

Minnewashta Elementary PTO Meeting Minutes

March 23, 2021

6:08pm to 7:50pm

PTO Present: Heidi Post, Andrea Bach, Michelle Le, Gretchen Padget, Cindy Address, Barbara Seifert, Nicki Gordon, Tara Pitkin, Anjuli Glaza, Brittany Yamauchi, Eileen Anderson, Sarah Sirna

PTO Absent: n/a

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

I. Welcome and Introductions, Heidi Post, President

- Motion to approve February 2021 PTO minutes. Motion approved.

II. Barb Seifert, Fundraising

- Extra Boosterthon t-shirts were picked up from students.
- Last year we didn't reach out to businesses for Boosterthon donations. Should we reach out this year? Agreed that we should.

III. Tara Pitkin & Michelle Le, Book Fair & Yearbook

Book Fair

- Waiting on Book Fair date and plans.
- If done outside of the school day, it could be more doable. Ideally it would be held outdoors.
- Could also do a combination of online and in-person. Online fair can be held for 14 days after the in-person event.
- We made around \$4,000 in the online Fall Book Fair. We typically average \$20,000.
- Online Book Fair gives us 25%, while in-person gives us 50% and incentives.
- If we hold an in-person fair, Cindy suggested we use school employees to run it.
- Heidi suggested we could also use our Boosterthon contacts since they're considered employees.
- If held in the school, another option is to space it out and have each grade attend the fair on separate days.
- We will have to weight the Covid numbers closer to the date to see what to do. For now, aim to have it outdoors if possible.

Yearbook

- First round of student pictures are in. Second round will be done tomorrow and hopefully received by the end of the month.
- Have received some emails from teachers about submitting photos.
- All books will be shipped to homes.
- Michelle and Tara usually pull the photo disc of Kindergarten pictures for the 5th grade Yearbook section. Michelle usually emails parents of kids who do not have a Kindergarten pic. She will do this again this year.

- Trying to think of different ideas for the 5th grade section, since they don't have field trip photos, etc. If anyone has any ideas, let Tara and Michelle know.
- Heidi suggested they look at "PTO Today" as a resource for ideas.

IV. Andrea Bach and Michelle Le, VP Report

- Enrichment requests received:
 1. Amy Shatava
30 headphones with microphones for speech intervention
Total: \$550
 2. Becky Asche
10 ukuleles and cases for 5th grade music. (currently only have 20 and there are classes with 30 kids)
Total: \$680
- Requests approved

VI. Brittany Yamauchi, Volunteer Coordinator

- Do we have any feedback for Brad Bock about his survey/fundraiser proposal.
- Heidi has not spoken to him. She'll reach out and loop Barb in as well.

VII. Gretchen Padget, Treasurer, Treasurer's Report

- Discussion/ideas for how to use additional PTO funds:
 - 1 - Tents for Spring outdoor classes.
 - 2 - Arboretum Science Kits. Would have to look into seeing if they can accommodate a large number of orders. Cost is around \$175 per classroom set. Michelle will look into details.
 - 3 - Update teachers lounge. Will have to hold this idea for now, since teachers are using the cafeteria as their lounge space this year.
 - 4 - Additional outdoor space for students and staff.
 - Could place picnic tables in the space outside the 4th/5th grade hallway.
 - Heidi will connect with Jason and Paul to check on measuring and ordering tables.
 - 5 - Extra activities for classrooms.
 - Eileen noticed some classrooms having more iPad time than others and needing some extra things to do in the classroom instead of screen time.
 - Some options are games, art supplies, things to make, kinetic sand, sticker paint books, etc.
 - Suggested that we make a list of options and let teachers select which they would like. Cindy offered that Rachel could bring a paper form to each teacher and get requests.

- Eileen and Heidi will connect and follow-up.

- Heidi proposed we move ahead with tents, Arboretum science kits, and classroom activities. She will also follow-up on the picnic table idea.
- Motion to support the Arboretum science kits, tents, and non-ipad classroom activities. Estimated amounts:
 - \$8,400 Arboretum
 - \$3,000 Tents
 - \$2,500 Classroom activities
- Motion approved.

Financial Update:

Minnewashta PTO

February Treasurer Report

March 23, 2021

We started the 2020-2021 school year on 7/1/2019 with \$26, 877.50 in our combined checking and savings accounts. As of February 28, 2021, we had a total of \$70,871.61.

Administrative Updates

None

Program Updates – February Transactions

Minnewashta PTO

Profit and Loss

February 2021

	Total
Income	
Amazon Smile Income	\$ 173.92
Expenses	
Staff Appreciation	\$ 495.08
Media Center	\$ 998.50
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 44.95
PTO Administrative Expenses	\$ 146.00

Minnewashta PTO

Balance Sheet

As of February 28, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	60,859.61
Wells Fargo Savings	10,012.00
Total Bank Accounts	\$ 70,871.61
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 70,871.61
TOTAL ASSETS	\$ 70,871.61
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	2,155.51
Net Income	43,919.23
Total Equity	\$ 70,871.61
TOTAL LIABILITIES AND EQUITY	\$ 70,871.61

VIII. Cindy Andress, Principal's Report

- No updates at this time.

IX. Heidi Post, President's Report

- Changed the Membership Toolkit password for security reasons.
- Melissa has been working on school supplies for next year. Staying with the same vendor.
- Worked with Carol on a tentative event schedule for next year.

- Brittany reaching out to past event chairs to see if they're still interested in helping out next year.
- Recruiting continues for PTO positions: fundraising, secretary needed. Sarah will be shadowing Heidi.
- District Updates:
 - Tonka Cares received a grant to address concerns about vaping.
 - Tonka Serves (high school volunteers) are looking to find new and unique volunteer opportunities.
 - Unsure if they will be holding the annual Trash to Treasure event.
 - Virtual Dreammakers event raised \$164,000.

Meeting adjourned at 7:50pm

Respectfully submitted by Nicki Gordon, Secretary