



September 19, 2023

Attendees: Sarah Sirna, Tara Pitkin, Stephanie Berner, Nancy Wittman-Beltz (interim principal), Nicole Nejezchleba, Calida Fuerst, Gretchen Padget, Laura Richardson, Jeff Gustafson, Stephanie Woodstrom, Lisa Murphy-Salvador, Kayla Lande, Kali Sundquist, Maria Lopez (district teaching intern)

Absent Board Members: Kristen Coward, Sarah Wexler, Michele Ewan

Topic (Person Responsible)	Discussion Items and Notes	Action Items
Call to Order (Sarah S)		
Review of August Minutes (Stephanie W)	<ul style="list-style-type: none"> - Motion to approve August 2023 minutes, seconded and carried 	
Principal Update (Nancy W-B)	<p>School Meals</p> <ul style="list-style-type: none"> - Focus on getting breakfast distributed to everyone efficiently; two paraprofessionals have been enlisted to help with this each morning. The student backpack tags are critical to the process. If students lose their tags, parents should call the front office and request a new one - Staff is also refining lunch process to make it more efficient - District nutrition services (Jane Bender) is available to answer questions about these meals <p>Principal Boosterthon Plans</p> <ul style="list-style-type: none"> - Nancy and Jenny are brainstorming ideas for the Boosterthon reward/celebration. 	<p>Sarah to follow up with Nancy about the need for additional volunteer help</p>
President's Update (Sarah S, Laura)	<p>Timberwolves Opportunity</p> <ul style="list-style-type: none"> - Opportunity for Minnewashta community to reserve a section of seats at a game of our choice with discounted ticket prices. Additional experience opportunities may be available for: 	<p>Sarah to look into booking the 2/2 or 3/1 game</p>

	<ul style="list-style-type: none"> - High 5 Tunnel – High 5 the Timberwolves players as they take the court. Maximum of 50 kids to participate. - Courtside Kids – Sit on the baseline of the court during pregame warm-ups. Maximum of 30 kids to participate. - Postgame Free Throw – Everyone gets to shoot a Free Throw on the court following the game. 	
	<p>Room Parent Orientation</p> <ul style="list-style-type: none"> - All 23-24 room parent email addresses have been verified; Sarah has begun communicating with the room parents and will be sending group emails to each classroom so those parents can begin communicating with each other - Room parent information packet will be updated before orientation on 10/3 	<p>All board members are asked to attend 10/3 orientation if available</p> <p>Laura to coordinate treats; contact Kowalski's for donations</p>
	<p>4th Grade Service Project Request</p> <ul style="list-style-type: none"> - Request from Sra Castillo on behalf of all 4th grade classes to coordinate a service project with the PTO; Sarah gave her some options for projects and dates and is waiting to hear back 	
<p>Volunteer Coordinator Updates (Kali S)</p>	<p>Lost and Found</p> <ul style="list-style-type: none"> - Kali provided donation bags for items ready to donate - Kayla has two girl scout troops in need of service hours who will be willing to help organize lost and found items if needed 	
	<p>Vision/Hearing Screening</p> <ul style="list-style-type: none"> - To date, 10 volunteers signed up; need 20 total - Steph B reached out to the Phillips Institute to ask for volunteers but hasn't heard back - This has been added to the new Volunteer Opportunities tab on our Membership Toolkit site 	
	<p>Picture Retake Day</p> <ul style="list-style-type: none"> - Scheduled for 10/25, 9 am to noon - Kali working on Signup Genius 	<p>Kali to send Signup Genius link to board when available.</p>
<p>Upcoming Events (Event Chairs)</p>	<p>Monster Mash (Stephanie, Laura, Tara)</p> <ul style="list-style-type: none"> - Space and date are confirmed for 10/27 - Planning is moving along on track - Jeff agreed to coordinate the DJ; cost ~\$500 - Kayla agreed to coordinate craft; budget TBD - Laura agreed to coordinate food trucks 	

