



Minnewashta PTO Meeting Minutes, May 16, 2023

Attendees: Sarah Sirna, Cindy Address, Laura Richardson, Stephanie Woodstrom, Gretchen Padget, Tara Pitkin, Heidi Post, Stephanie Berner, Jill Reister, Michelle Ewan, Andrea Zellmer, Daniel Santoyo, Lisa Murphy-Salvador

School Board Guests: Michael Remucal, Chris Vitale, JacQui Getty, Superintendent David Law

Absent Board Members: Sarah Wexler, Kali Sundquist, Kristin Coward

1. Meeting grounding: Sarah

2. Presentation to Board: Minnetonka School Board Members

- Chris Vitale discussed the structure and roles of the school board, how elections work, roles and terms of the board members, board committees, etc.
- School Board goals for the 22-23 school year:
 - Excellence in well-being, connection, and belonging
 - Excellence in student learning and support
 - Excellence in leadership and organizational support
- How to connect with the school board: board meetings, study sessions, email (schoolboard@minnetonka.org), calls, meetings, district survey ([linked here](#)), or invite the board to community events.
- More info available at the district site on the school board page ([linked here](#))

3. Student Intern Experience Presentation: Jill Reister and Daniel Santoyo

- Daniel shared his experience as the only district intern this year, and what he has learned about other district's Amity programs
- Jill and Daniel shared ideas for how to engage the district community for future interns (there will be two interns next year)
 - Buddy family program – other families are enlisted as a broader

network/community for the intern to host dinners, take the intern to events or activities, etc.. This helps include families that want to host but may not have the space or resources. It also helps interested host families get familiar with the program before committing to being a host family.

- Spare event tickets – outreach to district families to gather spare event/sport tickets that aren't being used so the intern can experience more of the community/city/state.
- Facebook group – leverage Minnewashta Parents group or set up a new group to help the host family and intern contact a broader group for help out (e.g. setting up rides to the airport)
- Board ideas for PTO support next year:
 - Incorporate into PTO-sponsored community events
 - Support the family connection and community building aspects
 - Recruit a network of drivers; consider SignUp Genius
 - Amity event - one night during the year
 - Make introductions/presentation at Open House and Room Parent Night
 - Make “Get to know your Amity Intern” posts on social media
- Daniel will be participating in an event at the Spring Carnival (e.g., dunk tank or cakewalk) and will have a tip jar out to raise funds

4. Approval of April 2023 Minutes

- Minutes from the April 2023 meeting were approved

5. Written process for using Trust money for budgeting

- Board held a discussion about the need for a written process for using Trust money for budgeting
- If we go this route, it would help plan/pay ahead for specific line items that we don't want to miss out on during the budgeting cycle at the beginning of the school year. It is recommended we would need to consult with an attorney to make sure it's legal as a 501c3. Then, if a written procedure is established, it would get added to bylaws
- An alternative suggestion is to work through the annual budget including the standard teacher enrichment line items that we know we will have by first meeting in August, and approve it at the August meeting. The board agreed this is a feasible and easier route.
 - **ACTION:** Sarah S to adjust the bylaws and bring them to the August meeting for approval

6. 2023/24 Board Slate and Vote

- Board reviewed the board slate for next year.
- Adjustment made to make Kristin Coward as **co**-Treasurer
- Motion to approve the slate (with the above adjustment) seconded, carried
- Approved 2023/23 Board Slate
 - Co-Presidents: Sarah Sirna and Laura Richardson
 - Vice President: Tara Pitkin
 - Co-Secretaries: Sarah Wexler and Stephanie Woodstrom
 - Co-Treasurers: Gretchen Padget and Kristen Coward
 - Volunteer Coordinator: Kali Sundquist
 - Co-Fundraising Chairs: Andi Zellmer and Stephanie Berner
 - Members-at-Large: Nichole Nejezchleba, Calida Fuerst, Katie Khosrai, Michele Ewan, Kayla Lande, Lisa Murphy-Salvador

7. 2023/24 Event Dates

- ([linked here](#))
- Room Parent Quarterly Meetings
 - Introduction/overview email to be sent during the first week or two of the school year; leverage the existing Gmail account for contacting them
 - First meeting/orientation - first week of October
 - Second meeting - January
 - Third meeting - April
 - **ACTION:** Sarah S will work with Carol on dates in those months
- Classrooms without room parents
 - Board will email those teachers directly and see if they have a suggestion of a parent that seems engaged/interested, then contact that parent
 - If a teacher doesn't have a suggested parent, the board will pair them up with a classroom that has active parents

8. Branding Updates: Laura Richardson and Stephanie Woodstrom

- T-shirts for carnival recruitment have been ordered
- Communications calendar has been created for 23-24 school year
- Plan for a group photo for the PTO web page in the fall
- Work through Webmaster to update our page

