



Minnewashta PTO Meeting, August 16, 2022, 6:00 pm

Attendees: Heidi Post, Cindy Address, Gretchen Padget, Tara Pitkin, Sarah Sirna, Laura Richardson, Stephanie Berner, Sarah Wexler

Absent Board Members:

1. Welcome and Introductions – Heidi Post:

- Motion to approve May 2022 PTO minutes. Motion approved.

2. Treasurer Report – Gretchen Scott:

- Review of the Treasurer Report: May – July 2022
- Working on the 2022/23 budget. Reach out to Gretchen in advance if you have any suggestions or recommendations for the budget.
- Heidi requested to have the budget finalized by end of September. Meeting to be scheduled with: Heidi, Gretchen, Sarah, and Laura

3. VP Report – Tara Pitkin:

- Ortega's request for Math manipulatives in May – it was approved for all 1st grade Spanish classes – Because of the additional request, Tara is going to send an email to determine if the request from May was just for one class or all 1st grade
- It's been challenging to get teachers to use the enrichment funds. Heidi suggested we send out additional communications. Tara also suggested we do a "last call" email letting teachers know the funds are available with the deadline date. Enrichment ideas can be added to this communication.
- Sarah S suggested having a grade level contact who can remind teachers of the enrichment funds and can then communicate requests to the PTO
- Cindy suggested the PTO consider covering the cost of the following with the extra funds:
 - Field trips: student field trip fees, bus cost, etc.
 - Yearbook for each student
 - Teacher Wish Lists

4. Yearbook/Bookfair – Tara Pitkin:

- Yearbook – 5th grade books are done and will be shipped out tomorrow.
 - Flyers going out at the beginning of the school year with a discount if ordered early

- Cindy suggested reaching out to TreeRing to request if the school can get the early discount if PTO purchases a yearbook for all students
- Continue to work on getting pictures and brainstorming ideas to streamline the process
- Bookfair
 - Oct 12th – Teacher and Class Preview
 - Oct. 13 and 14th – Book sale
 - Need volunteers:
 - 10/12 for setup – Can have high school volunteers to assist with setup
 - 10/13 and 10/14 – 4 total so there's an adult at each register

5. Fundraising – Andi Zellmer/Stephanie Berner:

- Boosterthon
 - Updated dates – 9/28 to 10/7, Fun Run on Friday 10/8
 - Andi is working on the t-shirts
 - Boosterthon Meeting Updates – encourage students to register early, change to prize structure: competition between teachers for reaching a school goal, grade level goals, Jenny is creating the schedule, students will bring their own water bottles, Boosterthon is sending a communication to the neighbors around Minnewashta. Cindy suggested the Boosterthon team hand deliver the communication to the nearby neighbors – on the Wednesday before to give them an 8 day notice.
 - Monetary Goal – 50k
 - Funds to be used for Quarterly Experiences for students:
 - Ideas (have students vote for the top 3):
 - Physics Lab – through the U of M
 - Magician
 - Klondike Event
 - Climb Theatre
 - Llama visit
 - School Wide Carnival

6. Volunteer Coordinator (Kali Sundquist):

- Set-up Signup Genius for the following events:
 - Back to School Teacher Help
 - Back to School Bus Help
 - Back to School Lunch Help

7. Playground Update – Laura Richardson/Eileen Andersen:

- Hoping it will be shipped this week

9. Principals Report – Cindy Andress:

- No restrictions this year – it will feel like how it was in the past so Cindy said there will be work to be done supporting students through this.
- Weekly communications will begin this week.

10. President's Report – Heidi Post:

- PTO representation – Heidi will send out a Signup Genius for volunteers to sign up for the following events:
 - Open House
 - Kindergarten Night
- PTO t-shirts – Laura will work on this and will look into going through Tonka Pride
- Zoom – decision made to cancel membership – Gretchen to cancel

To Do List:

Owner	Task
Heidi	Tonka Pride Sale for Open House on 8/31 – connect Laura with Shannon
	Reach out to Jenny on Back to School Bus & Lunch Help
	Email Atty General to determine if scholastic funds are to be tracked
Tara	Reach out to Tree Ring: <ul style="list-style-type: none">• Can customized pages be done if school purchases yearbooks for all students• What discount can the school receive if yearbooks are purchased for all students
Laura	Reach out to Tonka Pride for PTO t-shirts
	Create a fundraising slogan
Gretchen	Cancel PTO Zoom membership
Tara, Sarah S	Banner for Back to School
All	Send any suggestions on the 2022/23 Budget to Gretchen
	Bulletin Board needs to be updated

2022/23 MWA PTO Meeting Schedule:

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

09/20

10/18

11/15

01/10

02/21

03/14

04/18

05/16

Minnewashta PTO

May-July Treasurer Report

August 16, 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 July 31, 2022, we had a total of \$36,063.95.

Administrative Updates

- 2022/23 Budget Adjustments/Requests

Program Updates – May – July Transactions

Minnewashta PTO

Profit and Loss

May - July, 2022

	Total
Income	
Amazon Smile Income	\$ 133.84
Birthday Books Income	\$ 245.00
Expenses	
Birthday Book Expense	\$ 701.51
Custodial & Front Office Staff Appreciation	\$ 712.49
Staff Appreciation	\$ 3,715.18
1st grade enrichment	\$ 1,246.72
2nd Grade Enrichment	\$ 836.99
3rd Grade Enrichment	\$ 642.45
4th Grade Enrichment	\$ 560.07
5th Grade Enrichment	\$ 133.72
Art	\$ 835.42
Field Trips	\$ 744.00
MN Landscape Arboretum (Kinder)	\$ 1,056.00
Musician in Residence (Jeff Dayton) (5th Gr)	\$ 7,000.00
Orchestra Hall (4th Gr)	\$ 1,000.00
Scientist in Residence (Wetlands) (5th Gr)	\$ 350.00
High Potential	\$ 180.00

Markers/Crayons (RSK/Kinder)	\$	557.63
zOther Student Enrichment Expense	\$	40,971.35
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$	153.82
Uncategorized Admin Expense	\$	11.60

Minnewashta PTO

Balance Sheet

As of July 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	26,050.77
Wells Fargo Savings	10,013.18
Total Bank Accounts	\$ 36,063.95
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 36,063.95
TOTAL ASSETS	\$ 36,063.95
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	51,874.59
Net Income	-40,607.51
Total Equity	\$ 36,063.95
TOTAL LIABILITIES AND EQUITY	\$ 36,063.95