58.00								\$ 92.00		
Homecoming	\$ 1,000.00	\$ 1,113.86	\$ (113.86)								\$ 1,113.86		
Trivia Night	\$ 2,500.00	\$ 475.00	\$ 2,025.00							\$ 475.00			
Spring Fling	\$ 1,000.00	\$ 1,403.72	\$ (403.72)							\$ 926.18	\$ 477.54		
Senior Class Expenses	\$ 8,500.00	\$ 3,566.55	\$ 4,933.45					\$ 600.00					\$ 2,191.55
Junior Class Event	\$ 650.00	\$ -	\$ 650.00										
Field Day	\$ 250.00	\$ -	\$ 250.00										
Spirit Wear	\$ 2,000.00	\$ -	\$ 2,000.00										
TEACHER & STAFF APPRECIATION													
First Friday Breakfast	\$ 2,000.00	\$ 1,653.52	\$ 346.48	\$ -	\$ 227.17	\$ 207.48	\$ 208.83		\$ 158.39	\$ 256.92	\$ 190.16	\$ 127.86	\$ 276.71
Teacher Meals	\$ 2,000.00	\$ 683.08	\$ 1,316.92								\$ 79.50		\$ 603.58
Teacher Appreciation	\$ 2,000.00	\$ 2,134.34	\$ (134.34)	\$ 509.00				\$ 264.89		\$ 79.50	\$ 1,030.95	\$ 250.00	
Gifts (Retirement, Bereavement, etc.)	\$ 500.00	\$ -	\$ 500.00										
Recognition Reception	\$ 200.00	\$ -	\$ 200.00										
MSSHA Awards - Coach Gifts	\$ 3,000.00	\$ 4,426.80	\$ (1,426.80)									\$ 4,426.80	
CLASSROOM & SCHOOL SUPPORT													
Teaching Materials - Metro Grant	\$ 8,000.00	\$ 6,139.89	\$ 1,860.11							\$ 1,207.93	\$ 2,885.11	\$ 1,840.00	\$ 206.85
Metro Reads	\$ 500.00	\$ -	\$ 500.00										
Health and Wellness	\$ 2,500.00	\$ 352.89	\$ 2,147.11									\$ 352.89	
Naviance Software (payment 2 of 3)	\$ 6,850.00	\$ 6,849.98	\$ 0.02	\$ 6,849.98									
PTO EXPENSES													
General Expenses/Supplies	\$ 100.00	\$ 76.75	\$ 23.25	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 36.75	\$ 5.00	\$ 5.00	\$ 5.00	
Membership Toolkit (Online Directory)	\$ 450.00	\$ 450.00	\$ -										\$ 450.00
Postage	\$ 50.00	\$ -	\$ 50.00										
Fund Drive Marketing	\$ 100.00	\$ -	\$ 100.00										
Beautification	\$ 500.00	\$ 278.70	\$ 221.30				\$ 191.24	\$ 21.26			\$ 66.20		
TOTAL EXPENSES	\$ 45,550.00	\$ 30,201.11	\$ 15,348.89	\$ 7,868.01	\$ 232.17	\$ 212.48	\$ 405.07	\$ 891.15	\$ 195.14	\$ 3,725.53	\$ 6,940.32	\$ 7,002.55	\$ 3,728.69
NET INCOME (LOSS)		\$ 14,393.98		\$ 4,247.64	\$ 4,015.47	\$ 3,802.99	\$ 4,992.39	\$ 28,936.68	\$ 28,743.18	\$ 30,095.28	\$ 26,312.13	\$ 25,723.29	\$ 26,509.63
BALANCE SUMMARY													
4/30/23													
Commerce Bank													
Checking Account Balance	\$ 19,081.51												
Pending Checks	\$ (3,930.40)												
SLPS Foundation													
880 Metro Balance	\$ 46,233.61												
Pending Deposits													
TOTAL BALANCE	\$ 61,384.72												
Notes:													
Metro 880 is current as of 3/31/23 - quarterly updates given only, per the Foundation													

Addendum B: Metro PTO Bylaws

Metro Academic & Classical High School PTO Bylaws

Bylaws of Metro Academic & Classical High School (Metro) Parent Teacher Organization:

ARTICLE I. Organization

This organization shall be known as the Metro Academic & Classical High School Parent Teacher Organization (Metro PTO).

