



Minnewashta PTO Meeting, March 14, 2023

**Attendees:** Sarah Sirna, Gretchen Padget, Heidi Post, Kali Sundquist, Cindy Andress, Stephanie Woodstrom, Nicole Nejezchleba, Laura Richardson, Stephanie Berner

**Absent Board Members:** Sarah Wexler, Tara Pitkin, Andrea Zellmer

### 1. January Minutes

- Motion to approve January 2023 minutes approved.

### 2. Treasurer Report (Gretchen Padget):

- January income included birthday books, Box Tops and corporate sponsor donations; expenses included Dream Makers, enrichment grants and other fees
- February income included Amazon Smile, birthday books and corporate sponsor donations; expenses included birthday books, winter dance DJ fee, and staff and bus driver appreciation
- Current balance > \$90k
- Request to get expenses in:
  - **Stephanie W.** and **Heidi** to send final dance-related expenses.
  - **Laura** to request an invoice from Jimmy John's for delivery fee/tip

### 3. 2023/24 Board Needs (Sarah Sirna/Heidi Post):

- All core positions are filled, but recruitment recommendations for next year are:
  - 1 Co-Treasurer
  - 1 Co-Volunteer Coordinator
  - 4 Members at Large
- **Board** to submit the proposed slate at the next meeting in April
- Recruitment/engagement ideas:
  - Meet your PTO event at Hazelwood; possibly in May
  - **Laura** to post board member bios and photos on social media

### 4. Black History Month Invoice (Sarah Sirna/Heidi Post):

- Budget was \$2000; final cost was \$2,625 for three days of engagement
- Motion to approve additional \$625 seconded and approved.

### 5. World Culture Week (Sarah Sirna/Heidi Post):

- Scheduled for week of May 30
- Volunteer recruitment recommendations:
  - Tonka Serves to help set up on Friday night
  - Build the schedule in advance so parents know when each classroom is participating, then ask room parents to recruit parents for their class time slots.
  - **Kali** to use last year's Signup Genius and send it out the second week of May.
- **Heidi** and other board members to visit Mound storage on Tuesday, 3/21 at 11:00; Heidi coordinating

### 6. Social Media Update (Laura Richardson):

- New Instagram account has over 100 followers
- **Any board members** who haven't should send bios and headshots to Laura

### 7. ByLaws Review (Sarah Sirna):

- Reviewed Article 2 and discussed the definition of enrichment
  - Agreement that definition is good but will continue to review as questions arise
- Reviewed Article 10 on officer duties and term lengths
  - Descriptions state that certain positions are only 1 year terms
  - Motion to change VP term to 2 years seconded and approved
  - Motion to change Fundraising Chair term to 2 years seconded and approved
  - **Sarah S.** to update ByLaws and update record of revisions
- Board will review these updates again in the fall for any absent and new members

### 8. Enrichment

- Process discussion
  - Agreed that application feels broad enough to encompass all requests but still gives us the information and level of detail we need to make decisions
  - Ideas for getting more teachers to submit requests:
    - Send email to each grade-level group of teachers reminding them about funds and giving examples of ways other grades have used their funds
    - Go to all teachers at a grade level and hear out ideas; handle the written application process for them
- Requests:
  - Jonathan Gonzalez, Grade 1 – requested \$270 for a chicken coop to house the ducklings that hatch in the Spring so more students can benefit from observing and interacting with them
    - Motion to provide \$270 seconded and approved
  - Joy Curran, High Potential Teacher – requested \$625 to bring 25 fifth grade students to writers conference at Bethel; Joy already has \$375 in the enrichment budget to use
    - Motion to provide \$275 additional funds seconded and approved
  - Melanie Mazingo, Art - requested adding the MIA field trip back into the budget for first graders (in addition to 3rd graders) for 2023-2024 school year
    - **Sarah S.** to ask Melanie for the estimated funds needed
    - **Gretchen** to put it in the budget in the Fall
    - **Sarah S.** to ask Music, Art and STEM teachers what they would recommend as an enrichment option for second grade
  - Music teachers – requested \$465.35 for boomwhacker instruments
    - Motion to provide \$465.35 seconded and approved

