

Minnewashta Elementary PTO Meeting Minutes

May 19, 2020

6:08pm to 7:25pm

PTO Present: Heidi Post, Andrea Bach, Brandi Virgin, Gretchen Padget, Barbara Seifert, Nicki Gordon, Michelle Le, Tara Pitkin, Jenny Van Aalsburg, Rachel Turnbull, Clint Fenner

PTO Absent: Brittany Yamauchi, Emily Hippe, Cindy Address

Heidi Post called the meeting to order at 6:08pm

I. Welcome and Introductions, Heidi Post, President

- Motion to approve April 2020 PTO minutes. Motion approved.

II. Andrea Bach, VP Report

- RSK and Music enrichments were approved.
- Agreed to place \$871 (remaining from 5th grade enrichment) into the trust earmarked for 5th grade 20/21 Jeff Dayton expenses.
- Gretchen noted we did receive the Arboretum Field Trip reimbursement.
- There was no payment yet for the Artist in Residence, so no reimbursement needed.

III. Barb Seifert, Fundraising

Boosterthon update

- Boosterthon organizers are willing to work with us next Fall to change the event due to COVID.
- One possibility is a virtual/at-home Boosterthon.
- Barb would normally be securing corporate sponsors at this time to pay for fundraising and t-shirts. Usually receive around \$3,000. Should she reach out to companies this Summer?
 - Due to COVID, Heidi suggested letting past companies sponsor for “free” in the Fall to show our appreciation for past support. Heidi will also post thank you notes on Facebook to recognize donors from past years.

IV. Jenny Van Aalsburg, Principal Update

- No updates at this time.

V. Brandi Virgin & Gretchen Padget, Treasurer, Treasurer’s Report

- See balance sheet below.
- Per bi-laws, PTO can keep 1/3 of finances in checking, which means remaining \$24,000 would need to be transferred to the trust.
- Are there any specific items we need to have Cindy hold aside money for?
- Heidi will ask Cindy to hold \$24,000 until we know whether or not we are having a fundraiser in the Fall of 2020.

- Noted that we will not have \$7,000 Skate Time expense next year. Can we move this money to another area?
- Scholastic Magazine expenses:
 - In the past, the district has paid for Grade 3 magazine subscription, the PTO paid for grades 4 and 5, and 1st grade Spanish used their enrichment money to pay for their subscription.
 - Will need to figure out which grades need a subscription and how to cover cost next year.
 - One option is to take some Book Fair profits as cash and cover the cost this way.
- Gretchen is working on putting together line items for next year's budget. Brandi, Heidi, and Barb will participate. Anyone else is welcome to attend the virtual meeting.

Minnewashta PTO

April Treasurer Report

May 19, 2020

We started the 2019-2020 school year on 7/1/2019 with \$24,796.87 in our combined checking and savings accounts. As of April 30, 2020, we had a total of \$55,997.00.

Administrative Updates

- Trust Proposal
- Fall Budget Meeting

Program Updates – April Transactions

Minnewashta PTO

Profit and Loss

April 2020

	Total
Income	
Total Income	
Expenses	
Book Fair Expense	1,422.20
Charitable Contributions	117.04
Custodial & Front Office Staff Appreciation	392.54
2nd Grade Enrichment	158.08
English Language Teachers	668.77
MN Landscape Arboretum (Kinder)	-1,111.50
Math Specialists	564.32
Reading Specialists	849.22
Special Programs	121.02
Speech	79.75
Other Fees (RevTrak, Intuit, Sign-up Gen)	45.55

Minnewashta PTO
Balance Sheet
As of April 30, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	45,985.70
Wells Fargo Savings	10,011.30
Total Bank Accounts	\$ 55,997.00
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 55,997.00
TOTAL ASSETS	\$ 55,997.00
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	-0.50
Net Income	31,200.63
Total Equity	\$ 55,997.00
TOTAL LIABILITIES AND EQUITY	\$ 55,997.00

VI. Tara Pitkin and Michelle Lee, Yearbook and Book Fair

Book Fair Update

- Scholastic on-line Book Fair is happening. No minimum sales to meet.
- This has already started, and an announcement will go out to the school.
- We receive 25% of all the sales.
- This is combined with the Scholastic Store, which means there is a wider variety of items available.
- Ships free over \$25 and can also use promo codes.
- Robots and PORT books, purchased with Scholastic Dollars, have arrived.
- New books that were pre-ordered are arriving soon.

Yearbook Update

- There is a cover selected and a draft copy of the book.
- Due to COVID, all books will be mailed to homes instead of Minnewashta.
- Out of 700+ orders, only 200 parents have sent in their mailing address. Will send out another communication to families requesting they fill out the Google form with updated address.
 - Could also have each teacher send the link out to their class. Jen Watson did this already for her Kindergarten class.
- Plan to send out an email requesting recess, gym, and music photos for the yearbook.
- Set to go to print on May 30th.
- Noted for next year: could we relook at the role of “class photographer” and instead combine class parent and class photographer into one role?

VII. Heidi Post, President’s Report

- Heidi is distributing volunteer thank you gifts. We had a budget set aside for this.
- Board Elections for 2020/2021.
 - Everyone has voted and Heidi announced the positions.
- Could we get more teachers to attend PTO meetings next year?

Meeting adjourned at 7:25pm

Respectfully submitted by Nicki Gordon, Secretary