ARTICLE II. Location

The principle place of business for the Metro PTO is 4015 McPherson Ave., St. Louis, MO, 63108.

ARTICLE III. Duration

The Metro PTO shall exist in perpetuity.

ARTICLE IV. Purpose

A. The Metro PTO shall:

1. Serve as the parent and teacher involvement entity of Metro.
2. Promote an enriched educational environment.
3. Encourage parents' involvement in their children's education.
4. Encourage teachers' involvement with the larger Metro community.
5. Support Metro staff, teachers and school community.
6. Facilitate good communication between Metro staff, parents, students and school community at Metro.
7. As an extension of Metro, operate as a non-profit entity.

ARTICLE V. Officers: Duties and Responsibilities

Composition: The Metro PTO Officers shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and Parliamentarian.

A. The Chair shall:

1. Have served on the PTO board for a minimum of one year.
2. Provide leadership for the PTO.
3. Preside over meetings of the PTO.
4. Prepare agendas for all PTO meetings, and distribute them prior to the meetings.
5. Recommend appointment and dismissal of members of the Board.
6. Officially represent the PTO at school-related activities.
7. Represent the PTO at the area-wide District Meetings when necessary.

B. The Vice-Chair shall:

1. Assume the duties and responsibilities of the Chair in his/her absence.
2. Assist the Chair in recommending the appointment or dismissal of members.
3. Serve as Chair of the Nominating Committee.

C. The Secretary shall:

4. Keep the minutes of proceedings of the PTO.
5. Distribute to all PTO Board members for review prior to the next meeting.
6. Handle all correspondence for the PTO (i.e. Membership Toolkit, Facebook, etc.).
7. Receive and file all minutes, records, and reports from committees and fundraisers after board approval.
8. Assist with the promotion, production, and coordination of communication for the PTO.

D. The Treasurer shall:

1. Maintain a PTO bank account with Treasurer, Principal, and Chair as signatories.
2. Receive and deposit all funds collected in the name of the PTO.
3. Keep complete records of all deposits and disbursements.
4. Be empowered to make expenditures up to fifty dollars (\$50.00) from the General Fund without written authorization from the board. Such expenses are not to exceed two hundred dollars (\$200.00) in total per school year.
5. Pay all bills and disbursements as directed by the PTO.
6. Supply a written report (Income/Expense Statement) at each meeting of the PTO and PTO Board, giving amounts received and paid out during the period since last meeting, a present balance, as well as balances left in budgeted line items.
7. A copy of the monthly bank statement shall be presented to the Chair, Co-Chair and Secretary at the monthly PTO meeting.
8. Maintain financial records using the fiscal year: July 1-June 30.
9. With the incoming PTO Board, present for approval a proposed budget at the first general PTO meeting of the school year.
10. Provide financial records for inspection at PTO meetings upon request of any board member.
11. Keep all records on file for a period of three (3) years.
12. Carry over a minimum of \$250 and a maximum of \$1,000 in the general fund from year to year.
13. Be responsible for possession of PTO funds outside of the school premises
 - a. In the Treasurer's absence the Principal shall have this responsibility.
 - b. In the absence of the Principal, the Chair shall have this responsibility.

E. The Parliamentarian shall:

1. Attend all PTO meetings.
2. Be responsible for maintaining order at the meetings.
3. Serve as timekeeper as needed.
4. Recruit PTO Officers.
5. Oversee the election of Officers.
6. Review Bylaws every other year.

