

Metro PTO Meeting Minutes December 13, 2023

Welcome and introductions

- Meeting was called to order at 6:30 pm
- Introductions by those in attendance

Approval of [PTO Meeting Minutes November 2023](#)

Motion to approve made by Minyon, seconded by Ami. Minutes approved.

BSU Family Night

- BSU Vice-President Dominique Lucas and a junior club member, also named Dominique, came to provide an update on their annual Family Fun Night.
- This event is open to all! BSU sponsors it, but the entire Metro community is welcome.
- Since the last PTO meeting, Dr. T has approved a date for the event, Friday, January 26 from 6-8 pm at Metro.
- Discussed rooms that will be listed for sponsorship and food items requested for donation. These items will be detailed on the sign-up geniuses and distributed once Dr. T reviews and approves them.
- Advertising and publicity for the event have yet to begin. The club is awaiting approval of the flyers and sign-up geniuses by Dr. T. Students shared a draft flyer and received feedback for improvement from PTO members.
- Proceeds from the Family Night go towards the Annual Black Culture Event in February. PTO asked the students if assistance with the Black Culture Event is needed to write a proposal that PTO could review.

Questions: Please get in touch with Camryn Robinson-President, Dominique Lucas-Vice-President, or Ms. Davis-Faculty Sponsor.

Reports

- Principal's Report (Dr. T)
 - First Friday Breakfast, thank you! Freshman class had breakfast catered.
 - NHS destress day went well.
 - The student council asked teachers to consider having two D-schedule days as they prepared for final exams. It was approved.
 - Metro graduation will be held at Harris-Stowe on Saturday, May 18, 2024, at 3:00 pm.
 - Talked about starting Legacy Day for Metro graduates.
 - IB Chemistry/Physics – Mr. Pontillas is leaving at the end of the semester. He will continue virtual lessons for IB Physics. Lynne Weiss will come to help with IB Chemistry. Ms. Jones will create the IB Chemistry lessons.
 - English – Ms. Foster will not be returning. A job posting is in the works to fill the position. Letter will go out from Dr. T. Pending approval from the district. Ms. Davis is the interim teacher. She will follow the same plan as Ms. Chambers. Ms. Davis will teach AP Language, structured by Ms. Chambers and Dr. T.
 - Family meetings are in progress for students ending the semester with two or more Fs.

- School attendance is 90%.
- Updates to district athletic policy due to attendance and grades. Metro has always followed a grade policy but it is now being enforced district wide.
- President (Lisa)
 - Thanks to the freshman parent reps. for first Friday breakfast. Breakfast was catered, we asked for contact for future use.
 - Thanks to Jennifer, Laura, and Amanda for the fund drive tremendous success.
 - Thanks to Christina and Ellen for working on the book fair.
 - The call for potluck went well. Slots were filled within a few hours.
 - Discussion for location change for January meeting.
- Treasurer (Jen)
 - See attached budget.
 - Expense for November: Homecoming
 - Fund drive was a success. A few items are waiting to come in.
 - Raised \$23,997.72.
 - The preferred donation method was Membership Toolkit with direct receipts going to donors.
 - 25-30% increase of unique donors over last year.
 - 30% participation rate.
 - Question about line item for the junior class. Possibly a carry-over from events that no longer happen. Motion approved to rename the line item to student activities.
- Committee heads
 - Diversity – Minyon
 - Working on Zoom alumni event in January. Minyon will send dates to Dr. T for review.
- Class Reps
 - Senior – Senior Skate at Steinberg. December 19, from 12-1.
 - The YMCA is holding a tentative date of Friday, May 17 for the lock in. She met with students and sent a survey for events students would like. Patti will check with the YMCA on Sunday, May 19 as a possibility.
 - Junior – No update
 - Sophomore –No update
 - Freshman – No update
 - Student Council – No one present

Old News

- Book Fair – Left Bank Books (Christina).
 - Our final library profit is pending the end of the online portion of the fair. The in-store sales went well! All but about 13 of the books on the wish lists that were in store stock had been purchased. Books are still available for purchase online.
 - Ellen Kunkelmann will take over as chair next year.
- Trivia – Linda
 - To work with the same vendor as last year, Trivia night will be held on Saturday, April 27, 2024, at Immaculate Heart of Mary.

New Business

- **Teacher Grants Motioned by Lisa, seconded by Ami. Motion approved.**
 - Mr. VanPelt requested a grant of \$800 to buy gift cards as an honorarium for teachers working with IB diploma students on their extended essay.
 - Dr. T requested a grant totaling \$900 to buy gift cards for teachers doing extra duty work in sponsoring student clubs.

7:45 Adjourn

Mark Your Calendars:

1. WINTER BREAK - December 20- January 3
2. PTO Meeting - January 10
3. DR. MARTIN LUTHER KING HOLIDAY - January 15
4. PTO Meeting - February 14
5. PRESIDENTS DAY NO SCHOOL - February 19
6. QUARTER 3 ENDS - March 8
7. PARENT-TEACHER CONFRENCES - March 11-14
8. SPRING BREAK - March 18-22
9. SENIOR PROM - April 13
10. TRIVIA NIGHT - April 20
11. SENIOR LUNCHEON - May 3
12. SENIOR LOCK IN - May 17
13. GRADUATION - May 18
14. LAST DAY OF SCHOOL - May 23

Need to reach us?