### 9. In-School Experiences Using Boosterthon Funds (Nicole)

- Nicole secured quotes from reptile guy and two magicians
- David Farr recommended for in-school experience; Cindy suggests hosting in the afternoon of testing days
  - **Nicole** to get date options from David and provide contact information to Cindy and Jenny so they can work on actual dates
- Kevin Hall recommended for Spring Carnival on June 2.
- Reptile guy possible option for Spring Carnival or as an in-school experience in Fall

### 10. Grandfriends Day, April 24

- To support first and second grade teachers who are doing this for the first time, PTO to provide funds for refreshments for all 23 classrooms (~500 students, ~1500 grandfriends)
- **Laura** to coordinate
- Motion to approve \$3000 budget seconded and approved

### **11. Eat the Rainbow Spring, May 8-10**

- Planning to repeat successful event
- Motion to approve \$2400 funds to pay for Winter event and cover upcoming Spring event seconded and approved
- Suggestion to continue this event in 2023-2024 school year and consider bringing in someone from a CSA such as Fox and Farm or Featherstone Farm

### **12. 2023-2024 Art Teacher in Residence**

- Melanie Mazingo is working on plans to bring in artist Payton Scott Russell next year for two specials cycles (12 school days). Each student would get two art classes with this artist

### **13. Spring Carnival Updates (Laura)**

- Property has been booked;
  - Eloise provided contract for outdoor space
  - **Laura** to book indoor space as well; we won't be using indoor space but want to avoid other events being scheduled and taking up space and parking
- Police and fire departments confirmed
- Sanitation vendor confirmed
- DJ Jolly Pops confirmed
- Inflatables (5 Monkeys) and dunk tanks quotes secured
- Food trucks planned; no cost to PTO
- Goal to be cashless
- Volunteers will be needed for games, silent auction, etc.
- Estimated budget is \$10,000;
  - Motion to pre-approve \$6000 budget; seconded and approved
- Laura aiming to start communicating about the event soon
- **Heidi** to share info about 501c3 rules around raffles etc.

### **2022/23 MWA PTO Meeting Schedule:**

**\*\*All Meetings are at 6:00 pm in the "PORT" at Minnewashta**

**10/18/2022**

**11/15/2022**

**01/10/2023**

**~~02/21/2023~~** canceled

**03/14/2023**

**04/18/2023**

**05/16/2023**

## Minnewashta PTO

### February Treasurer Report

March 14, 2023

We started the 2021-2022 school year on 7/1/2022 with \$30,887.96 in our combined checking and savings accounts. As of February 28, 2023, we had a total of \$90,535.28.

#### Administrative Updates

- None

#### Program Updates – February Transactions

## Minnewashta PTO

### Profit and Loss

February 2023

	<b>Total</b>
<b>Income</b>	
Amazon Smile Income	\$ 97.31
Birthday Books Income	\$ 180.00
Corporate Sponsor / Donation Income	\$ 368.33
<b>Expenses</b>	
Birthday Book Expense	\$ 305.83
Fall Dance / Social Expense	\$ 375.00
Staff Appreciation	\$ 1,033.38
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 57.33

# Minnewashta PTO

## Balance Sheet

As of February 28, 2023

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	80,518.64
Wells Fargo Savings	10,016.64
<b>Total Bank Accounts</b>	<b>\$ 90,535.28</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>\$ 90,535.28</b>
<b>TOTAL ASSETS</b>	<b>\$ 90,535.28</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	24,796.87
Retained Earnings	51,874.59
Net Income	13,863.82
<b>Total Equity</b>	<b>\$ 90,535.28</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 90,535.28</b>