

## Metro PTO Meeting Minutes May 7, 2025

- The meeting was called to order at 6:35 pm.
- Introduction by those in attendance.
- Approval of [April 2025](#) PTO Meeting Minutes.

### Reports

- **Principal's Report (Dr. T)**
  - Thank you for the recognition for Principal Appreciation Day and Teacher Appreciation Week so far. Dr. T expressed appreciation for the student body and PTO efforts. Mentioned our school's strong PTO in the report with the US Department of Education.
  - Graduation tickets will be given out to Senior parents during the Luncheon, (7) per family. The protocol that must be followed was handed out and will be shared in the final class of 2025 newsletter. The newsletter will be distributed on May 8, 2025.
  - The principal newsletter has been paused temporarily.
  - The senior class's official last day is Thursday, May 8th. Friday, May 9th, is a field trip.
  - The senior class parents' response to buy tickets for the luncheon was not 100%. Not sure of the reason.
    - It was suggested that, with future classes, the administration share that families in need should reach out to the administration. Financial hardship should not be what prevents parents from attending.
  - Brief discussion around the new student management system, Focus.
  - Next week, seniors only need to come to school for testing.
  - There will be an all-school field trip on Wednesday, May 14, for grades 9-11.
  - **Final exam schedule, ½ day schedule. Dismissal is at 10:15 am. Sack lunches will be available.**
    - Monday, May 19 – Periods 1 and 2
    - Tuesday, May 20 – Periods 5 and 6
    - Wednesday, May 21 – Periods 3 and 4
    - Thursday, May 22 – Periods 7 and 8
    - Friday, May 23 – NO SCHOOL (Exam make-up day. MUST be communicated in advance)
  - The incoming STUCO Executive Board, along with Dr. T, will coordinate volunteers for graduation.
  - Teacher vacancies to fill:
    - IB coordinator is still under consideration.
    - The Counselor position is still under consideration.
    - Office staff opening. Ms. Bobbie is retiring.
  - Filled positions:
    - An offer has been extended for the PE Teacher opening.

- **President Report (Lisa)**
  - A huge thank you to all PTO officers and committee members. Each committee was highlighted.
  - Great progress on spending down our prior year balance. Some of the ways PTO fundraising has helped the school this year:
    - Keyboards for music classes
    - Ping pong tables
    - Sound system
    - New entryway rugs
  - Teacher appreciation planning is underway. Teachers will have something every day of the week. We are also working with the Student Council on electronic teacher greeting cards.
- **Treasurer (Jennifer)**
  - See attached budget.
    - Reviewed expenses paid since the last meeting.
    - Discussed the amount that we will allow for summer expenses. See the new business section for details.

## Committees

- **Diversity (Angel)**
  - April was Arab American Heritage and Jewish American Heritage Month.
  - May is Asian American and Pacific Islander Heritage Month.
- **Booster Club (Christina)**
  - Update on HomeTown App fees from Dr. T. The fees are a requirement and are for processing. The use of this platform is a result of the audit. It was a recommendation from the auditor.
  - Recognition Night was a huge success. We had a lot of positive feedback.
  - We are still looking for more parental involvement and will make another plea before the end of the year.
- **Student Council** – no representative was present.
- **Parent Class Reps**
  - Seniors
    - The lock-in planning is going well. The event is a week away, and everything is finalized, except for the last food purchases.
    - Requesting a grant to cover overage. The increase in cost that we are seeing is in food. See new business.
    - We received a Costco Community Grant of \$75, which will be used to purchase items for the basket raffles.
    - We will send Dr. T the final communication regarding the lock-in that we would like to include in her final newsletter.
    - 21 students had not signed up as of Wednesday afternoon.
    - Students who do not attend the lock-in will be able to pick up their gift at the school office.
  - Juniors – No update.
  - Sophomores – No update.
  - Freshman – TBD

- **Trivia Night (Linda)**
  - The event did well. We raised about \$2,000 short of our goal of \$19,000.
  - Donations were down. They were harder to come by this year.
  - Auction items were also down slightly over last year. Additionally, the amount made at the auction was down. Some of this may have been due to connectivity issues.
  - The total raised this year minus expenses is around \$17,764. Last year it was \$23,013.