	<ul style="list-style-type: none"> - Steph B agreed to plan diaper/wipe donation 	
	<p>Many Hands Many Meals (Sarah and Kali)</p> <ul style="list-style-type: none"> - Event has been rescheduled for 11/17 - MHMM organization has done a site visit - Cost is \$.15 per meal; MHMM is looking into using some of their grant funds to help pay for the Minnewashta packing event; PTO will coordinate additional fundraising asks if needed - Maximum of 108 volunteers for this event; PTO will have additional service opportunities lined up by the time we send communication about this event so that any extra volunteers who cannot participate have other options. - Option for volunteers to sample the cooked meal; PTO agreed to decline this opportunity given many wheat and soy allergies 	<p>Sarah to sign the event agreement</p> <p>Sarah to confirm minimum age for volunteers</p>
<p>Fundraising Update (Steph B)</p>	<p>Boosterthon</p> <ul style="list-style-type: none"> - Registration is now live - Volunteers will be needed to help supervise the obstacle course; Kali will set up signup genius - Plan for next year to buy t-shirts outside of Boosterthon and in the summer to save money - Google Drive 	<p>Kali to create Signup Genius</p>
<p>Fall Board Retreat Follow Up (Laura and Sarah S)</p>	<ul style="list-style-type: none"> - Updated mission statement shared and approved - Updated org chart shared; all board members asked to review and bring feedback to next meeting - Board to evaluate idea of adding a new position for Communications Chair; idea to get involved in high school Vantage Program for help updating marketing and comms efforts. - Idea for opening meetings for community comments was discussed at fall retreat; Sarah plans to discuss this further with Nancy and Jenny because there would likely be a lot of crossover between our charter and topics they would need to address 	<p>Sarah to follow up with Nancy and Jenny about community comments</p> <p>All board members to review org chart</p>
<p>VP Update (Tara)</p>	<p>Book Fair</p> <ul style="list-style-type: none"> - Scheduled for October 12-13 during conferences - Set up will be on October 11 - Location will be east gym; space will be reserved for Tonka Pride sale - Signup Genius is almost ready to be shared out; Need more adults for cashier roles 	

Enrichment (Tara and Jeff)	Enrichment Requests <ul style="list-style-type: none"> - All information has been sent to staff - No active enrichment requests at this time 	
Secretary Update (Stephanie W)	Membership Toolkit Updates <ul style="list-style-type: none"> - Stephanie received the student/parent list for verifying new directory members; over 30 new families have joined the directory since open house - We've added a new tab to the Membership Toolkit site home page for Volunteer Opportunities as a place to point parents who want to see all the opportunities available in one place; Stephanie is still researching the sign-up functionality to potentially replace Signup Genius 	
	Room Parent Newsletter <ul style="list-style-type: none"> - Stephanie drafted the October monthly newsletter for room parents and will send it to Sarah and Laura for input - Stephanie will program a test email, then upload all the room parents to a new distribution list 	Stephanie to email Jenny to ask for Fall party dates/times etc. Laura and Sarah to review newsletter copy
Treasurer (Gretchen)	Request from community resource night (\$400) <ul style="list-style-type: none"> - District event that targets families that don't have full access to the community; - Motion to approve the funds for a \$200 seconded and carried, pending confirmation that elementary families are included in the target audience 	Jeff to follow up on audience for this event
Miscellaneous	Google Working Space <ul style="list-style-type: none"> - Tara leading effort to create a new Google space for all board information and shared documents 	
Commonly Used Documents	Event Dates Board Contacts Room Parent Contacts	

Minnewashta PTO

August Treasurer Report

September 19, 2023

We started the 2023-2024 school year on 7/1/2023 with \$31,337.77 in our combined checking and savings accounts. As of August 31, 2023, we had a total of \$29,779.65.

Administrative Updates

- none

Program Updates – August Transactions

Minnewashta PTO

Profit and Loss

August 2023

	Total
Income	
Total Income	
Expenses	
Back to School Social Expense	\$ 1,292.28
Staff Appreciation	\$ 87.47
Markers/Crayons (RSK/Kinder)	\$ 701.39
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 49.95

Minnewashta PTO

Balance Sheet

As of August 31, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	19,757.21
Wells Fargo Savings	10,022.44
Total Bank Accounts	\$ 29,779.65
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 29,779.65
TOTAL ASSETS	\$ 29,779.65
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	6,579.32
Net Income	-1,596.54
Total Equity	\$ 29,779.65
TOTAL LIABILITIES AND EQUITY	\$ 29,779.65