



Minnewashta PTO Meeting, April 18 2023

Attendees: Sarah Sirna, Stephanie Berner, Tara Pitkin, Kristin Howard, Cindy Andress, Stephanie Woodstrom, Sarah Wexler, Laura Richardson, Kali Sundquist, Gretchen Padget, Kayla Lande

Absent Board Members: Heidi Post, Andrea Zellmer

1. March Minutes

- Motion to approve March 2023 minutes approved.

2. Treasurer Report (Gretchen Padget):

- Reviewed the March Treasurer Report
- RevTrak is a monthly fee
- Gretchen asked everyone to submit expenses to ensure reimbursements are made in this school year budget – ideally by end of May so we can confirm numbers for the trust
- PTO School Supply requests – mainly RSK and Kindergarteners — last year \$560 and this request is approximately \$800 – everyone approved to increase the budget

3. President's Report (Sarah Sirna):

- 2023/24 Board Slate and voted – reviewed the proposed slate for next year. We will vote on the slate at May's PTO meeting
- Event dates for school year 2023-2024
 - Monster Dash Dance scheduled for 10/27/23. Consider changing event name to Fall Festival. Consider using Shake These Bones – vendor who helps plan events
 - Discussed Room Parent process – create a cheat sheet with room parent tasks and have it available during the beginning of school orientation when room parents can sign up.
 - Secret Shop – tentative date scheduled for 12/2/23. If we do decide to move forward with the event, contact Ali Pilson in July, she will take the lead on planning the event.
 - Check if there's inventory stored from the past
 - Discussed the pros and cons of running the event
 - The group felt it may be better to hold a Community Event — Coco and Cards – make cards to donate and serve hot chocolate
 - Movie Night — consider having at Freeman Park in the Fall — have popcorn and bouncy house

- Imagination Fair — Science Project Event
 - Check with Heidi to confirm who planned the event
 - Connect with STEM team to see if it can be tie into enrichment
- December and June meetings have been added to next year's schedule — they will be a 1 hour meeting and can be held online or in-person at a location outside of school
- Add School Carnival to the schedule - Friday 5/31/24
- PTO Branding — discussion on how to effectively start branding the events and activities the PTO is funding and supporting
 - Laura will take the lead on continuing the discussion - consider creating a dedicated role for this — Stephanie W volunteered to help
 - Create a communication plan and have a more thoughtful approach to branding the PTO events
- Meet Your Board Nights - social events for parents to attend at a Brewery or Restaurant
- Quarterly Room Parent Night - set the dates at May's PTO Meeting
- Minnetonka School Board members to attend the PTO meeting in May — Mark and Lisa

4. VP Report (Tara Pitkin):

- Bookfair - need to have more adult volunteers during the book fair. Some of the high school volunteers did not show up on Friday.
- Yearbook - Steph wants to help next year. Need additional volunteers to support classroom pages
- Classrooms with no Room Parents - add to May's meeting agenda to discuss what support they may need
- Enrichment Requests:
 - Amy Shatava — Reading Specialists — \$363 to purchase Little Sprouts Decodable Books — for K-3 reading intervention students — Approved
 - 4th grade to purchase headphones - testing and curriculum changes require wired headphones - \$1,232 — Cindy is going to follow up with the teacher to ensure the students have what they need for testing - the district is also researching options
 - 3rd Grade — Amazon list of games and gadgets for indoor recess - \$794 left in budget and want to use \$361 towards indoor recess equipment — Approved
 - Miles Mortensen — Music - 5th Graders — \$119.80 to purchase 4 Pneuma Pro Wind Flute Trainer(s) — Approved
- Enrichment Request Process - Question was asked if Enrichment Requests can only be approved during the PTO meetings or can they also be approved via email and online if needed. The requests are submitted via Google Forms. Sarah S has looked into it and determined it is best to approve in-person for the public voting in a 503c. Also, anonymous and unanimous consent is needed. If we do virtual meetings, then we can do virtual voting. If an in-person meeting can't take place due to inclement weather or another situation, then the meeting can be virtual and voting can be done virtually.