### **Old Business**

- Floor runners are in!
- Beautification Day was finally held after being rescheduled four times due to the weather. Thanks to Tony Buchanan!
- Service hours – electronic recording possibility in SchoolLink. Dr. T made a note and will look into it.
  - Benefits: hours can be submitted online. It can be reviewed and approved or denied by school staff. Parents can have access to what students are submitting in real time. There is a place for a running list of service opportunities.

### **New Business**

- Recap of teacher appreciation week:
  - Monday – Pasta House Lunch. The current student council organized Teacher Appreciation e-cards. Incoming STUCO officers organized Teacher Superlatives.
  - Tuesday – Scoops of Joy
  - Wednesday – Cupcakes from The Cup
  - Thursday – Steve’s Hot Dog
  - Friday – Chris Pancakes (First Friday Breakfast). They will also receive a teacher gift (Metro mug and \$25 Amazon gift card)
- Lisa mentioned building a list of businesses, including some we have used in the past with good experience and others we want to try.
- Motion approved for a grant for another round of stipends/honorariums (\$3,250) for teachers who sponsor clubs and for IB supervisors. We will continue this as funds allow.
- Motion approved to allocate up to \$10,000 for Dr. T to use over the summer for school-based needs. The board will vote on any request.
- Motion approved for a grant of up to \$500 for the senior class lock-in to cover additional food costs.
- **PTO Board Members for 2025-2026**
  - Minyon Foluke – Chair
  - Lyndsay Roy – Vice Chair
  - Amelia Garcia – Secretary
  - Jennifer Annia – Treasurer
  - Gregory Perine – Assistant Treasurer
  - Jennifer Thomas – Parliamentarian

- Lisa Kovarik, parent class representative (Senior).
- The George and Julie Sells, Chunzi Peng, and Kari Jackson (Junior).
- Elana Grayem (Sophomore).
- **TBD (Freshman).**

### **7:45 PM Meeting Adjourned**

#### **Mark Your Calendars:**

- Senior Luncheon – May 9<sup>th</sup>
- Graduation rehearsal – May 12<sup>th</sup> at Harris Stowe University
- Metro Graduation – May 15<sup>th</sup>
- Final Exams – May 19<sup>th</sup>-22<sup>nd</sup>
- Last Day of School – May 22<sup>nd</sup>

#### **Need to reach us?**

Email: [metrohighpto@gmail.com](mailto:metrohighpto@gmail.com), Facebook: [Metro H.S. Parents Group](#)

<b>Metro PTO 2024-2025</b>	<b>Starting Balance</b>		<b>\$ 48,555.53</b>
<b>INCOME</b>	<b>Fundraising Goal (100%)</b>	<b>Funds Raised Over Budget</b>	<b>YTD Totals</b>
Fund Drive (less transaction fees)	\$ 24,000.00		\$ 22,668.36
Trivia (Net Total) - April 2025	\$ 19,000.00		\$ 16,101.67
Total Income	\$ 43,000.00	\$ (4,229.97)	\$ 38,770.03
<b>EXPENSES</b>	<b>Budget*</b>	<b>Remaining</b>	<b>YTD Totals</b>
<b><u>SPONSORED EVENTS</u></b>			
Family Activities	\$ 500.00	\$ 80.94	\$ 419.06
Student Activities	\$ 1,000.00	\$ 1,000.00	
Dances (Homecoming/Spring Fling)	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
Senior Class Expenses (Class of '25)	\$ 8,600.00	\$ 2,547.56	\$ 6,052.44
<b><u>TEACHER &amp; STAFF APPRECIATION</u></b>			
First Friday Breakfast (9 total)	\$ 3,600.00	\$ 913.96	\$ 2,686.04
Lunches/Dinners/Welcome Baskets	\$ 3,000.00	\$ 981.05	\$ 2,018.95
MSSHA Awards - Coach Gifts	\$ 4,000.00	\$ 670.93	\$ 3,329.07
Teacher & Staff Appreciation	\$ 3,700.00	\$ (216.39)	\$ 3,916.39
<b><u>CLASSROOM &amp; SCHOOL SUPPORT</u></b>			
Classroom/Teacher Support/Grants	\$ 8,000.00	\$ (648.58)	\$ 8,648.58
School Support/Grants	\$ 2,000.00	\$ 200.00	\$ 1,800.00
Booster Club Grant (Sports)	\$ 7,000.00	\$ 7,000.00	\$ -
<b><u>PTO EXPENSES</u></b>			
General Expenses/Supplies	\$ 500.00	\$ 392.05	\$ 107.95
Membership Toolkit (Online Directory)	\$ 550.00	\$ -	\$ 550.00
Fund Drive/Book Fair Marketing	\$ 100.00	\$ 100.00	\$ -
Beautification	\$ 1,000.00	\$ 795.91	\$ 204.09
Total Expenses	\$ 46,550.00	\$ 15,317.43	\$ 31,232.57
<b>Approved Using Prior Years' Funds</b>	<b>Approved</b>	<b>Remaining</b>	<b>Spent</b>
Booster Club Grant (May 2024 Vote)	\$ 7,000.00	\$ 4,492.08	\$ (2,507.92)
Keyboards (10) - Music Class	\$ 4,500.00	\$ 200.20	\$ (4,299.80)
Sound System	\$ 2,600.00	\$ 123.38	\$ (2,476.62)
Entry Way Mats	\$ 3,000.00	\$ 3,000.00	
Ping Pong Tables	\$ 1,500.00	\$ 444.97	\$ (1,055.03)
<b>NET CHANGE (July 2024 - June 2025):</b>			<b>\$ (2,801.91)</b>
	<b>Ending Balance:</b>		<b>\$ 45,753.62</b>

