



August 29, 2023

Attendees: Sarah Sirna, Stephanie Woodstrom, Laura Richardson, Tara Pitkin, Kristen Coward, Gretchen Padget, Nicole Nejezchleba, Stephanie Berner, Nancy Wittman-Beltz (interim principal), Jeff Gustafson, Calida Fuerst, Lisa Murphy-Salvador

Absent Board Members: Sarah Wexler, Kali Sundquist, Michele Ewan, Kayla Lande, Katie Khosrai

Topic (Responsible)	Notes	Action Items
Introductions and call to order (Sarah S)	PTO members encouraged to print their own agendas for meetings; Sarah will send them on the Friday before each meeting	
Review of May meeting minutes (Stephanie W and Sarah W)	Motion to approve May 2023 minutes, seconded and carried	- Stephanie W to correct the link to 2023/24 events document
President's Update (Sarah S and Laura R)	Freeman Park back-to-school family gathering <ul style="list-style-type: none"> - Inflatables arriving by 8 am - Parking will be a tight - Boy Scouts event at the park - Boosterthon will be at the school - Tonka Pride sale will in the West Gym; inventory will be light - Lisa delivered open house sign 	<ul style="list-style-type: none"> - Laura to post signage at Tonka Pride sale about more gear available at the Fall district sale - All PTO members encouraged to wear PTO shirts to open house and the family gathering
	Amity Interns <ul style="list-style-type: none"> - Maria and Inesa have arrived - Both have "cousin families" lined up for additional support throughout year per feedback from last year's intern 	

	<p>Bylaws Update and Vote</p> <ul style="list-style-type: none"> - Budget bylaws have been updated to allow budget approval vote to happen in August before school starts - Motion to approve the budget bylaws, seconded and carried 	
	<p>Board Contact List</p>	<ul style="list-style-type: none"> - All members to review
<p>Volunteer Updates (Kali S)</p>	<p>Room Parent Orientation - Oct. 3</p> <ul style="list-style-type: none"> - Tara and Stephanie W volunteered to help update the room parent information packet. 	<ul style="list-style-type: none"> - Sarah S to schedule Zoom call to discuss next steps
	<p>Upcoming Volunteer Opportunities</p> <ul style="list-style-type: none"> - Vision Screening - Sept. 28 <ul style="list-style-type: none"> - Stephanie B recommends reaching out to Phillips Eye Institute for support with this event - SignUp Genius is ready but won't be sent out until after Open House; will be posted on Facebook and Instagram - Lost and Found <ul style="list-style-type: none"> - Calida and Stephanie B volunteered to take it on this year - Book Fair - Oct 11-13 - Eat the Rainbow - Date TBD - World Culture Week - May 22-24 	
	<p>Service Night: Many Hands Many Meals - Nov 9</p> <ul style="list-style-type: none"> - Recommendation to provide a donation link to parents to fund the event. 	
<p>Fall Dance (Sarah S)</p>	<p>Monster Mash - Oct 27</p> <ul style="list-style-type: none"> - Group decided to hold Monster Mash with a DJ this year; will explore Shake these Bones for event and residency next year - Service component: idea for stuffed animal drive in partnership with local fire department - Co-chairs for this event: Stephanie W, Laura R, Tara P 	<ul style="list-style-type: none"> - Sarah S will share information with Ms Beecher to gauge her interest - Laura to reach out to Kelly (from fire department) about running stuffed animal drive
<p>Fundraising Update (Stephanie B)</p>	<p>Boosterthon</p> <ul style="list-style-type: none"> - So far we have \$1000 in sponsorships for the tshirts 	<ul style="list-style-type: none"> - Steph B continuing outreach with lowered amounts

