



Attendees: Gretchen Padget, Cindy Address, Laura Richardson, Heidi Post, Barb Seifert, Kali Sundquist, Brittany Yamauchi, Ellen Anderson, Sarah Sirna

Minnewashta PTO Meeting, April 19, 2022, 7:00 pm

Absent Board Members: Tara Pitkin, Michelle Le, Sarah Wexler, Tiffany Boyer

**Co-Secretaries (Sarah Wexler/Tiffany Boyer):**

- Approve March 2022 Minutes **VP Report (Tara Pitkin/Michelle Le):**

*Heidi Post will sent out via email week of 4.25 for board approval.*

- Ortega Enrichment Request

*Heidi Post will be proposing special PTO session times via email for week of 4.25 to review/approval open enrichment requests.*

**Year Book/Book Fair (Tara Pitkin/Michelle Le):**

- Yearbook

*Tara: working with class parents to gather additional pictures. Teachers have been notified and reminders are going out via email newsletter. Group discussion on recruitment for support of this years' distribution and execution. Tara will be with new baby and group support to spread out responsibility to support her was agreed on.*

- Bookfair

*5<sup>th</sup> grade book updates: cost of \$1847.00 would cover 20 pages per book with approx.. 168 books. Tara has selected the best option vendor for these books.*

**PTO made motion to approve \$1847.00 to cover cost of 5<sup>th</sup> grade books: APPROVED**

*Tara: provided additional information on the additional book fair option (see email notes from Tara @heidi)*

*PTO feedback: Choosing to forgo this change or option for now. Group is confident in Tara's findings that the 2 current fairs are the best performing and will be the best options for this school season.*

**Fundraising (Barb Seifert/Andi Zellmer):**

- Updates

*Barb is looking to confirm new sponsors and donors in the June timeframe. Group agreed to bring new leads to Barb directly. Levels of commitment: \$100: name on shirt, \$250: medium logo on shirt, \$500: large logo on shirt. Victoria identified as potential target area for recruitment.*

**Volunteer Coordinator (Brittany Yamauchi):**

- Family Service Night?

*Will be put on hold for the remainder of the year based on lack of chair/co-chairs.*

**Teacher Appreciation:**

- Administrative Professionals Week, this week

*Will be combined with National Education Bosses week. Coffee and lunch will be provided week of 4.25. Laura to coordinate with office staff for delivery. Special delivery for Cindy/Jenny will be arranged for week of 4.25.*

- Teacher Appreciation Week, May 2 – 6

*Lunch will be provided one day of the week. Laura and Sarah exploring food truck options (Soup duJour) for additional food for the week.*

- ~~• National Education Bosses Week, May 16 – 20~~

**Eileen Andersen:**

- Puppy Party Recap

*1 of 4 puppy parties were executed. Went very well, staff, students, and SecondHand Hounds found it be a great offering. Will explore putting designated events such as this on the standing calendar for future planning and scheduling to align with high stress time for both teachers and students.*

- E-learning for PD Days

**Treasurer (Gretchen Padget):**

*Budget dollars presented. Reviewed amount that will need to be rolled over to trust. Trust money earmarked for family events in fall of 2023. Bringing the community element back to families that have been removed due to COVID.*

*Year starting : \$30,877.96*

*Current balance: \$98,700.29*

**Principals Report (Cindy Andress):**

*The remainder of the year will be focused on planning for slow and thoughtful re-introduction of volunteers and additional support in the building.*

**President's Report (Heidi Post):**

- WCW, May 23–27

*Cindy and group strong interest in execution of it this year. Heidi has all materials prepared and will contact group for volunteers to assist during the week for setup during event times.*

- Review of Board Opportunities for 2022/23 – Facebook, direct emails

**2021/22 PTO May 17, 2022**

Co-chair for VP [High need](#)

Volunteer Coordinator [Highest need](#)

Potential Co-chair for fundraising [At large members](#)

Book Fair

Yearbook

Teacher Make and Take [Teacher pack and prep days prior to school starting for the year.](#)

**Additional Topic:**

[Booster-thon playground enhancement project.](#) Eileen Anderson and Laura Richardson have volunteered as chairs to assist project execution. Goal will be to have marketing materials available for [Booster-thon 2023 season on 2022 results and plans.](#) Working directly with Cindy on project planning.

**Meeting Schedule (All meetings are scheduled for 6:00 pm)**

# Minnewashta PTO

## Profit and Loss

March 2022

	Total
<b>Income</b>	
Amazon Smile Income	\$ 161.02
Birthday Books Income	\$ 270.00
Book Fair Income	\$ 1,391.92
<b>Expenses</b>	
Book Fair Expense	\$ 1,099.44
School Printing Expense	\$ 60.31
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 52.33
PTO Administrative Expenses	\$ 45.99

# Minnewashta PTO

## Balance Sheet

As of March 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	88,687.39
Wells Fargo Savings	10,012.90
<b>Total Bank Accounts</b>	<b>\$ 98,700.29</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>\$ 98,700.29</b>
<b>TOTAL ASSETS</b>	<b>\$ 98,700.29</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	

**Equity**

<b>Opening Balance Equity</b>		24,796.87
<b>Retained Earnings</b>		6,090.51
<b>Net Income</b>		67,812.91
<b>Total Equity</b>	<b>\$</b>	<b>98,700.29</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>98,700.29</b>