April Trivia Expenses:

trivia questions (\$275)  
gym rental balance (\$300)  
lottery board (\$80)  
bowling alley drinks (\$183.44)  
soda/water (\$82.64)  
decor/supplies (\$189.09)  
- YTD total is an estimate of total earnings for the event

April/May Senior Class Exp:

lock-in balance (\$950)  
balance on blankets (\$507.50)  
balance on photobooth (\$562.50)  
Circus Kaput final balance (\$875)  
Henna artist final balance (\$200)

April First Friday Breakfast Exp:

Chris's Pancake House (\$420)  
Supplies/Fruit/Juice (\$48.35)  
Add'l March exp (\$66.99)

Teacher Conference Dinner:

Papa John's \$133.35

April Coaches' Gifts:

VistaPrint hats & bags (\$776.47)  
Gift Cards \$100 x 25 (\$2,552.60)

April Teacher/Staff Appreciation:

Pasta House (\$595)  
Scoops of Joy (\$440)  
The Cup (\$158)  
Steve's Hot Dogs (\$544.63)  
Asst. Principal Day gift (\$53.18)  
Secretaries Day gifts (\$31.38)

April Teacher Grants:

IB Art Show Food/Beverage (\$205.97)

Prior Year Funds Used:

2 Ping Pong tables (\$1,055.03)

## **Graduation Protocols, Venue Etiquette, and Security Guidelines**

### **Security**

All graduates, guests, employees, and vendors are required to pass through security screening checkpoints. Venue doors will open one (1) hour before the ceremony begins. Commencement is a ticketed event. All attendees aged two and older, including volunteers, must present a valid ticket for entry.

### **Entrance & Checkpoints**

Doors will close 10 minutes prior to the start of the graduate procession into the Auditorium. Doors will open after the Graduate procession and the national anthem.

- School Staff, District level, and Graduates, please enter through Door #2 (Front Ent, Garrison & Laclede).
- Family & Guests: All attendees with a valid ticket will enter through Door #1 (Front Entrance).
- Handicap Entrance: Use Door #6 (Side Entrance off Laclede) with a valid ticket.

### **Prohibited Items**

- No banners or signs larger than 20" x 20".  
(Signs must not obstruct the view of other guests and must remain stored until your graduate is called.)
- No alcohol.
- No balloons.
- No cans or glass bottles.
- No confetti.
- No inflatable items (such as baseballs, bats, beach balls, dolls, etc.), frisbees, and other similar objects.
- No noisemakers of any kind.
- No non-service animals or pets.

### **Clear Bag Policy**

Harris-Stowe implements a clear bag policy to ensure a safer environment. The University encourages all attendees to avoid bringing bags but permits the following:

- Bags that are clear plastic, vinyl, or PVC and do not exceed 12" x 6" x 12".
- One-gallon clear plastic freezer bags (Ziploc or similar).
- Small clutch bags approximately the size of a hand or 6.5" x 4.5".
- Exceptions for medically necessary items will be made after proper inspection at event entrances.
- Prohibited items include purses larger than a clutch, briefcases, backpacks, cinch bags, luggage, computer bags, camera bags, or any bag exceeding permissible size.
- Working personnel and media will be subject to screening and bag inspections.

