



Minnewashta PTO Meeting, November 15, 2022, 6:00 pm

**Attendees:** Heidi Post, Gretchen Padget, Cindy Andress, Stephanie Woodstrom, Laura Richardson, Nicole Nejezchleba

**Absent Board Members:** Sarah Sirna, Tara Pitkin, Sarah Wexler, Andrea Zellmer, Stephanie Berner

### 1. October Minutes – Heidi Post

- Corrections needed: correct name for Gretchen Padget; addition of Kali Sundquist and Stephanie Woodstrom to attendee list
- Motion to approve October 2022 meeting minutes with changes above. Motion approved.

### 2. Treasurer Report – Gretchen Padget

- Approved 2022-2023 budget summary has been posted to website
- Taxes are filed; Gretchen and Heidi to sign
- October income: birthday books, Book Fair, Boosterthon sponsor; Mabels Labels; Tonka pride
  - Note: credit from SchoolKidz still outstanding
- October expenses: Book Fair weekend meal, Boosterthon t-shirts, printing costs, staff appreciation during conferences, movie licensing, insurance premium
- November upcoming expenses: Boosterthon cost, tax prep fees
- Current balance: \$124,000

### 3. Donation for MME Resource Night – Heidi Post and Gretchen Padget

- Ask: \$300 contribution for gift cards and prizes at resource night event
- PTO discussion:
  - Event is geared toward middle schoolers; not enough value for our elementary families
  - Location (MME) too far away from MWA community for our families to attend
  - Preference to fund Family Collaborative directly and/or to be more involved in advanced planning next year
- Motion to decline the involvement this year. Motion approved.
- Heidi to email response and copy Sarah S. and Laura

### 4. Grant Requests – Laura Richardson

- Becky Ashe, Music – \$87.88 requested for buckets for 4th grade concert and to be used for additional drumming lessons in music class throughout the year
  - Motion to approve \$87.88 grant. Motion approved
- Mandy Matke, Counseling – \$400 requested for items on Amazon list to build calming kits; \$200 additional funding for advanced prep for next school year.

- Motion to approve \$600 total grant. Motion approved.
- Kirsten Pederson, 5th Grade – \$7000 requested for Jeff Dayton event in May. PTO can commit to \$4500 total toward this request (\$3500 budgeted for Jeff Dayton + \$1000 budget no longer needed for Kindness Retreat + \$945 budgeted for enrichment); 5th grade families will need to raise the remainder
  - Motion to approve \$5445 grant. Motion approved.
- Alexa Guyer, 4th and 5th grade ELT for Spanish Immersion classes – \$1,129.52 requested for Scholastic News Subscription for ~150 students. Request is over allotted enrichment budget of \$800; PTO can commit to \$800 but ELT team will need to raise the remainder
  - Motion to approve \$800 grant. Motion approved

## 5. Yearbook/Book Fair

- Yearbook: No updates until January
- Book Fair: No updates until January

## 6. Fundraising

- Boosterthon Contract: Andi, Stephanie B., Heidi, Gretchen, Laura and Sarah S., will have a follow up call with Boosterthon Reps before signing next year's contract. Discussion items include t-shirt costs and obstacle course request.
  - Board considering outsourcing t-shirts for next year to save costs
- Initial ideas for use of \$15,000 in-school enrichment funds
  - Laura to look into pricing for Klondike Dogs and Llama Farm
  - Nicole to contact Mike the Reptile Guy and the Pirate Reptile Guy
  - Gretchen to reach out to Physics Force

## 7. Minnewashta Online Directory/Membership Toolkit – Stephanie Woodstrom

- Status: Admin status transferred; new directory contact email address created ([directory.minnewashta@gmail.com](mailto:directory.minnewashta@gmail.com)); 21-22 teacher assignments cleared and 22-23 teacher list updated; grade assignments updated for existing accounts; communication emails drafted
- Outstanding: finalize process for new account approval process. Laura to test new account creation, and Stephanie to get necessary data/lists for confirming new accounts from Cindy
- Other capabilities available in Membership Toolkit for future exploration: volunteer signups and forms; sales (for spirit wear, donations, etc.); communication tools (newsletter, one-off emails, push notifications); calendar

