

# Minnewashta Elementary PTO Meeting Minutes

## November 16, 2021

**Present:** Heidi Post, Gretchen Padget, Brittany Yamauchi, Tara Pitkin, Barb Seifert, Michelle Le, Sarah Wexler, Eileen Anderson, Rachel Turnbull, Sarah Sirna  
Anjuli Glaza, Nicki Gordon, Laura Richardson, Laura Dittenbrenner, Jill Howe

**Absent:** Cindy Andress, Tiffany Boyer, Andrea Bach

### 1. Welcome and Introductions, Heidi Post, President:

- Motion to approve October 2021 PTO minutes. Motion approved.

### 2. Minnetonka Public School Foundation Presentation, Jill Howe:

- Jill provided overview of their mission and the Teacher Grant Programs, [www.minnetonkafoundation.org](http://www.minnetonkafoundation.org) for additional information.
- Minnewashta Grants – Black History Month Speakers and Minnetonka Diver Library Collection
- Endowment Fund Program – most recent was project HUB and Writing Center at High school
- Fundraisers
  - Dream Makers – largest fundraiser for the foundation – Virtual Event on 2/6 – 2/11
  - Spring Events – outdoor innovation & families event
  - Teacher Gift Program in December and May
  - Give to the Max Day
- Ways to Support: visit their website for additional ways to support the foundation
  - Encourage teachers to look at their curriculum and how they can be enhanced
  - Informational card to give to parents with additional information on the organization
  - Planning to increase their social media presence in the district social media sites
  - Jill will send Heidi links to additional info. Suggestion made to include in Cindy's Weekly Newsletter to parents as an additional way to keep parents informed on the organization.

### 3. Book Fair & Yearbook, Michelle Le:

- Book Fair Totals available in January
- No enrichment requests
- Halloween photos were taken – Cindy has the photos in a drive and they are saved in TreeRing.
- Book invoices – Michelle is checking with Tara and will send to Gretchen

### 4. Fundraising, Heidi Post:

- Heidi signed the Boosterthon contract for next year. Gretchen sent payment.
- The dates will be 9/28/22 – 10/7/22
- Nothing will be done for Give to the Max this year

### 5. Volunteering, Brittany:

- The Secret Shop – will start in August for the next school year.

## **6. Treasurer Report, Gretchen Scott:**

- Budget was approved last month and has been updated on the PTO website – Budget Snap Shot
- Taxes have been filed for the year and Heidi and Gretchen will sign and to be mailed shortly
- Reviewed October transactions – uncategorized bank income is a credit from TreeRing
- Revtrack payment for Birthday Books are starting to come in

## **7. Presidents Report, Heidi Post:**

- Heidi is looking for 2 additional roles – Staff Advocate & Communication Coordinator
  - Staff Advocate – Laura Richardson
    - Laura and Heidi will connect to discuss Teacher Appreciation in December
    - Discussed ideas:
      - Reach out to staff for feedback on what the PTO can do to further support the school community
      - Students write thank you notes to their teachers and have them made into a book
      - Develop a list of ideas for room parents to do an appreciation project for teachers
  - Communication Coordinator – responsible for posting information on a regular basis on social media.
- January meeting – review open board roles to be filled next year. Please begin considering anyone you know who may be interested in these roles.
- Birthday Books has started. November will be a catchup for Birthdays in September through now.
- District Leadership meeting – Heidi wasn't able to attend, but will share the meeting minutes to the group when received.
- Question on Playground Enhancements
  - Student driven approach – Cindy is going to let the students make recommendations, it'll be narrowed down, and the students will then vote on it.
- Heidi is planning to attend a Staff Meeting as a way to connect with teachers and to request feedback:
  - Do they feel the PTO is supporting them
  - Ask for additional feedback on what they think the PTO can do to further support them
  - Eileen suggested – PTO feedback box – fill a form and place in a box with ideas and suggestions in the Staff room as a way for teachers to provide feedback
- Feedback on Fall Decorations – Teachers and Students loved the decorated cafeteria and hallways. Consider doing something similar for other holidays.

## Minnewashta PTO

### November/December Treasurer Report

January 11, 2022

We started the 2021-2022 school year on 7/1/2021 with \$30,887.96 in our combined checking and savings accounts. As of December 31, 2021, we had a total of \$98,238.32.

#### Administrative Updates

- None

#### Program Updates – November/December Transactions

## Minnewashta PTO Profit and Loss November - December, 2021

	<b>Total</b>	
<b>Income</b>		
Amazon Smile Income	\$ 124.02	
Birthday Books Income	\$ 1,730.00	
Corporate Sponsor / Donation Income	\$ 598.00	
Minnetonka Pride Income	\$ 3,688.56	
<b>Expenses</b>		
Book Fair Expense	\$ 1,269.66	Scholastic Invoice
Boosterthon Expense	\$ 39,227.96	
Staff Appreciation	\$ 1,982.05	Chipotle Lunch/Cups
1st grade enrichment	\$ 406.00	Lexia Subscriptions
English Language Teachers	\$ 800.00	Lexia Subscriptions
High Potential	\$ 391.00	VR Portal Subscription
Reading Specialists	\$ 800.00	Lexia Subscriptions
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 146.96	
PTO Administrative Expenses	\$ 13.56	Mail taxes/Stamps
Tax, Legal, & Professional Fees	\$ 625.03	Tax Prep Fees

**Minnewashta PTO**  
**Balance Sheet**  
As of December 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	88,225.62
Wells Fargo Savings	10,012.70
<b>Total Bank Accounts</b>	<b>\$ 98,238.32</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>\$ 98,238.32</b>
<b>TOTAL ASSETS</b>	<b>\$ 98,238.32</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	24,796.87
Retained Earnings	6,090.51
Net Income	67,350.94
<b>Total Equity</b>	<b>\$ 98,238.32</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 98,238.32</b>