	<ul style="list-style-type: none"> - Opportunity on Thursday for board to give creative input on tshirt design; Laura and Tara will handle the meeting since Steph has a schedule conflict 	<ul style="list-style-type: none"> - Kristen will reach out to additional tshirt company options for next year: <ul style="list-style-type: none"> - Lisa's contact - Elsa's spirit wear - Minnetonka MA apparel
Fall Retreat (Sarah S)	<p>Fall Board Retreat - Sept 9,</p> <ul style="list-style-type: none"> - Location: Minnetonka Regional Park - Goals to build community, revisit vision/mission, talk through roles and responsibilities, map out projects for the year - Breakfast/coffee from Caribou - Lunch from Chick-fil-a - Headshots and group photo will be taken 	<ul style="list-style-type: none"> - Please wear or bring blue and/or white apparel for the group photo
VP Update (Tara P)	<p>Enrichment Requests</p> <ul style="list-style-type: none"> - Jeff joining the board to help with enrichment opportunities - No current opportunities to review 	
Secretary Update (Stephanie W and Sarah W)	<p>School Directory</p> <ul style="list-style-type: none"> - Grade promotion complete and teacher list updated for 23/24 school year - Several new sign ups since initial school communication - Steph W still waiting for master parent email list from office in order to verify new families 	<ul style="list-style-type: none"> - Stephanie to follow up with Merri and also contact Allison in the office for the email list
	<p>Website Updates</p> <ul style="list-style-type: none"> - 22/23 meeting minutes and 23/24 meeting schedule have been updated on the site 	
Treasurer Update (Gretchen P and Kristen Coward)	<ul style="list-style-type: none"> - May-July Treasurer Report reviewed - 2023-2024 Proposed Budget <ul style="list-style-type: none"> - Motion to approve 23-24 budget, seconded and carried 	<ul style="list-style-type: none"> - Laura to ask board about changing the date of World Culture Week
Principal Update (Nancy Wittman-Betz)	<ul style="list-style-type: none"> - Nancy shared two enrichment requests carrying over from last year <ul style="list-style-type: none"> - Scholastic books funding - Climb Theater experience 	<ul style="list-style-type: none"> - Sarah to review last year's meeting minutes to determine previous decisions on these items
Miscellaneous	New Zoom account available for virtual meetings	<ul style="list-style-type: none"> - Gretchen to send out account information for board use

	<p>Topic for next meeting: Membership Toolkit</p> <ul style="list-style-type: none">- Discuss how we can leverage the platform for communications and volunteer signups	
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Minnewashta PTO

May - July Treasurer Report

August 29, 2023

We started the 2023-2024 school year on 7/1/2023 with \$31,337.77 in our combined checking and savings accounts. As of July 31, 2023, we had a total of \$31,909.76.

Administrative Updates

- Budget Review/Approval

Program Updates – May - July Transactions

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Profit and Loss

May - July, 2023

	Total
Income	
Amazon Smile Income	\$ 174.79
Birthday Books Income	\$ 330.00
Box Tops for Education Income	\$ 23.90
Expenses	
Birthday Book Expense	\$ 3,153.75
Spring Event Expenses	\$ 5,734.31
Fall Dance / Social Expense	\$ 318.79
School Directory Expense	\$ 450.00
xOther School & Community Expense	\$ 15,618.64
Staff Appreciation	\$ 1,548.54
! RSK Enrichment	\$ 237.50
0 Kindergarten Enrichment	\$ 585.24
1st grade enrichment	\$ 972.72
2nd Grade Enrichment	\$ 1,087.72
3rd Grade Enrichment	\$ 749.24
4th Grade Enrichment	\$ 538.79
Art	\$ 857.82
Math Specialists	\$ 820.38

Media Center	\$	952.33
Music	\$	576.15
Reading Specialists	\$	330.00
Special Programs	\$	728.63
Speech	\$	342.94
World Culture Week	\$	1,139.47
Young Writers Conference	\$	625.00
zOther Student Enrichment Expense	\$	4,375.00
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$	143.07
PTO Administrative Expenses	\$	469.18

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Balance Sheet

As of July 31, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	21,888.30
Wells Fargo Savings	10,021.46
Total Bank Accounts	\$ 31,909.76
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 31,909.76
TOTAL ASSETS	\$ 31,909.76
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87