## 8. Volunteer Coordinator Update - Kali Sundquist

- All SignupGenius and volunteer requests need to be coordinated through Kali or the presidents
- Thursday event
  - Attending: Kali, Laura, Stephanie, Nicole
  - Format: Provide information about events and general volunteer opportunities; provide QR code for volunteers to sign up as coordinator or volunteer positions; PTO will follow up with each group to pass on information for their designated events; any events not signed up for will come off the list
  - Heidi to write descriptions of each event
  - Kali and Laura to update SignupGenius before Thursday event
- Spring Carnival
  - Heidi to connect Laura with previous event coordinator to share information

## 9. Tonka Pride Update – Laura Richardson

- Laura working on plans to host one more popup event after Thanksgiving
- Districtwide sale is December 9-10; Kali and Stephanie W. volunteered to work one shift in order to receive profit sharing. Heidi to send the SignupGenius as soon as she receives it.

## 10. Miscellaneous

- Send bios and pictures to Laura for front hallway

## 11. Principals Report – Cindy Andress

- Halloween decorations – Cindy recommended that hallway decorating doesn't need to happen anymore now that parents are able to come to the actual parties. We would bring it back again if ever we can't have parents involved during the school day.
- MWA is still not fully staffed at lunch and recess; need more volunteers

## 12. President's Report

- District Leadership Meeting updates from Laura
  - Info to come regarding winter teacher appreciation gifts: Tonka Grams
  - Deep dive information provided on inclement weather updates
  - Michael Remucal won special election for school board seat vacancy
  - Recruiting is the top priority for most schools
- December meeting: possible Google Meet to make decisions on in-school enrichment options
- January meeting: will review open board positions for next year

## 2022/23 MWA PTO Meeting Schedule:

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

01/10/2023

02/21/2023

03/14/2023

04/18/2023

05/16/2023

## Minnewashta PTO

### October Treasurer Report

November 15, 2022

We started the 2021-2022 school year on 7/1/2022 with \$30,887.96 in our combined checking and savings accounts. As of October 31, 2022, we had a total of \$124,642.47.

#### Administrative Updates

- 2022/23 Budget Snapshot Posted to PTO website
- 2021 Taxes Filed

#### Program Updates – October Transactions

## Minnewashta PTO

### Profit and Loss

October 2022

	<b>Total</b>
<b>Income</b>	
Birthday Books Income	\$ 735.00
Book Fair Income	\$ 1,252.82
Corporate Sponsor / Donation Income	\$ 500.00
Fall Boosterthon Income	\$ 83,227.40
Mabel's Labels Income	\$ 67.69
Minnetonka Pride Income	\$ 6,388.90
<b>Total Income</b>	<b>\$ 92,171.81</b>
<b>Expenses</b>	
Book Fair Expense	\$ 14.43
Boosterthon Expense	\$ 5,465.88
School Printing Expense	\$ 77.57
Custodial & Front Office Staff Appreciation	\$ 120.09
Staff Appreciation	\$ 1,416.80
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 133.54
Tax, Legal, & Professional Fees	\$ 1,185.01
<b>Total Expenses</b>	<b>\$ 8,413.32</b>

# Minnewashta PTO

## Balance Sheet

As of October 31, 2022

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	114,629.08
Wells Fargo Savings	10,013.39
<b>Total Bank Accounts</b>	<b>\$ 124,642.47</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>\$ 124,642.47</b>
<b>TOTAL ASSETS</b>	<b>\$ 124,642.47</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	24,796.87
Retained Earnings	51,874.59
Net Income	47,971.01
<b>Total Equity</b>	<b>\$ 124,642.47</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 124,642.47</b>