

Minnewashta Elementary PTO Meeting Minutes

April 21, 2020

6:15pm to 8:00pm

PTO Present: Heidi Post, Andrea Bach, Brandi Virgin, Gretchen Padget, Cindy Andress, Barbara Seifert, Emily Hippe, Nicki Gordon, Carly Brown, Stacey Klein, Caroline DeLong, Michelle Le, Tara Pitkin, Jenny Van Aalsburg, Melissa Uttenbogaard

PTO Absent: Brittany Yamauchi

Heidi Post called the meeting to order at 6:15pm

I. Welcome and Introductions, Heidi Post, President

- Motion to approve February 2020 PTO minutes. Motion approved.
- Nicki will send thank you notes for Movie Night chairs.

II. Melissa Uttenbogaard, School Supplies

- Melissa and Rachel finished the school supply list for 20-21 school year.
- Should we pass on the discount to families vs. using the funds as a PTO fundraiser?
To consider:
 - Families would save about \$5-7 per order
 - Price is expected to be the same as last year (\$32-46 per grade)
 - Recommended we keep the funds for PTO fundraising since people already expect to pay the same amount year to year.
 - Question was raised if money is available for supply scholarships.
 - Kids have other ways to apply for supply scholarship money through the district.
- Melissa Uttenbogaard talked to Carly Brown about continuing to fund one box of markers and one box of crayons per Kindergarten student for 20-21 school year. Amounted to \$240 for 19-20 school year.
 - No objections to continue funding this next school year.
- Will get final student numbers to Heidi and can keep an eye out for the sale dates at Target again.
 - Michelle Lee could likely get an additional 15% off at Target.

III. Tara Pitkin and Michelle Lee, Yearbook and Book Fair

Yearbook Update

- Due to e-learning, TreeRing opted to pay for shipping to have yearbooks shipped to students' homes.
- We have about 630 orders in, which is about 80 less than final number last school year.
- Families can still place an order, however they will have to pay the \$2.99 shipping fee.

- Books will ship around end of May/beginning of June. Will send out notification when final date is known.
- There is a “digital signature” option, since students will not be at school to sign each other’s yearbooks.
- Everyone receives 2 extra pages. Can be used for personal photos and/or digital signatures. Can also add additional pages for \$.99/each.
- Custom pages are due May 1st.
- Tara will provide these updates to Jenny Van Aalsburg to be e-mailed out to families and posted on social media.
- Need all current orders (about 630) to have their address updated to “ship to home” vs. to Minnewashta.
 - Discussed creating a Master Google Doc (instead of logging into TreeRing again), where families can enter their shipping information.
- Rachel and Heidi spoke previously about the five families that inquired about a yearbook scholarship fund.
 - Motion to approve funding for five scholarships. Motion approved.
 - Rachel and Gretchen will connect to place each order for the five children.
- Michelle and Tara will look to see which event photos are still needed.
 - Could reach out to Melissa Talmo, Imagination Fair Chair, to see if students have photos of their projects to upload (since the fair was cancelled).
 - Two pages for e-learning Spirit Day, and misc. e-learning.

Book Fair Update

- Current balance in Scholastic Dollars account is about \$11,000. We need to keep a balance of at least \$3,000.
- STEM Wish List is the same as the Fall: Robots (about \$2,500) for Fall curriculum.
- The Port Wish List (about \$1,000) can also be ordered for the Fall.
- \$445 in fund expires August 31st. This is reward money for having multiple Book Fairs in one year.
 - Could put this towards Fall Book Fair supplies.
 - Could go towards the cost of STEM robots.
- Fulfilled all teacher Wish Lists after the Spring Book Fair.
- Should we get teacher input about a better way for them to submit Wish Lists, since we have not received a big response?
 - Carly Brown suggested we place pamphlet/money coupon and wish list sheet in teachers mailboxes.
- There is the option of an additional online Book Fair this Spring.
 - No minimums for the school and PTO would get a small percentage of profits.
 - Fair would run for 14 days.
 - No objections raised. Will move forward with this.
 - Option to fill the “little library” outside of the school with any profits.
- Motion to spend \$3,500 in Scholastic Dollars toward STEM robots and Port books. Motion approved.

IV. Andrea Bach, VP Report
Enrichment Budget Approvals: March 2020

2nd Grade

Dahlbaka

Purchase classroom books to support topics they are learning in class. Spanish teachers may choose books that earned the Pura Belpre Award- presented to a Latino/a writer and illustrator whose work best portrays and celebrates the culture in works for children.

Total: \$277

3rd Grade

Jurado

Support nonfiction and current events reading through magazine subscriptions for the classrooms such as Ranger Rick, National Geographic, Sports Illustrated for Kids and Que Tal.

Total: \$1197

5th Grade

Pederson

Deposit for end of year party (assist because money is at the school).

Total: \$158

Reading Specialists (Spanish)

Crandell

Spanish games (board and trivia) to incorporate multi-sensory cognitive learning theory, reaching different learning styles, testing and building language knowledge. Could also be used during indoor recess, and used across all grade levels.