- Enrichment budgets communicated to teachers in October — Tara is asking if we can move the process up earlier in the year – it was decided to keep the timeline as is and the following was suggested:
 - If teachers want to plan events for the fall, we can move funds to the field trip experiences budget and share an estimate
 - Put money in a trust for next year for these early requests
 - Tara to review past requests and look at the types of things that have been requested and the timing – board to regroup on the topic at the June meeting and discuss how to address for Fall
 - Budget is presented in August; approved in September

5. Fall Board Retreat

- Sarah proposed that the board get together for a one-day retreat in the Fall to discuss roles & responsibilities and do some team-building; members present all agreed; Sarah will look for spaces and a date
- Laura also working with Heidi to plan a get-together for the board over the summer
- Contact Information Sheet – Sarah to compile all board member contact information including new members

6. Events

- Magician – booked
- Eat the Rainbow – scheduled for week of 5/8; Cindy is finalizing the colors with the produce contact based on what will be in season; produce will be sourced for the 8th, 10th and 12th; students will choose their own colors on the 9th and 11th
- Carnival – 6/2 from 5-8pm
 - Laura using Monday.com event planning software
 - Booked: fire department, police department, sanitation, music, face painting, dunk tank
 - In progress:
 - Food Trucks – Andi unable to help so outreach still needed
 - Need volunteers and coordinators for games
 - Site map sent to Cindy for review and to identify where power can be accessed for music
 - Laura to order PTO t-shirts for use at carnival and through the year
 - Jolly pops from 6-7:30 but equipment available the whole time so we can play music through the event
- Staff Appreciation
 - Coming up in May; would like to do something new/different if possible
 - Laura looking at Pinterest and other sites for ideas such as chair massage
- World Culture – confirmed it is scheduled and all is on track
- Tonka Pride Sale – Laura and Kristin signed up to volunteer on 4/22 to secure profit sharing
- Grandfriends Day

- Laura to place order for refreshments; purchasing prepackaged snacks and water at Costco
- Tara and Steph B will be helping that day; Gretchen available if needed

7. Topics for next meeting

- Quarterly room parent dates to be set
- Budget schedule
- Voting on board slate
- Open house/back to school event and park reservations
- City contact for booking Freeman Park: Stephanie Vassar, 952-960-7922

2022/23 MWA PTO Meeting Schedule: **All Meetings are at 6:00 pm in the "PORT" at Minnewashta

10/18/2022

11/15/2022

01/10/2023

~~02/21/2023~~ canceled

03/14/2023

04/18/2023

05/16/2023

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March Treasurer Report

April 17, 2023

We started the 2021-2022 school year on 7/1/2022 with \$30,887.96 in our combined checking and savings accounts. As of March 31, 2023, we had a total of \$80,823.77.

Administrative Updates

- RSK/Kindergarten 2023/2024 School Supply Request

Program Updates – March Transactions

Minnewashta PTO

Profit and Loss

March 2023

	Total
Income	
Birthday Books Income	185.00
Book Fair Income	1,521.59
Expenses	
Birthday Book Expense	496.95
Book Fair Expense	1,498.98
Musician in Residence (Jeff Dayton) (5th Gr)	5,445.00
zOther Student Enrichment Expense	3,726.42
Other Fees (RevTrak, Intuit, Sign-up Gen)	57.73
PTO Administrative Expenses	194.00

Minnewashta PTO

Balance Sheet

As of March 31, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	70,806.15
Wells Fargo Savings	10,017.62
Total Bank Accounts	\$ 80,823.77
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 80,823.77
TOTAL ASSETS	\$ 80,823.77
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	51,874.59
Net Income	4,152.31
Total Equity	\$ 80,823.77
TOTAL LIABILITIES AND EQUITY	\$ 80,823.77