



**October 17, 2023**

**Attendees:** Stephanie Berner, Kristen Coward, Calida Fuerst, Nicole Nejezchleba, Tara Pitkin, Laura Richardson, Sarah Sirna, Kali Sundquist, Stephanie Woodstrom, Cindy Andress, Melanie Mozingo, Matt Carlson, Abby McNally

**Absent Board Members:** Michele Ewan, Jeff Gustafson, Kayla Lande, Lisa Murphy-Salvador, Gretchen Padget, Sarah Wexler

| Topic<br>(Person Responsible)   | Discussion Items and Notes   | Action Items   |
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| <b>Call to Order</b><br>(Sarah S)                                     | <u><a href="#">Doing Good Together</a></u> <ul style="list-style-type: none"> <li>- Sarah shared the Pick a Project site for younger kids to find volunteer opportunities</li> </ul>   |  |
| <b>Review of Minutes</b><br>(Stephanie W)                             | <u><a href="#">September 2023</a></u> <ul style="list-style-type: none"> <li>- Motion to approve seconded and carried</li> </ul>   |  |
| <b>Art Teacher Presentation</b><br>(Melanie Mozingo and Matt Carlson) | <b>Minnewashta Staff Culture Club</b> <ul style="list-style-type: none"> <li>- Melanie shared about staff service projects (winter gear drive, toiletry drive, etc.) and her interest in having a crayon peel party to melt down crayons for art kits for pediatric hospitals</li> </ul>   | <b>Steph B</b> to help Melanie connect with appropriate Children's Hospital contacts |
|   | <u><a href="#">Art Staff Enrichment Residency Proposals</a></u> <ul style="list-style-type: none"> <li>- Payton Scott Russell (Spray Finger) focused on destigmatizing graffiti; tentatively held for Spring when the students could do art projects outside             <ul style="list-style-type: none"> <li>- All 36 student sections involved in creating a permanent mural installation for MWA</li> <li>- 6 days; 36 workshops; \$6,500 (\$7/student)</li> <li>- PTO could help coordinate a materials drive</li> </ul> </li> <li>- Michael Hall, graphic designer and children's book author and illustrator; available as early as three weeks out             <ul style="list-style-type: none"> <li>- All students included over 2 days</li> <li>- 2 days; 6 workshops; \$3,000 (~\$3/student)</li> </ul> </li> </ul> |  |

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|   | <p><b>MIA Field Trip</b></p> <ul style="list-style-type: none"> <li>- PTO has budgeted \$2,000 for one grade (third graders) to attend this year; only the cost of transportation as museum is free</li> </ul>  |   |
| <b>Room Parent Update</b>                     | <p><b>Classroom Contact Lists</b></p> <ul style="list-style-type: none"> <li>- Visiting room parent (Abby McNally) presented questions from room parents about classroom contact lists; discussion about how Google Docs are no longer allowed due to security requirements from MN legislature</li> <li>- PTO and room parents should be pushing the directory on Membership Toolkit</li> <li>- Jenny Van Aalsburg plans to place a QR code in a standard spot within the weekly newsletter</li> </ul>   |   |
|   | <p><b>Room Parent Orientation</b></p> <ul style="list-style-type: none"> <li>- Successful orientation meeting on 10/3</li> <li>- 230 room parents total this year; every classroom has room parents this year</li> </ul>  |   |
| <b>President's Update</b><br>(Sarah S; Laura) | <p><b>Volunteer Background Check Fees</b></p> <ul style="list-style-type: none"> <li>- Safety presentation at PTO leadership meeting raised questions about volunteer background check fees (\$10 per volunteer) which used to be covered by the district, but no longer are and PTOs weren't notified</li> <li>- Since we haven't currently budgeted for this, a stop-gap plan will be to reimburse anyone who requests to be refunded for the cost; requesters can show that their background check has been completed via Skyward</li> <li>- Another concern about length of background check validity (if you do it once you're covered for 20 years); Dr. Law plans to address this topic with the school board</li> </ul> | <p><b>Laura</b> to write a short summary of this plan for the newsletter</p> <p><b>Sarah S</b> and <b>Laura</b> to discuss further at next PTO leadership meeting</p> |
|   | <p><b>Tonka Pride</b></p> <ul style="list-style-type: none"> <li>- Book Fair net sales were \$3500</li> <li>- Plans for one or more pop-ups throughout year</li> </ul>  |   |
| <b>Enrichment Update</b><br>(Tara; Jeff)      | <p><b>Art Team</b></p> <ul style="list-style-type: none"> <li>- Request for \$9,500 to cover two residency enrichment opportunities</li> <li>- Motion to approve seconded and carried</li> </ul>  | <p><b>Tara</b> to confirm approved funds with Melanie</p> <p><b>Laura</b> to discuss comms plan with Kayla</p>  |
|   | <p><b>PE Team</b></p> <ul style="list-style-type: none"> <li>- Request for funds to cover rollerskating unit</li> <li>- Funds from the trust were used to cover this; no additional PTO funds needed</li> </ul>   |   |