F. Grade Level Representatives

1. Attend all PTO meetings.
2. Serve as liaison between teachers, PTO and faculty grade-level advisors.
3. Perform specific functions as designated by the PTO board.

G. The Principal or Representatives may:

1. Attend all PTO meetings.
2. Serve in a consultant capacity.
3. Serve as ex-officio member of all committees.

H. The Teacher Representatives may:

1. Attend PTO Meetings.
2. Serve as liaison between teachers and PTO.

I. Standing Committees

1. Standing Committees are those that the PTO will strive to sustain year-to-year.
2. The Board may create standing committees if it deems they are necessary to promote the objectives and carry on the work of the organization.
3. Each standing committee is to have a Board Member as a liaison. The Chair of each standing committee shall present a plan of work to the Board through the liaison for approval.

4. Funds raised by committees must be counted in the presence of the Signatories, who will immediately turn all paperwork and funds over to the Treasurer or other Signatory.
5. The Standing Committees are:
 - a. Communication: The Communication Committee is responsible for coordinating all means of contact with parents and keeping them informed about school events, the PTO, and other matters pertinent to Metro. The Committee shall maintain email distribution lists, Membership Toolkit and other platforms of communication.
 - ~~b.~~ Fundraising: The Fundraising Committee shall raise funds to support PTO functions. These activities include, but are not limited to Panther Pride and Spirit Store and Fund Drive (SLPS Foundation).
 - c. Hospitality: Hospitality Committee shall ensure representation at key school functions including, but not limited to: Freshman Orientation, Open House, Registration, BBQs, and Parent/Teacher Conferences.
 - d. Staff Appreciation: The Staff Appreciation Committee shall be responsible for planning and providing items/events for staff appreciation, which may include, but are not limited to First Friday Breakfasts, Staff Luncheons, and Retirement Gifts.
 - e. Career Day: Career Day Committee shall organize an annual event inviting career specialists in the area to meet with Metro students.
 - f. Trivia Night: The Trivia Night Committee shall work with the Junior and Senior Class Parent Representatives and parents of said classes for class fundraising purposes.
 - g. Diversity: The Diversity Committee supports Metro developing particular diversity skills, tools and activities for building a more inclusive academic and social environment for all students.
 - h. Beautification: The Beautification Committee shall ensure our school is presentable inside (i.e. painting and reorganizing storage units) and outside (i.e. seasonal mulch, planting, etc.) facilities.

ARTICLE VI. Metro PTO (Membership)

- A. Metro PTO membership shall be comprised of the Metro PTO Board, all parents or guardians of students attending Metro, and Metro faculty and staff.
- B. Voting privileges are granted to Metro PTO Board, all parents or guardians of students attending Metro.
- C. Student Membership and Participation:
 1. The Metro PTO Board includes membership opportunities for a maximum of two (2) students from each class of freshmen, sophomores, juniors and seniors, Grade Level Student Representatives.
 2. The Grade Level Student Representatives will work collaboratively with the Metro PTO Board on planning, communicating and fundraising activities.
 3. Teacher Representatives will work with the Metro administration to create a process for recruitment of Grade Level Student Representatives.
 4. Grade Level Student Representatives are non-voting members of the Metro PTO Board, and agendas will be organized in such a manner to include items for their influence and input at the beginning of each general meeting.
- D. Principal's Membership and Participation:
 1. The Principal or his/her representative attends all Metro PTO Board meetings.
 2. The Principal or his/her representative serves as a consultant to the Metro PTO Board.
 3. The Principal is a non-voting member of the Metro PTO Board.

E. Teacher Representatives' Membership and Participation

1. Teacher Representatives attend Metro PTO Board meetings.
2. Teacher Representatives serve as liaison between Metro faculty and staff, students and the Metro PTO Board.
3. Teacher Representatives are non-voting members of the Metro PTO Board.

ARTICLE VII. Quorum

Voting members present at a Metro PTO Board meeting constitute a quorum. A majority of one-half (1/2) plus one (1) of eligible voters in attendance shall be necessary for the passing of any motion.