9. Enrichment: Tara Pitkin

- 4th grade requesting \$1,322.40 (\$132.40 over enrichment budget) for headphones for all fourth graders (~160 kids) to be used for additional

educational uses beyond testing

- Motion to approve 1 set (10 headphones) per class seconded, carried
- 1st grade requesting \$743.85 for a spare supply of 10 headphones per class for all first grade students that forget or break theirs
 - Motion to approve 1 set (10 headphones) per class seconded, carried
- 3rd grade requesting \$385.91 (under remaining budget) to replenish materials for art projects will be used immediately and into next school year
 - Motion to approve seconded, carried
- Kindergarten requesting \$495 (at budget) for craft supplies for end of year projects that support fine motor skills
 - Motion to approve seconded, carried
- STEM and Media requesting \$472.06 (from combined budget of \$966) for Pizza and Taco graphic novels for the library, and legos and hex bugs for K-2 STEM challenges throughout the year
 - Motion to approve \$472.06 seconded, carried
 - Motion to approve use of remaining budget for additional books seconded, carried
- Art requesting \$964.87 for replenishing art materials for all grades for next year
 - Motion to approve seconded, carried
- Speech Language Pathologists requesting \$382.88 from \$400 budget for resources and apps for stuttering and other speech disorders
 - Motion to approve seconded, carried
- Special Ed requesting \$760.97 from \$800 budget for math and reading manipulatives for fine motor development and for social emotional books that aren't available in Scholastic; 75% of MWA special ed students will benefit from these materials target at common special ed topics
 - Motion to approve seconded, carried
- 2nd Grade Spanish and English requesting \$1,007 for materials and manipulatives to create differentiated learning centers targeted at addressing educational needs; will allow students to be more independent in learning
 - Motion to approve seconded, carried
- Enrichment suggestions for next year:
 - Define enrichment criteria to evaluate criteria against
 - Post publicly what the PTO is funding with enrichment dollars
 - Cindy to do a first filter of the enrichment requests to make sure some of the supply requests don't come to the PTO

10. Yearbooks

- Volunteers needed for one evening the week of May 29 to sort and box yearbooks for teachers to pick up; multiple board members agreed to help
 - ACTION: Tara will send an email to the board with volunteer date once the books arrive

11. Board Business

- Fall board retreat
 - Target date - Saturday, September 9; planning for ~6 hours
 - Goal will be to recalibrate on roles, processes and bylaws
 - ACTIN: Sarah to identify venue
- Update on Many Hands Many Meals date
 - New November date (one week later) is approved
- Board contact information ([linked here](#))

12. Upcoming Events

- Carnival updates (Laura)
 - All vendors and site map are confirmed
 - Photo booth - pipe and drape purchased
 - 23 Tonka Serves volunteers scheduled
 - Volunteers to arrive around 4 pm
 - Inflatables set up - vendor needs 2 hours; Cindy recommends before 2:30 but Laura will check in with Jenny to confirm a window during the day
 - Water source for dunk tank - Laura to email Jason
 - Shuttle service - event is currently under budget; board agreed a good use of the extra funds would be to pay for a shuttle to and from Freeman Park for overflow parking; Laura working with vendors
 - Water - Laura to contact Kowalskis or Cub for beverages
 - Garbage Cans – Laura talking to Jason
 - Signage - Lisa volunteered to support signage needs through her company
 - Signs to be posted in the vestibule; Lisa recommends printing signage with grommets and suction cups; signs with grommets can also be hung on the bar by the front doors
 - Cashless event - recommendation to set up a Venmo code for Daniel
- World Culture
 - A mom from Brazil is helping and is correcting inaccurate info
 - Volunteers needed for setup and throughout the event

13. Principals Report (Cindy Andress):

- Lost and Found - Diane Severin has been doing lost and found; needs volunteers to run it next year

14. Topics for discussion at the next (August) meeting:

- Amity Intern Planning - bring Jill Reister back to discuss further
- Bylaw adjustment and approval for August budgeting timeline
- Budget approval
- Define enrichment criteria to evaluate requests against
- Lost and found volunteer support

2023/24 Minnewashta PTO Meeting Schedule:

**All Meetings are at 6:00 pm in the "PORT" at Minnewashta

- 08/28/2023
- 09/19/2023
- 10/17/2023
- 11/14/2023
- 12/12/2023
- 01/16/2024
- 02/20/2024
- 03/19/2024
- 04/16/2024
- 05/07/2024
- 06/04/2024

Minnewashta PTO

April Treasurer Report

May 16, 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 April 30, 2023, we had a total of \$73,758.92.

Administrative Updates

Program Updates – April Transactions

Minnewashta PTO

Profit and Loss

April 2023

	Total
Income	
Birthday Books Income	\$ 140.00
Expenses	
Spring Event Expenses	\$ 1,632.80
School Printing Expense	\$ 23.59
zOther Student Enrichment Expense	\$ 5,480.07
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 56.73
PTO Administrative Expenses	\$ 12.60

Minnewashta PTO

Balance Sheet

As of April 30, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	63,740.36
Wells Fargo Savings	10,018.56
Total Bank Accounts	\$ 73,758.92
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 73,758.92
TOTAL ASSETS	\$ 73,758.92
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	51,874.59
Net Income	-2,912.54
Total Equity	\$ 73,758.92
TOTAL LIABILITIES AND EQUITY	\$ 73,758.92