

# Minnewashta Elementary PTO Meeting Minutes

## January 21, 2020

6:05pm to 8:30pm

**PTO Present:** Heidi Post, Mary VanBeusekom, Andrea Bach, Brandi Virgin, Brittany Yamauchi, Gretchen Padget, Cindy Andress, Rachel Turnbull, Julia Shaw, Erin Neilon, Barbara Seifert, Emily Hippe, Nicki Gordon

**PTO Absent:** n/a

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

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

- Motion to approve December 2019 PTO minutes. Motion approved.

### **II. Mary VanBeusekom, Green Team**

- Proposal for bird habitat installation at Minnewashta
  - 2 bird feeders, birdseed, 2 bird houses, hooks, and native plants proposed for purchase at an estimated cost of \$190-200, with annual operating expenses of \$100-150.
- Would like to create a certified National Wildlife Federation Wildlife Habitat - with sign.
- A Mom of a student could potentially get the plants at cost.
- Courtyard would be ideal location.
- Cindy gives the okay and encourages a succession plan for future years/upkeep.
- Motion to approve funding. Motion approved.

### **III. Barb Seifert, Fundraising**

- Ideas for revising Boosterthon Sponsorship Program
  - Current sponsorship tiers are: 1st Mate (\$100), Captain (\$250), and Admiral (\$500)
  - In past years, sponsorships have raised enough money to purchase event t-shirts.
  - Could post appreciation for sponsors on Minnewashta Facebook page and state that the contributions purchase the t-shirts.
  - Current system is working well to offset some costs.

### **IV. Julia Shaw and Erin Neilon, Secret Shop Debrief**

- Goal of event is to bring the community together and break even cost-wise.
- Booster Club had a table at the event and had good sales. Will return in 2020.
- High School volunteers helped set-up the evening prior to the event, as well as day of.
- Event gave out 26 scholarships to children (20 tickets per child).
- Square credit card system at check-out was well received. Next year will use devices provided by the PTO.

- Will likely not allow refunds in 2020, and will instead give the option to donate any unused tickets.
- Julia, Erin, and Kendra will return to lead the event in 2020.
- Ideas for 2020 event:
  - Will revamp inventory. Erin's husband has contacts to buy wholesale.
  - Look into using Scholastic Dollars to purchase books to sell.
  - Increase marketing by including event on all Minnetonka schools PeachJar emails.
  - Could high school DACA members get involved with a coffee/donut cart?
  - Look into other options for a coffee cart.
  - Theme will likely be changed to Snow Day or Winter Wonderland in 2020.
    - Will inquire about students making snow flakes for decorations.
  - Would like to have more parent volunteers helping run the event.
    - One idea is having volunteer information tables set up for parents to visit at school open house and/or Fall conferences.
- Additional storage is needed to store inventory from year to year.
  - A monthly storage rental space could also be used for Spring Carnival, Monster Mash, and Book Fair. Brandi will look into cost of a storage unit.
- 2020 Event will be on Saturday, December 5th.

#### V. Andrea Bach, VP Report

- Two enrichment requests
  - Garibaldi-Davis, from Special Programs, requested \$100.05 for books for Social Skills Group. Amount approved.
  - Caitlyn Brice, from Special Programs, requested \$141.41 for two flex chairs and paint sticks. Amount approved.
- Boosterthon Funds - Grant Application Review:

Name	Grade Level/Specialty	Proposal	Amount Requested
Mabel Crandell	Reading Specialists	Purchase books to compliment and expand curriculum in guided reading and intervention. These books are popular with students and students outside the program are interested in the books, however we only have books up to level K. This proposal is to purchase books to get the collection to Level M.	\$2,214.00
Jill Beuch	Soecial Ed-Occupational Therapist	Purchase new equipment and activities for the sensory motor room, as voted on by the students who use the room.	\$810.95
Caitlyn Brice	Special Ed	PENDING	
Christin Congdon	Art/Health/All	5 pairs of EnChroma glasses for colorblind students.They would reside in the health office and could be checked out by students. This would be beneficial for Art class (4 week long unit about color), science experiments, creative writing and more.	\$1,345
Joy Curran	HP/All	Purchase two 8-pack sets of Class VR Headsets with a Class VR Portal annual subscription. This is in alignment with MWA Innovation goals. (The district currently has three 8-pack sets that are shared among all 9 schools and it is difficult to get the sets when you need them).	\$6,270.44

- Approved the amount for Jill Beach, Special Ed.
- Approved the amount for Mabel Crandell, Reading Specialist.
- Approved the amount for Christin Congdon, Art/Health.
  - EnChroma glasses will need a waiver for parents to sign.
- Further information needed to approve Joy Curran's request. Joy will come to next month's PTO meeting to discuss VR Headsets and answer questions.
- STEAM Fair: Physics Force Show Update
  - 300+ people are needed to host the show at a school during the school day.
  - \$800 for one show and \$1,200 for two.
  - This is less expensive than taking 5th graders on a field trip to the U of M
  - Questions:
    - Could they do a shorter show for K - 2nd grade students?
    - Could we use remaining Boosterthon grant money towards this?
    - What are the appropriate ages for the show?

