

Minnewashta Elementary PTO Meeting Minutes

October 16, 2019

6:05pm to 8:20pm

PTO Present: Heidi Post, Andrea Bach, Brandi Virgin, Emily Hippe, Brittany Yamauchi, Barbara Seifert, Gretchen Padget, Cindy Address, Nicki Gordon, Sylvia DeYoung

PTO Absent: n/a

Heidi Post called the meeting to order at 6:05pm

I. Welcome and Introductions, Heidi Post, President

- Moved to approve September 2019 minutes. Motion approved.
- Nicki will send thank you notes to Tara and Michelle (Book Fair), Barb (Boosterthon), Katie and Jaime (Teacher Appreciation)

II. Andrea Bach, VP

- Motion to approve request for \$933.26 in funds for 4th and 5th grade art to be used for canvas, brushes, paints, EZ cut blocks. Motion approved.
- Motion to approve request for \$120 in funds for registration for National Geography Bee. Motion approved.
- Request received from Heather Davis for additional funds for Special Ed department. No action needed at this time.

III. Brandi Virgin & Gretchen Padget, Treasurer, Treasurer's Report

- Motion to approve 2019-20 funds for birthday books, spent on 2018-19 birthday books. Motion approved.
- Scholastic Dollars
 - Tara and Michelle will come to November PTO meeting to discuss Scholastic Dollars program, as well as which classes receive Scholastic News, and where funding is coming from.
 - Cindy agreed to cover the \$1,071.88 scholastic news cost for the 4th and 5th grades out of the 2018-19 PTO end of year donation to the school.
- Discussion on how best to communicate to parents and students how the proceeds from the Fun Run are allocated amongst the school.
 - One idea is to make a video of enrichment requests that were fulfilled to visually show where the money is spent.
 - How best to market/explain the spending of funds to be discussed at a future date.

Program Updates – September Transactions

Income	Total
Corporate Sponsor / Donation Income	500.00
Fall Boosterthon Income	30.00

Minnetonka Pride Income	4,022.43
Expenses	
Fall Dance / Social Expense	100.00
Other Fees (RevTrak, Intuit, Sign-up Gen)	39.95
PTO Administrative Expenses	55.00

Minnewashta PTO

Balance Sheet

As of September 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	20,821.59
Wells Fargo Savings	10,010.11
Total Bank Accounts	\$ 30,831.70
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 30,831.70
TOTAL ASSETS	\$ 30,831.70
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	-0.50
Net Income	6,035.33
Total Equity	\$ 30,831.70
TOTAL LIABILITIES AND EQUITY	\$ 30,831.70

IV. Brittany Yamauchi, Fundraising

- World Culture Week has open chair positions
- Brittany to send out email to parents who indicated “general” interest in volunteer opportunities, as well as to room parents, to increase volunteer sign-ups.
- Brittany to send out thank you emails to volunteers via Sign Up Genius after an event.

- Spring Carnival has open chair positions. Ideas can be brainstormed once the position is filled.
- Monster Mash update, Sylvia DeYoung
 - PTO board is decorated, volunteer sign up is posted, PeachJar ad is created, and handouts to be distributed this week.
- A representative is needed for the Dream Makers event.
 - If interested, Sylvia could go to a meeting, as well as give them a check.
- Green Team
 - Heidi received an email from a parent indicating her child is interested in participating in this. Currently there is no chair for this program.
 - Brandi will pass a name on to Brittany that they could possibly work with.

V. Barb Seifert, Fundraising

- Boosterthon/Fun Run
 - Finals numbers are not yet in. Estimate is \$63,000 profit.
 - Boosterthon team will have a recap meeting next Monday.
- Give To The Max Day is in November
 - Information to be communicated via an email and a Facebook post.
- Box Tops
 - Will not do a hard push for digital version
 - Deadlines to submit paper box tops is Nov 1st and March 1st. Students need to turn them in by 10/25.
 - PTO members needed to sort them into baggies
- Membership Toolkit
 - Kristin could not attend the PTO meeting tonight
 - Website has been updated to allow users to search by teacher and grade level
 - Kirstin is unsure how to remove the link listing volunteer opportunities that is causing confusion. Sign Up Genius is the place parents are to continue to sign up for volunteering, not via the Membership Toolkit.
 - Heidi and Barb have admin log-in info and will try to remove the volunteer link.
 - Heidi to reach out to other PTO leaders who are learning Membership Toolkit in order to see what other options we have.
 - Renewal for the website is July/August 2020. Heidi will look into if we have a contract with them, and if so, what the details are.
- Snack Cart
 - Emily Hippe spoke to Excelsior PTO and was told that the PTO does not run their snack cart.
 - If Emily wants to explore this further, she will contact Minnewashta Nutritional Services.

VI. Cindy Andress, Principal's Report

- Suggestion for Boosterthon funds
 - One idea is teachers and students collaborate to come up with ideas for how the funds could be spent to enhance something they are studying in the classroom.
 - Ideas to be discussed more at a future date.

VII. Heidi Post, President's Report

- School sign
 - Waiting to hear from district
- Handed out a printout of the PTO organizational chart which lists various responsibilities of the PTO and how they are distributed amongst the chair positions.
- Evereve Fundraiser
 - Heather Melness, from the store Evereve, contacted Heidi about hosting a fundraiser for the PTO at their Wayzata location.
 - 15% of the proceeds pre-tax would go towards the school.
 - Event would be all day, as well as open to just Minnewashta parents from 8-9pm.
 - Heidi will look at December dates
- Heidi noted that PTO members hold a “non political” position. They cannot represent or endorse any particular candidates in School Board elections.

Meeting adjourned at 8:20pm

Respectfully submitted by Nicki Gordon, Secretary