ARTICLE VII. Nominations, Elections, Terms of Office, Removals and Vacancies

A. Nominations:

1. The Metro PTO Board shall appoint a Nominating Committee consisting of three to five Metro PTO members. The Parliamentarian being one, shall chair all sessions of the Nominating Committee.
2. The Nominating Committee shall recruit and seek interested individuals to serve on the Metro PTO Board, being sure to include the current board members and incoming freshmen parents.
3. The Nominating Committee shall invite interested candidates to the April Metro PTO Board meeting to discuss job descriptions, and conduct interviews.
4. The Nominating Committee shall complete a slate of nominees for the offices of Chair, Vice-Chair, Secretary, Treasurer, Parliamentarian, and the Grade Level Student Representatives by the April PTO Meeting each year.

B. Elections:

1. The PTO Board slate shall be posted at the school office and sent via email to the general membership of the Metro PTO at the addresses provided before the election. Elections will be held at the Metro PTO Board meeting in May.
2. Within the ballot for each position, there shall be an opportunity for write-in candidates to be selected.
3. In order to be elected, candidates must receive plurality vote of the general members casting ballots.
4. If PTO Board vacancies exist following an election, the current PTO Board may recruit and elect a Metro PTO member to fill the vacancy (at any time).
5. The newly elected Metro PTO Board will act with the departing Metro PTO Board to prepare a budget for the coming year.
6. For contested positions, elections will be held by secret ballot.

C. Terms of Office:

1. Terms of office begin July 1 and last one (1) year.
2. A Metro PTO Board position cannot be held for more than two (2) years in succession by any one person. An exception may be made (with the approval of the Metro PTO), if attempts to fill the position are unsuccessful.

D. Removals:

1. Any officer who is not in attendance at Metro PTO Board meetings without reason for three (3) consecutive meetings may be asked to resign.

E. Vacancies:

1. Should the Chair become vacant, the Vice-Chair shall become Chair for the remainder of the Chair's unexpired term.
2. Vacancies in all other offices shall be filled by appointment of the Chair with the approval of the Metro PTO Board.

ARTICLE IX. Meetings

- A. The Metro PTO Board shall meet monthly during the school year at a time and place to be determined by the Metro PTO Board.

- B. The Metro PTO Board may call emergency or special meetings, in addition to its monthly meetings, to discuss time-sensitive or urgent matters, when necessary. However, these emergency or urgent meetings shall not occur more than three times per year. Emergency meetings may be conducted in person, teleconference or via other forms of electronic media.
 - 1. In the event that voting needs to occur, outside our monthly PTO Meetings, the Metro PTO Board will be notified via email and cc' the Principal proceeding with the Robert's Rules of Order (i.e. make a motion, second, etc.) in which it will only be addressed if at \$500.00 or more.
 - 2. The results of the voting will be communicated at the next monthly Metro PTO Meeting for transparency with the Board.
- C. Metro PTO standing committees shall meet from time to time as necessary, except that the Nominating Committee shall meet at least 21 days prior to the May Metro PTO general meeting to prepare and distribute the slate of officer nominees.
- D. Meetings can be held by the PTO Board when emergencies arise.
- E. If school is cancelled due to inclement weather, any scheduled Metro meetings will be cancelled, too.

ARTICLE X. Amendments

These Bylaws may be amended at a general meeting of the Metro PTO with one-half (1/2) plus one (1) simple majority vote of the members present, provided that a copy of the amendments have been made available to the members of the Metro PTO by way of the official notification and available for review in the Metro office. A minimum of two (2) weeks notice will be given to the general membership regarding amendments.

Adoption: These Bylaws were duly adopted by the general membership of the Metro PTO on 10th day of May 2023.

Tricia Moyer (Chair)
PTO Chair

Lisa Granich-Kovarik (Secretary)
PTO Secretary

Summary of changes: