

Minnewashta Elementary PTO Meeting Minutes

April 20, 2021

6:04pm to 7:09pm

PTO Present: Heidi Post, Andrea Bach, Michelle Le, Gretchen Padget, Nicki Gordon, Tara Pitkin, Anjuli Glaza, Eileen Anderson, Rachel Turnbull, Sara Sirna, Jenny Van Aalsburg

PTO Absent: Cindy Andress, Barbara Seifert, Brittany Yamauchi

Heidi Post called the meeting to order at 6:04pm

I. Welcome and Introductions, Heidi Post, President

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

II. Barb Seifert, Fundraising (absent)

- No updates at this time.

III. Eileen Anderson

- Update on activities to donate to classrooms.
 - Heidi and Eileen plan to talk to Something Safari owner about placing an order.
 - Working on a form to be sent to the teachers.

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

Book Fair

- Still no decision on Spring book fair.

Yearbook

- Almost all student photos have been received from Strawbridge.
- Working with families that don't have a student photo.
- Families can still purchase a yearbook. They must pay for shipping.
- Heidi will check if 5th grade needs any PTO help for their end of year event. Will also see if they have photos to contribute.
- Planning to post fliers.

VI. Andrea Bach and Michelle Le, VP Report

- Enrichment requests received:
 - 1- Phy Ed Department:
 - Purchase floor dividers for the East Gym
 - Cost: \$837
 - 2- Lynn Kurth- 3rd English (previously approved request)
 - 1 year Flocabulary license
 - Cost: \$120

VII. Brittany Yamauchi, Volunteer Coordinator (absent)

- Brittany is working on filling leadership roles for PTO events next year.

VIII. Gretchen Padget, Treasurer, Treasurer’s Report

- Monthly statement does not include the expenditures we discussed last month.
- Arboretum packages are not available. Could we purchase blooming gardens instead?
 - Around \$50/each and will check with some local suppliers.
- Will set aside around \$3,000 in funds for picnic tables.
 - Custodians are measuring and planning to get back to her tomorrow.
- School supplies are another budget consideration.
 - Melissa reached out to Heidi and Gretchen about not using Fall School Supplies as a PTO fundraiser.
 - It was suggested that we keep it consistent and continue to have it as a fundraiser. PTO can instead cover/offset the missing items.
 - Melissa had emailed that we wouldn’t make any earnings with the current list.
 - Gretchen suggested that the PTO purchase these supplies now, before we turn over the PTO trust money.
 - Gretchen will look into pricing on the supplies.

Minnewashta PTO

March Treasurer Report

April 20, 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 March 31, 2021, we had a total of \$67,681.79.

Administrative Updates

None

Program Updates –

Minnewashta PTO

Profit and Loss

March 2021

	Total
Income	
Corporate Sponsor / Donation Income	\$ 147.49
Expenses	

Staff Appreciation	\$	1,728.40
5th Grade Enrichment	\$	150.00
Media Center	\$	378.03
zOther Student Enrichment Expense	\$	1,025.00
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$	44.95
PTO Administrative Expenses	\$	11.00

Minnewashta PTO

Balance Sheet

As of March 31, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	\$ 57,669.72
Wells Fargo Savings	\$ 10,012.07
Total Bank Accounts	\$ 67,681.79
Other Current Assets	
Uncategorized Asset	\$ -
Total Other Current Assets	\$ -
Total Current Assets	\$ 67,681.79
TOTAL ASSETS	\$ 67,681.79
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	\$ 24,796.87
Retained Earnings	\$ 2,155.51
Net Income	\$ 40,729.41
Total Equity	\$ 67,681.79
TOTAL LIABILITIES AND EQUITY	\$ 67,681.79

IX. Heidi Post, President's Report

- Administrative Professionals Week is this week:
 - Planning to update the graphic on Minnewashta Facebook page to celebrate.
 - PTO is purchasing lunch from Myabi.
 - Heidi delivering dessert and flowers on Friday.
- Teacher Appreciate Week:
 - Held the first week of May.
 - Trying to secure soup food truck to be parked outside the school one day.
 - Working on a plan for e-learning teachers as well.
- Not all PTO roles are filled for next year.
 - Heidi will have a proposed slate at the May meeting.
- District Meeting: discussed school board roles. Information was posted to the website.
- Additional discussion about Book Fair with Jenny:
 - Discussed having a tent in the parking lot.
 - Could also consider having the event on an evening and a weekend.

Meeting adjourned at 7:09pm

Respectfully submitted by Nicki Gordon, Secretary