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|  | <p><b>Mabel Crandell</b></p> <ul style="list-style-type: none"> <li>- Requested additional IXL license for vocabulary; grammar and fluency development</li> <li>- PTO needs more information before voting</li> </ul>  | <p><b>Cindy</b> to help review request to help determine if it's curriculum or enrichment</p>  |
|  | <p><b>Third Grade Team</b></p> <ul style="list-style-type: none"> <li>- Request for funds to cover 140 Rocket Math subscription seats for the school year to supplement paper activities for extra practice in math fact fluency; board agreed that math fact fluency is curriculum, not enrichment, and isn't covered under our enrichment funds</li> <li>- Motion to deny funds seconded and carried</li> </ul>                    | <p><b>Tara</b> to have requester follow up with Cindy to discuss further</p>   |
|  | <p><b>Special Ed ATLAS group</b></p> <ul style="list-style-type: none"> <li>- Request to use full budget of \$796 to purchase supplemental materials - books, games, etc. - to support social thinking instruction</li> <li>- Prior to the meeting, Tara checked to see if Scholastic dollars could be used, but these materials are not available through that program</li> <li>- Motion to approve seconded and carried</li> </ul> |  |
|  | <p><b>Kelly McCashian</b></p> <ul style="list-style-type: none"> <li>- Planning to submit a request for Scholastic News subscription for 3rd grade English classes needed more sources of informational texts (news/current events)</li> <li>- Tara confirmed we cannot use Scholastic dollars for this subscription</li> <li>- No formal request has been submitted yet; once submitted, PTO board will vote</li> </ul>             |  |
| <p><b>Volunteer Updates</b><br/>(Kali)</p>     | <p><b>Picture Retake</b></p> <ul style="list-style-type: none"> <li>- Signup Genius link will be sent out in Principal's newsletter tomorrow</li> </ul>  |  |
|  | <p><b>Monster Mash</b></p> <ul style="list-style-type: none"> <li>- So far 10 volunteers from Tonka Serves have signed up</li> </ul>   |  |
| <p><b>Event Updates</b><br/>(Event chairs)</p> | <p><b>Monster Mash</b><br/>(Laura; Steph W; Tara)</p> <ul style="list-style-type: none"> <li>- Chef Lucas Pizza and Nautical Bowls confirmed</li> <li>- DJ confirmed</li> <li>- Crayon drive will be set up near the crafting station to benefit the art team's service project; principal's weekly email update will include information about the used crayon drive</li> <li>- Costume rules will be mentioned in</li> </ul>       | <p><b>Tara</b> to ask art team how to collect the crayons</p> <p><b>Stephanie</b> to send Cindy Google doc plan</p> <p><b>Cindy</b> to advise on staff members to attend</p> |

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|  | <p>communications (nothing scary, no weapons)</p> <ul style="list-style-type: none"> <li>- Laura will bring cups for water; families can also bring their own water bottles as well</li> </ul>  | <b>Laura</b> will create a site map for Cindy  |
|  | <p><b>Many Hands Many Meals</b><br/>(Sarah; Kali)</p> <ul style="list-style-type: none"> <li>- No age limit/minimum to participate</li> <li>- Rotary will donate \$350 to offset our costs</li> <li>- Estimating 100 packers, 6 stations</li> <li>- Sarah and Kali will create a signup for volunteers - open 108 spots and note that each person needs a separate slot); have a waitlist in case anyone cancels</li> </ul>   | <p><b>Sarah</b> to confirm if there will be multiple shifts</p> <p><b>PTO</b> to plan on joining for set up</p>  |
|  | <p><b>December Family Service Night / 4th Grade Project</b><br/>(Sarah S)</p> <ul style="list-style-type: none"> <li>- Sarah and Calida meeting with the 4th grade team next week who will take over the service project; Sarah will connect them with Sarah Johnson from Tonka Serves who will help them build this into their curriculum</li> </ul>   |  |
|  | <p><b>Timberwolves Game</b><br/>(Sarah S)</p> <ul style="list-style-type: none"> <li>- February 2 vs Orlando Magic</li> <li>- Ticket link: <a href="http://www.timberwolves.com/groupoffers">www.timberwolves.com/groupoffers</a></li> <li>- Promo code: <b>2324MINNEWASHTAELEMENTARY</b></li> <li>- \$35 per ticket, plus free option to take a free throw after the game</li> <li>- Students will be encouraged to wear Minnewashta t-shirts from the Boosterthon</li> </ul>  |  |
|  | <p><b>Spring Carnival</b><br/>(Laura)</p> <ul style="list-style-type: none"> <li>- Two food vendors secured already: Brick Oven Pizza and Nautical Bowls</li> </ul>   |  |
| <p><b>Fundraising Update</b><br/>(Steph B)</p> | <p><a href="#">Boosterthon Recap</a></p> <ul style="list-style-type: none"> <li>- Estimated profit: \$64,130 (not including corporate match donations which are still pending)</li> <li>- Boosterthon contract renew deadline is October 30; service-level options: <ul style="list-style-type: none"> <li>- <b>Full:</b> \$1k base cost; 15% platform fee (down to 4-6% after donor coverage); 40% service fee up to \$55k. No service fee after; Projected profit: \$72,950</li> <li>- <b>Shared:</b> \$1k base cost; 15% platform fee (down to 4-6% after donor coverage); 30% service fee up to \$55k. No service fee after;</li> </ul> </li> </ul> | <p><b>Steph B</b> to contact Boosterthon about renewing; adding the option to have donors cover admin fees; ask about alternative weather days (costs)</p> |