### **Weapons and Drugs**

Harris-Stowe State University is a smoke-free, alcohol-free, and weapon-free campus.

Smoking of cigarettes, e-cigarettes, pipes, cigars, hookahs, and water pipes is prohibited on all University property.

Although recreational marijuana is legal in Missouri, it is prohibited on University property.

Possession of illegal drugs, alcohol, firearms, dangerous weapons, and knives is strictly prohibited—even with a concealed carry permit.

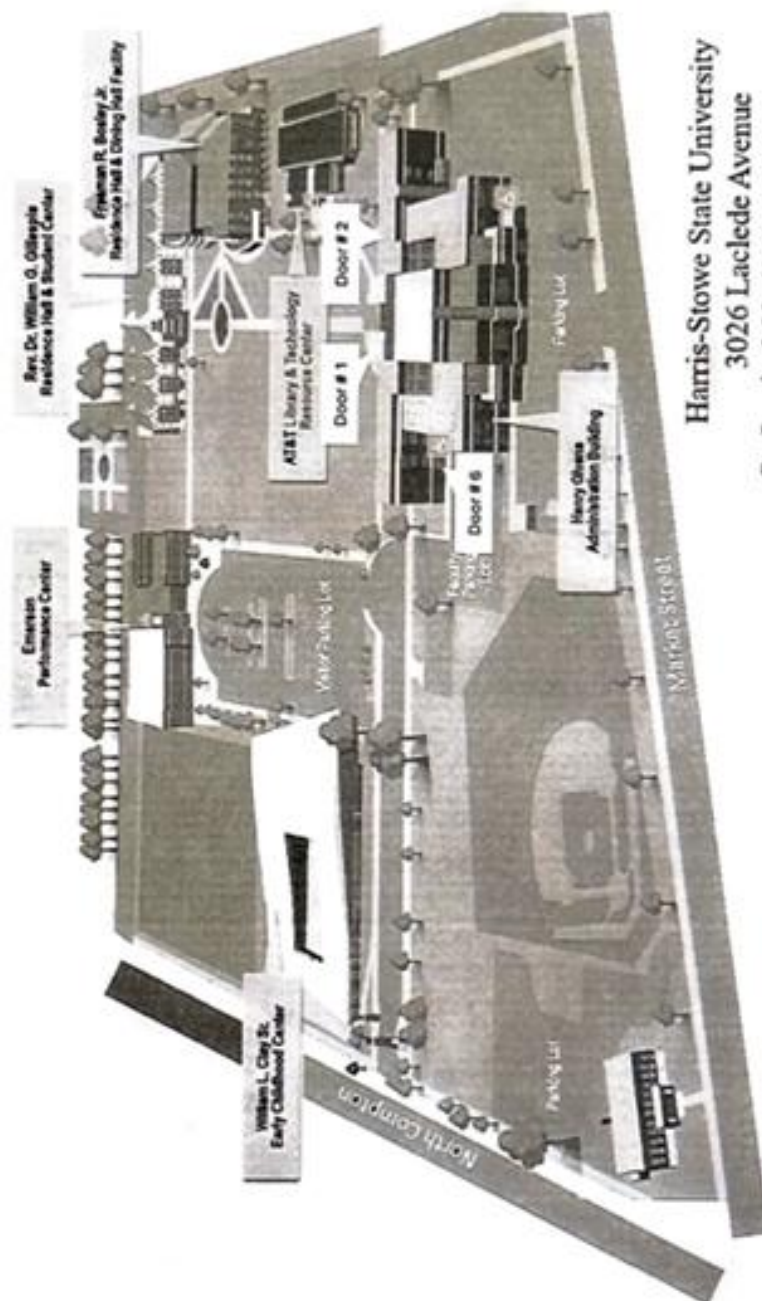
There will be no provisions to store prohibited items at the entrance. Items must be returned to your vehicle or disposed of. The University is not responsible for lost, stolen, or discarded items.



# HARRIS-STOWE

STATE UNIVERSITY

## HENRY GIVENS, JR. CAMPUS



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