

# Minnewashta Elementary PTO Meeting Minutes

## September 22, 2020

6:05pm to 7:48pm

**PTO Present:** Heidi Post, Andrea Bach, Brittany Yamauchi, Gretchen Padget, Cindy Andress, Barbara Seifert, Jocelyn Stenberg, Rachel Turnbull, Nicki Gordon, Stacy Klein, Michelle Le, Anjuli Glaza, Tara Pitkin

**PTO Absent:** n/a

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

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

- Motion to approve August PTO minutes. Motion approved.

### **II. Andrea Bach and Michelle Le, VP Report**

- Worked with counselor Mandy Mattke to use Scholastic Dollars to purchase sensory bags, etc. for students.
- Amazon list from Cindy was fulfilled. Individual and classroom requests fulfilled.
- Additional four items that were requested from Scholastic were also fulfilled.
- Heidi will look into sending an email to teachers to see if they have any requests to be added to an Amazon Wish List.

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

- Reached out to all event chairs to inform them of cancelled events.
- Reached out to Jill about the possibility of hosting a virtual Family Service Night.
- No other updates at this time.

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

#### **• Boosterthon Updates:**

- Virtual Dance Fit Party is taking place, with fundraising starting October 1st. Will consist of socially distanced dance moves that students can do outside, in classrooms, and virtually.
- Will skip the “welcome party” at the high school drop-off. Can possibly do this at Minnewashta.
  - Cindy would be open to Boosterthon staff being present outside on kick-off day, day of event, and any other times between.
  - If Boosterthon staff comes more than once, would place them at separate entrances at the school each time so all students can see them. Could also be at the door that is used to go to recess.
  - Cindy emphasizes that Boosterthon staff are required to follow all Minnewashta guidelines (COVID rules, etc)
- Shipment of boxes has arrived at Minnewashta and they will sort and get them to students.

- Barb is having a meeting with Boosterthon staff and Cindy is willing to attend if possible. They will discuss logistics of where each dance will be held.
  - Cindy suggested sending a video to teachers so they are in the loop and can ask any questions.
  - Each class will receive a video link and can hold the event as it works for their class.
  - Links are not live yet for credit cards, but should be active within next 24 hours.
  - Cindy is willing to go tubing on the lake as a fundraising incentive.
- **Book Fair, Michelle Le and Tara Pitkin:**
    - 14 day virtual Book Fair is set to take place, starting Monday Oct. 19th.
    - Scholastic is sending fliers. Hoping these can be sent home with students.
      - Michelle and Tara will look into pre-sorting the fliers for each classroom. Cindy can bring fliers to the high school for 4th/5th.
    - How else can we get information to students and families?
      - Ask teachers to promote the event when communicating conference details.
      - Posts on Minnewashta social media.
      - Book Fair chair from Excelsior Elementary reached out to exchange ideas.
      - Reiterate the importance that each purchase gives money directly back to our school.
      - Cindy suggested a targeted video/email promoting the event.
    - If we got books to the office, is it still possible to have the raffle? Cindy said yes.
    - Final dollar amount that the school takes in will be less than previous years because it is virtual this year. Rather than standard 50% profit, we will receive 25% and we are not eligible for other rewards.
    - We usually fulfill “teacher wish lists” yet as of now this is not a virtual option.
      - Tara/Michelle will look into “virtual bins” for teachers to have as a wish list.
    - Unsure if we will be able to use Scholastic Dollars for the online book fair. We may just have to shop in the catalogue.
    - Looking into the option being available for families to purchase gift certificates for teachers.
    - Rachel asked about how quick shipping is. Tara said shipping has been quick.
    - Is there a cost associated with the virtual fair? Can we hold more than two this year?
      - No cost. It’s possible to host an extra event - maybe around the holidays or end of the school year.

#### **V. Gretchen Padget, Treasurer, Treasurer’s Report**

- Received \$110 from Amazon Smile.
- Refunded the money from Kindergarten items.
- Budget updates:
  - Boosterthon includes \$2,000 deposit for next year and \$5,000 for t-shirts.
  - Removed revenue from Book Fair since all proceeds will be Scholastic Dollars.
  - Put \$500 back in budget for additional playground expenses.
    - Cindy noted the district funded an order for schools. Hold onto that budget for later in the year.

- Per student count has been updated and remains at \$7/per student.
- Updated special programs, as discussed at August PTO meeting.
- Geography Bee will likely be virtual. Reduced entry fee budget by a bit.
- Left in funds for Young Writers Conference.
- Removed funds for IXL, notebooks/planners, field trips (except for the couple that are still unknown).
- \$2,000 in unallocated money remains.
- Increased Staff Appreciation fund to \$1,500.
- Motion to approve 2020-2021 budget. Motion approved.
- Gretchen will send a budget snapshot to Minnetonka web master, to be posted online.

### Minnewashta PTO

#### August Treasurer Report

September 22, 2020

We started the 2020-2021 school year on 7/1/2019 with \$26, 877.50 in our combined checking and savings accounts. As of August 31, 2020, we had a total of \$26, 002.45.

#### Administrative Updates

- 2020/2021 Budget Approval

#### Program Updates – August Transactions

## Minnewashta PTO

### Profit and Loss

August 2020

	Total
<b>Income</b>	
Amazon Smile Income	\$ 110.51
<b>Expenses</b>	
0 Kindergarten Enrichment	\$ (177.41)
1st grade enrichment	\$ 816.75
Markers/Crayons (RSK/Kinder)	\$ 301.34
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 44.95

# Minnewashta PTO

## Balance Sheet

As of August 31, 2020

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	15,990.87
Wells Fargo Savings	10,011.58
<b>Total Bank Accounts</b>	<b>\$ 26,002.45</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>\$ 26,002.45</b>
<b>TOTAL ASSETS</b>	<b>\$ 26,002.45</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	24,796.87
Retained Earnings	2,155.51
Net Income	-949.93
<b>Total Equity</b>	<b>\$ 26,002.45</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 26,002.45</b>

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

- Question was raised about possibility of Jeff Dayton event being held this year.
  - School is working to make this event happen and working on ideas.
- Updates
  - Working on filling para positions at Minnewashta and the high school.
  - Tents are in the front of Minnewashta right now, but not for the whole year.
  - School has 6ft yoga mats for kids to social distance.

- Tara asked about using Scholastic Dollars to purchase any manipulatives that are on teacher wish lists. She can run this by Jenny and place an order.

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

- New school sign is installed.
- District Leadership meeting
  - Pushing for online sales for Tonka Pride.
  - Gretchen will look for the check that was mailed from Tonka Pride.

*Meeting adjourned at 7:48pm*

*Respectfully submitted by Nicki Gordon, Secretary*