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

- Family Service Night
  - April 17th, 6-8pm
  - Organizers will reach out to Barb.
- Spring Carnival
  - Brad is looking for food trucks.
    - Gretchen will email some ideas.
    - Could also set up a gmail account so parents/staff can email ideas.
- Movie Night
  - Moved to 1/31/20
  - Fixed the Sign-Up Genius date
- STEAM Fair
  - Waiting on additional Physics Force information.
- Brittany will start to post volunteer links onto Minnewashta's Facebook page.
- World Culture Week, Heidi Post
  - Heidi met with Vicki and was able to get some contact names.
  - Heidi will go visit schools setting up the event to learn how it's done.
  - Scheduled for May 18-22nd
  - Possibly schedule it from 9-2pm each day. Check about using students Specials times.
  - Another option is set-up on Monday morning, followed by tours Monday afternoon, and tours Tues/Wed/Thursday. Take down Friday afternoon.
  - Heidi to inquire about getting volunteers from Crown College teaching program.

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

- Still receiving a couple corporate match donations from Boosterthon.
- Will double check to see that we have paid Boosterthon for Fall 2019 event.
- Kindness Retreat
  - \$1,200 was budgeted for this event. Received a bill for \$2,600.

- In the past, Dr. Peterson has paid for this. Gretchen will follow up.
- Will look at rates for next year to see if it's a per person charge. If so, budget should be adjusted accordingly.
- Broken sleds for recess have been returned and foam ones purchased as a replacement.

## Minnewashta PTO

### December Treasurer Report

January 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 December 31, 2019, we had a total of \$119,134.53.

#### Program Updates - December Transactions

	<b>Total</b>
<b>Income</b>	
<b>Birthday Books Income</b>	235.00
<b>Fall Boosterthon Income</b>	473.07
<b>Secret Shop Income</b>	4,010.52
<b>Expenses</b>	
<b>Boosterthon Expense</b>	2,000.00
<b>Secret Shop Expense</b>	1,304.25
<b>Other Fundraising Expense</b>	81.74
<b>Dream Makers</b>	500.00
<b>Playground Improvements Expense</b>	209.24
<b>Kindness Retreat (Gr 5)</b>	750.00
<b>Special Programs (Sensory Floor Decals)</b>	4,440.05
<b>Other Fees (RevTrak, Intuit, Sign-up Gen)</b>	51.93
<b>Tax, Legal, &amp; Professional Fees</b>	625.06

# Minnewashta PTO

## Balance Sheet

As of December 31, 2019

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	109,123.84
Wells Fargo Savings	10,010.69
<b>Total Bank Accounts</b>	<b>\$ 119,134.53</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>\$ 119,134.53</b>
<b>TOTAL ASSETS</b>	<b>\$ 119,134.53</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	94,338.16
<b>Total Equity</b>	<b>\$ 119,134.53</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 119,134.53</b>

### VIII. Cindy Andress, Principal's Report

- No updates at this time.

### IX. Heidi Post, President's Report

- School sign update
  - Sign company is working with the city on details.
  - If sign is not approved, PTO will lose \$250.
- Leadership Meeting recap
  - Upcoming listening sessions are planned for each school.
    - Three schools per day. Dates to be selected soon.
    - 30 min tour of school and 30 min Q&A.
  - Board hired an analyst to review enrollment vs. physical space at each school.

- Board hired a consultant to evaluate Minnetonka's Well Being Program and plan to put together an advisory committee for mental health.
- Heidi distributed a print out of the PTO's by-laws and flow chart.
  - Will schedule an upcoming meeting to go over and make any changes.
- Board opportunities: begin to think of any recruiting opportunities for 2020-2021 PTO.
- There may be one more date to accept clip out Box Tops. Heidi will look into it.

*Meeting adjourned at 8:30pm*

*Respectfully submitted by Nicki Gordon, Secretary*