

# Minnewashta Elementary PTO Meeting Minutes

## November 12, 2019

6:05pm to 8:15pm

**PTO Present:** Heidi Post, Andrea Bach, Brandi Virgin, Brittany Yamauchi, Barbara Seifert, Gretchen Padget, Cindy Address, Nicki Gordon, Sylvia DeYoung, Michelle Le

**PTO Absent:** Emily Hippe

*Heidi Post called the meeting to order at 6:05pm*

### **I. Welcome and Introductions, Heidi Post, President**

- Motion to approve October 2019 minutes. Motion approved.
- Nicki will send thank you notes to Monster Mash leads, Sharon Alexander and Sylvia DeYoung.

### **II. Brittany Yamauchi, Volunteer Coordinator**

- Spring Carnival
  - Brad and Sonny connected and will update Brittany after they meet.
- Family Service Night
  - Date postponed until Spring. A parent is interested in helping and will look at dates.
- STEM and STEAM Fairs
  - STEAM Fair, known as the Imagination Fair, is more kid-driven and includes an art component.
  - STEM Fair is more science and career driven.
  - Brittany will update at a future date when, and if, each event will happen in 2020.
  - Heidi will inquire at the District Leadership Meeting what other schools plan to do and if co-hosting an event is a possibility.
- Dream Makers
  - Heidi will email Melissa to see if a rep is needed.
- World Culture Week
  - Heidi will find out which country it will be when she attends the District Meeting.
- Secret Shop
  - Sign-Up Genius is sent out.
  - Brittany will give Jenny the sign up link so she can also send it out.
  - Brittany will connect with organizers to see which positions would be good for older kids to volunteer for.
- Green Team
  - Mary VanBeusekom is holding a meeting and will come to next month's meeting if needed.

### III. Brandi Virgin & Gretchen Padget, Treasurer, Treasurer's Report

- Received an invoice from IXL and it is \$775 over budget. Motion to approve to pay the entire expense. Motion approved.
- Waiting on Boosterthon expenses to come in so we can pay them their portion.
- Have not paid all Monster Mash expenses yet. Estimated to net about \$2,200.

**Minnewashta PTO  
November Treasurer Report**

November 12, 2019

We started the 2019-2020 school year on 7/1/2019 with \$24,796.87 in our combined checking and savings accounts. As of October 31, 2019, we had a total of \$139,817.80.

#### Administrative Updates

- IXL expenses \$6,375 (\$775 over budget).

#### Program Updates – October Transactions

	<b>Total</b>
<b>Income</b>	
	\$
<b>Birthday Books Income</b>	1,960.00
	\$
<b>Book Fair Income</b>	2,031.17
	\$
<b>Fall Boosterthon Income</b>	106,544.87
	\$
<b>Fall Dance / Social Income</b>	4,234.37
<b>Expenses</b>	
	\$
<b>Birthday Book Expense</b>	19.34
	\$
<b>Book Fair Expense</b>	80.00
	\$
<b>Boosterthon Expense</b>	4,816.50
<b>Other School &amp; Community Expenses (Supply Box Reimb.)</b>	\$ 41.24
	\$
<b>Movie Night Expense</b>	517.00

<b>Other School &amp; Community Expense (School Board Forum)</b>	\$ 53.81
<b>Staff Appreciation</b>	\$ 148.99
<b>Volunteer Appreciation</b>	\$ 51.10
<b>Other Fees (RevTrak, Intuit, Sign-up Gen)</b>	\$ 56.52

## Minnewashta PTO

### Balance Sheet

As of October 31, 2019

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	129,807.50
Wells Fargo Savings	10,010.30
<b>Total Bank Accounts</b>	<b>\$ 139,817.80</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>\$ 139,817.80</b>
<b>TOTAL ASSETS</b>	<b>\$ 139,817.80</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	24,796.87
Retained Earnings	-0.50
Net Income	115,021.43
<b>Total Equity</b>	<b>\$ 139,817.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 139,817.80</b>

### **Michelle Le, Book Fair**

- Updated PTO on Scholastic Dollars program, as well as the new cash register system with Scholastic:
  - Scholastic gives the option to either use Scholastic Dollars on items such as books and teacher gift certificates, or we can take a significantly less amount of money by converting Scholastic Dollars into cash.
  - We must take cash for either the Fall or Spring Book Fair to cover the magazine fee.
  - We currently have \$12,000 Scholastic Dollars and need to hold about \$2,500 aside.
    - If this amount was converted to cash, it would be about 25% of the value.
  - Scholastic Dollars can be used to fulfill orders for the Birthday Book program as well as the Port's wish list.
  - Once we know the amount of Scholastic Dollars we can allocate, it can be divided up between the Port, each grade, and enrichment requests.
  - Michelle and Tara will come to future PTO meetings in the month following the Book Fair to discuss whether to take Scholastic Dollars or cash from profits.
    - We have about one month after the Book Fair to make this decision.
  - Plan to fulfill Port wish list and STEM requests with Scholastic Dollars.
  - Port will be notified to contact Gretchen the next time they need to order more Birthday Books, so that Scholastic Dollars can possibly be used.

### **Sylvia DeYoung, Monster Mash recap**

- Attendance was high.
- Discussed ways to improve the event next year.
  - Need a better way to manage crowds. One option is to pre-sell tickets and have one line for pre-paid tickets and one line to buy the day of.
  - Will likely switch ice cream vendors.
  - Could possibly use both gyms for the event.

### **IV. Barb Seifert, Fundraising**

- Updated Boosterthon profit is \$70,943.
- Give To The Max Day is Thursday, Nov. 14th
  - Barb will send Jenny the information to post online.

### **V. Andrea Bach, VP**

- Received an enrichment request of \$1,015.00 from Kindergarten/RSK to cover addition fees for Arboretum field trip.
  - Additional fees cover buses and Arboretum program.
  - When planning 2020/21 budget in the future, will plan to adjust the Arboretum field trip budget accordingly.
  - Motion to approve \$1,015.00 request. Motion approved.
- General fund increase request from Heather Davis, Special Ed department.
  - The number of students under "special programs" has increased. Currently serving 80+ students.

- Will put Michelle and Tara in contact with Heather to see if they could use Scholastic Dollars for any requests.
- Andrea to follow up with Heather on any specific needs they have.
- Motion to approve additional \$400 to special programs. Motion approved.
- Discussion on how to spend Boosterthon income
  - Mandi has purchased some items for the “Don’t Walk In the Halls”/sensory walk with some of last year’s profits.
    - Adhesive stickers encourage kids to march, hopscotch, skip, etc. in the hallway.
  - Motion to approve \$6,600 from Boosterthon funds to purchase the full hallway sensory walk. Motion approved.
  - Planning to have each grade level, as well as specials, come up with a “grant proposal” that details how each grade would spend allocated money.
  - Estimated to be \$1,500 per grade.
  - Emily will type up a proposal to give to Cindy for her staff meeting next week.
  - Deadline for proposals will be January 10th.
- School Sign
  - Heidi will send a follow-up email to Tim and Paul to check on status.

#### **VI. Cindy Andress, Principal’s Report**

- No updates at this time.

#### **VII. Heidi Post, President’s Report**

- Boosterthon Contract/PTO Insurance
  - PTO is in need of general liability insurance as well as officers insurance.
  - Motion to approve purchase of \$494 yearly insurance contract. Motion approved.
- Still waiting on Evereve fundraising date.
- Barb will follow-up on turning off the volunteering option in Membership Toolkit.

*Meeting adjourned at 8:15pm*

*Respectfully submitted by Nicki Gordon, Secretary*