



April 21, 2026

Attendees: Sarah Sirna, Kayla Lande, Stephanie Woodstrom, Jeff Gustafson, Ashley Crist, Cote Lund, Kali Sundquist, Katelyn Honstad, Laura Richardson, Cindy Address

Absent Board Members: Kristen Coward, Tara Pitkin

Topic	Discussion Items, Notes and Action Items
Call to order (Sarah)	<u>March meeting minutes</u> - Motion to approve seconded and carried - Steph to post to website
President updates (Sarah, Laura)	Bylaw updates review and vote - There are two proposed changes for the bylaws: - Proposed Addition to Article 6 – Officers and Their Election - Section 6 (new): Eligibility for Voting Board Positions - Only parents or legal guardians of a currently enrolled student at Minnewashta Elementary School shall be eligible to serve in an officer position on the Executive Board and hold voting rights. - Family members, community members, and other individuals affiliated with a Minnewashta student are encouraged to participate in the Organization as volunteers, committee members, or in other non-voting roles; however, they shall not be eligible to serve in a voting Executive Board position. - The bylaw change was approved by unanimous vote (9 yeas) - Revised Article 8, Section 4: Reserve Funds - The Organization may retain any portion of the current year’s budget as a reserve fund for future use, as deemed appropriate by the Executive Board. Such funds shall be maintained in secure financial accounts held in the name of the PTO. - At the discretion of the Executive Board, and if determined to be in the best interest of the Organization and the school, funds may also be placed in a school trust account or similar district-managed account. All such decisions shall be approved by a majority vote of the Executive Board. - The bylaw change was approved by unanimous vote (9 yeas) - Sarah to show Steph the process for updating and tracking bylaws changes May 12 meeting rescheduled to Monday, May 11 • Sarah to contact district office facilities to request that date

Treasurer update	<u>April Treasury Report</u> - Profit & loss statement doesn't include April expenses - Staff appreciation week expenses are under budget thanks to generous donations from the Lund family and Amazon wishlists. - Remaining expenses include Carnival, enrichment and staff appreciation - Reminder that any Amazon orders should be done through our PTO Amazon account for tax exemption - Total income for this year \$86,496.98 - Total expenses \$74,645.16 - Cindy suggested using trust funds to pay for items such as field trips
Enrichment update (Jeff)	Unspent funds - Jeff's is showing ~\$11,000 in remaining enrichment funds for the year but it's likely less given plans to purchase Character Strong books. - New requests from final call to teachers would total around \$6,500 - Idea for next year to allocate enrichment funds more directly to in-house field trips rather than incremental enrichment supplies/items that require additional planning from teachers to plan how to use - Sarah, Laura, Jeff and Kristen will finalize budget; Board to review final budget availability at May meetings and make decision about final requests that are not time-sensitive (below)
	Remaining requests that are not time-sensitive - Third Grade Team – Libby Kaufman requesting \$ to purchase a set of Great Minds books to supplement daily reading - Music Team – Requesting a smart xylophone and three ukeleles to replace broken items - STEM Team – Requesting \$3,000 for a new “Ozobot” - Art/Mozingo – Requesting a set of Character Strong books for reading to students at the end of the day
	Kindergarten request – Time sensitive - Requesting \$1,800 to bring Science Crew for an in-school field trip for RSK and K (both English and Spanish) based on positive experience last year - Given the time sensitivity of this request, suggestion is to pay for this using funds from the trust - Motion to approve seconded and carried
	Supply requests - Charging stations - Shelving units with bins - Tara to check if these are items we can get through Scholastic
	Best Buddies Update - Board will discuss if and how to support this as part of our 2026/2027 budget
Principal Update	<u>Character Strong Book Funding/Update</u> - Sarah to confirm budget available for this from remaining enrichment funds - Sarah and Cindy to meet about the remaining list of books needed; Cindy will prioritize a list of titles she would most like

	- Very few of these books are available in Spanish; it would be helpful in the future to have them translated and insert the translation in each book - Laura recommends Thriftbooks.com as a place to request some titles
	ALPACA Program Pilot - During Metro Surge we learned that many groups were unable to share their experiences; parents stepped in and supported these groups - Once per month, Cindy will be providing an anonymous survey to gather sentiments and to gather shout outs – “PTO has been very supportive” was mentioned several times. - Teachers are requesting more healthy snacks and short breaks as support - Most teachers will be moving classrooms this Spring and may need help - Teachers need help organizing
Tonka Pride	Tonka Pride Sales Update - Sale crushed and increased sales by 40% - Minnewashta provided two volunteers so we get profit sharing - Kayla planning a sale at Kindergarten roundup on May 7
Yearbook	Delivery and Sorting - We will need volunteers for yearbook sorting. Estimated delivery date is 6/5 - One shift toward end of day, one volunteer per classroom - Steph to create signup on Membership Toolkit
	Page Designs • Tara will be emailing the board 5th grade yearbook page designs this week to vote on the winner.
Event updates (Event chairs)	Grandfriends Day, April 30 and May 1 - Calida taking care of food and coffee arrangements - Ashley will have a table of flyers
	Kindergarten Roundup, May 7 - Parent volunteers are needed to check families in at the office at 9:15 - Steph to create a volunteer sign up on Membership Toolkit - Ashley will be here to share flyers about volunteering - Kayla will host a Tonka Pride sale
	Carnival, May 29 - Five Monkeys have closed their business so Laura is researching other inflatables vendors including USA Inflatables and A One in Navarre
Commonly used documents	Event dates
	Board contacts
	Room parent contacts
	Event/facilities reservation checklist