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

Metro PTO 2023-2024	Starting Balance		\$54,410.57
INCOME	Fundraising Goal (100%)	Funds Raised Over Budget	YTD Totals
Fund Drive (less transaction fees)	\$ 24,000.00		\$21,324.82
Trivia (Net Total) - April 2024	\$ 19,000.00		\$ -
Total Income	\$ 45,000.00	\$ (23,875.18)	\$21,324.82
EXPENSES	Budget*	Remaining	YTD Totals
<u>SPONSORED EVENTS</u>			
Freshman Welcome	\$ 500.00	\$ 221.32	\$ 278.68
Cookie Break-Open House	\$ 250.00	\$ 159.42	\$ 90.58
Book Fair	\$ 200.00	\$ 200.00	\$ -
Homecoming	\$ 1,500.00	\$ -	\$ 1,500.00
Spring Fling	\$ 1,500.00	\$ 1,500.00	\$ -
2023 Senior Class Expenses	\$ 8,500.00	\$ 8,500.00	\$ -
Junior Class Event	\$ 650.00	\$ 650.00	\$ -
Field Day	\$ 250.00	\$ 250.00	\$ -
<u>TEACHER & STAFF APPRECIATION</u>			
Welcome Baskets & Lunch	\$ 1,000.00	\$ 339.52	\$ 660.48
First Friday Breakfast	\$ 3,800.00	\$ 2,145.07	\$ 1,454.93
Teacher Meals	\$ 2,000.00	\$ 1,894.29	\$ 105.71
Recognition Reception	\$ 200.00	\$ 200.00	\$ -
MSSHA Awards - Coach Gifts	\$ 4,000.00	\$ 4,000.00	\$ -
Teacher & Staff Appreciation	\$ 3,500.00	\$ 3,500.00	\$ -
<u>CLASSROOM & SCHOOL SUPPORT</u>			
Teaching Materials-Metro Grant	\$ 8,000.00	\$ 6,186.19	\$ 1,813.81
Health and Wellness	\$ 2,500.00	\$ 2,500.00	\$ -
Naviance Software	\$ 6,850.00	\$ (178.08)	\$ 7,028.08
<u>PTO EXPENSES</u>			
General Expenses/Supplies	\$ 500.00	\$ (402.88)	\$ 902.88
Membership Toolkit (Online Directory)	\$ 450.00	\$ 450.00	\$ -
Fund Drive Marketing	\$ 100.00	\$ 100.00	\$ -
Beautification	\$ 3,000.00	\$ 1,202.01	\$ 1,797.99
Total Expenses	\$ 49,050.00	\$ 33,416.88	\$15,633.12
<u>Approved Using Prior Years' Funds</u>			
STL City Field Deposit (refundable)	\$ 500.00	\$ 500.00	\$ -
Senior Sunrise 2023 Food	\$ 100.00	\$ 3.75	\$ (96.25)
April 2023 Trivia	\$ -	\$ (209.47)	\$ (209.47)
Picnic Tables (5)	\$ 6,684.69	\$ -	\$ (6,684.69)
Replacement checks (May 2023)	\$ 640.48	\$ -	\$ (640.48)
NET CHANGE (July 2023-June 2024):			\$ (1,939.19)
		Ending Balance:	\$52,471.38
Balance Summary 12/11/2023			
Commerce Bank Balance	\$ 52,943.84		
<u>Pending Items:</u>			
Check #1027	\$ (72.46)		
Check #1028	\$ (400.00)		
Total Balance Available	\$ 52,471.38		

2023-24 Metro PTO Fund Drive Results:

Paypal Total	2,671.56
Toolkit Total	17,709.50
Check Total	1,550.00
Pledged but Not Received Total	2,000.00
Pending Company Match	103.00
Recurring (PayPal)	319.00
Total Donations	24,603.76
Less Transaction Fees	(505.04)
Total Donations after Fees	23,997.72
Less Amount Not Yet Received	(2,522.90)
Total Donations Received	21,374.82
Grade Level Donor Count	
9	31 31.30%
10	27 27.00%
11	18 18.10%
12	23 23.20%
Total	99 100%
Est. Participation	29.80%
Total Unique Donors	91

- Budget was based on a Fund Drive goal of \$24,000.
- We have \$2,103 in pending funds that are waiting on our 501(c)3 reclassification and recurring donations estimated to bring in \$520 by the end of the school year.
- After PayPal and Stripe fees and pending donations, we raised \$23,997.72! GOAL MET!!
- We had 91 unique donors this year which is a 25-30% increase over last year!
- Our total participation was at least 30% (likely higher when you factor in the number of families with more than one student at Metro).
- Thank you to all that participated and contributed to our overall goal! Every donation, whether large or small, helps the PTO support our students, teachers and administrators and is truly appreciated!
- If you have any feedback on the new donation methods, please let us know.