Total: \$399

Shatava

4 cameras and headsets/microphones for reading intervention/Wilson Language teachers to assist with home learning/teaching as well as future years in the school.

Total: \$397

Math Intervention

Zilmer

A wide array of math manipulatives for use in math intervention and small groups and ultimately available to all teachers.

Total: \$786.79

English Language Teachers

Burkhart

90 headphones - used daily in ELT classes - for audiobooks, spelling tests, and completing assignments on ipads. to be used across grades 3-5.

Total: \$800

Special Programs

Kasper

3 noise cancelling headphones and 3 Social Emotional workbooks to help application of social emotional tools

Total: \$75.49

Berger

Hands-on tools to help develop one-to-one correspondence and numerations skills as well as timers to assist with breaks and group time.

Total: \$107.87

Ryan

Writing supports (slant boards, stylus', keyboards) to help students with written language goals to have practice opportunities with tools to help work on technology and middle school readiness. These could be used by 50+ students in special services in upper grades.

Total: \$99.94

Speech

Mahoney

Stuttering curriculum with evidence-based therapy support to be used with children who receive services for stuttering across all grade levels

Total: \$74.43

- No April enrichment requests yet
- Crayola Experience, Arboretum, and Young Writers will all be refunded.
- Outstanding issues:
 - 5th grade: approved reimbursing a parents for the 5th grade party
 - Can money be carried over for 2021 Jeff Dayton program?
 - Will shift the \$870 to the trust to be carried over

V. Heidi Post, Volunteer Update (sub for Brittany Yamauchi)

- Heidi sent out tentative 20-21 PTO calendar of events
- First big event is Monster Mash in October
- Barb will look into a contingency plan for Boosterthon.

VI. Barb Seifert, Fundraising

- Boosterthon sponsorship is TBD. Usually reaches out to sponsors in June.

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

- Vanco Events is the new RevTrak program. This can be used for event payments, and we can send out the link and post on social media.
 - There is a 3.49% processing fee
 - Vanco does not process refunds
 - No other schools in district are currently using this.

- This would replace “cash at door” payments for events.
- Heidi will reach out to other district PTOs to find out which program they use.

Minnewashta PTO

March Treasurer Report

April 21, 2020

We started the 2019-2020 school year on 7/1/2019 with \$24,796.87 in our combined checking and savings accounts. As of March 29, 2020, we had a total of \$59,276.05.

Administrative Updates

- RevTrak Update

Program Updates – March Transactions

Minnewashta PTO

Profit and Loss

March 2020

	Total
Income	
Birthday Books Income	\$ 30.00
Book Fair Income	\$ 1,422.20
Expenses	
Birthday Book Expense	\$ 35.06
Book Fair Expense	\$ 81.20
Secret Shop Expense	\$ 200.00
Back to School Social Expense	\$ 240.00
Staff and Volunteer Appreciation	\$ 134.99
1st grade enrichment	\$ 690.70
2nd Grade Enrichment	\$ 675.00
Counselors Enrichment	\$ 329.86

Musician in Residence (Jeff Dayton) (5th Gr)	\$	3,500.00
Geography Bee	\$	259.22
PTO Teacher Grants	\$	10,711.72
Skatetime	\$	6,822.00
Special Programs	\$	366.67
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$	53.93

Minnewashta PTO
Balance Sheet
As of March 31, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	49,264.82
Wells Fargo Savings	10,011.23
Total Bank Accounts	\$ 59,276.05
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 59,276.05
TOTAL ASSETS	\$ 59,276.05
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	-0.50
Net Income	34,479.68
Total Equity	\$ 59,276.05
TOTAL LIABILITIES AND EQUITY	\$ 59,276.05

VIII. Cindy Andress, Principal's Report

- Any ideas for Fall if e-learning continues?
- Possibly look into buying more digital books from Scholastic?
- Tara suggested looking into True Flicks, which gives unlimited access at school and at home, with an annual subscription.
 - Carly Brown has free trial. Able to access fiction and non-fiction subjects.
- Could we get a free trial with Scholastic to see if we like it? Tara will look into this.

IX. Heidi Post, President's Report

- April leadership meeting was cancelled.
- Heidi sent out flowers to staff and admin. for Administration Professionals Week.
- By-law revisions are not finished yet.
- Recruiting for PTO positions for 20-21 school year
 - Michelle Le slated as new VP
 - An incoming kindergarten parent expressed interest in fundraising/volunteer coordinator.
 - Heidi will send out a PTO slate to look at next year's positions.
- World Culture Week
 - Will not plan to do this virtually.
- Stacey Klein attended the meeting and is considering becoming a Member at Large next year.
- Carly Brown mentioned she could do the Target supply shopping for Fall 2020.
- Carly will also follow-up if there are any Kindergarten enrichment requests.

Meeting adjourned at 8:00pm

Respectfully submitted by Nicki Gordon, Secretary