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|   | <ul style="list-style-type: none"> <li>- Projected profit: 8 \$78,450 (+\$5,500)</li> <li>- <b>Support:</b> \$1k base cost; 15% platform fee (down to 4-6% after donor coverage); 20% service fee up to \$55k. No service fee after; Projected profit: \$83,950 (+\$11,000)</li> <li>- Apex Alternative – Steph B had conversation with representative from Apex; profit percentage would be similar to Boosterthon</li> <li>- Weather Plan – Steph plans to discuss options for a weather backup day</li> <li>- Motion to approve contract renewal with Boosterthon for 2024 seconded and carried</li> </ul> |   |
| <b>Staff Appreciation</b><br>(Laura)          | <b>Staff Appreciation (recent)</b> <ul style="list-style-type: none"> <li>- Coffee bar for all staff</li> <li>- Lunch for the Hearing/Vision volunteers</li> <li>- Lunch for Booster Thank You</li> <li>- Lunches for teachers at conferences</li> <li>- Janitorial appreciation still in process</li> <li>- Bus driver appreciation coming soon</li> </ul>   |   |
| <b>VP Update</b><br>(Tara)                    | <b>Book Fair</b> <ul style="list-style-type: none"> <li>- Online fair is open until 10/24</li> </ul>  |   |
| <b>Secretary Update</b><br>(Steph W; Sarah W) | <b>Room Parent Newsletter</b> <ul style="list-style-type: none"> <li>- Updated cadence plan will be to send a newsletter the week after each monthly PTO meeting</li> <li>- Next week's newsletter will include: <ul style="list-style-type: none"> <li>- MHMM Event Preview</li> <li>- Volunteer Fee Update/Reimbursement info</li> <li>- Yearbook Info</li> </ul> </li> </ul>   | <b>Steph W</b> to update distribution with new room parents and all PTO board members |
| <b>Topics for Next Meeting</b>                | <ul style="list-style-type: none"> <li>- Alternative funding options</li> <li>- Skateland</li> <li>- New Org Chart review and feedback</li> </ul>   |   |
| <b>Helpful Documents</b>                      | <ul style="list-style-type: none"> <li>- <a href="#">Event Dates</a></li> <li>- <a href="#">Board Contacts</a></li> <li>- <a href="#">Room Parent Contacts</a></li> </ul>   |   |

## Minnewashta PTO

### September Treasurer Report

October 17, 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 September 30, 2023, we had a total of \$30,771.27.

#### Administrative Updates

- none

#### Program Updates – September Transactions

## Minnewashta PTO

### Profit and Loss

September 2023

|   | <b>Total</b> |
|---|--------------|
| <b>Income</b>                             |              |
| Birthday Books Income                     | \$ 2,020.00  |
| Corporate Sponsor / Donation Income       | \$ 1,078.57  |
| Fall Boosterthon Income                   | \$ 5,187.31  |
| <b>Expenses</b>                           |              |
| Boosterthon Expense                       | \$ 5,347.50  |
| Back to School Social Expense             | \$ 33.78     |
| Movie Night Expense                       | \$ 650.00    |
| Volunteer Appreciation                    | \$ 423.01    |
| Other Fees (RevTrak, Intuit, Sign-up Gen) | \$ 693.92    |
| PTO Administrative Expenses               | \$ 147.00    |

# Minnewashta PTO

## Balance Sheet

As of September 30, 2023

|                                     | <u>Total</u>        |
|-------------------------------------|---------------------|
| <b>ASSETS</b>                       |                     |
| <b>Current Assets</b>               |                     |
| <b>Bank Accounts</b>                |                     |
| Wells Fargo Checking                | 20,747.88           |
| Wells Fargo Savings                 | 10,023.39           |
| <b>Total Bank Accounts</b>          | <b>\$ 30,771.27</b> |
| <b>Other Current Assets</b>         |                     |
| Uncategorized Asset                 | 0.00                |
| <b>Total Other Current Assets</b>   | <b>\$ 0.00</b>      |
| <b>Total Current Assets</b>         | <b>\$ 30,771.27</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$ 30,771.27</b> |
| <b>LIABILITIES AND EQUITY</b>       |                     |
| <b>Total Liabilities</b>            |                     |
| <b>Equity</b>                       |                     |
| Opening Balance Equity              | 24,796.87           |
| Retained Earnings                   | 6,579.32            |
| Net Income                          | -604.92             |
| <b>Total Equity</b>                 | <b>\$ 30,771.27</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$ 30,771.27</b> |