

# Minnewashta Elementary PTO Meeting Minutes

## December 17, 2019

6:05pm to 8:20pm

**PTO Present:** Heidi Post, Mary VanBeusekom, Eileen Andersen, Brad Bork, Andrea Bach, Brandi Virgin, Brittany Yamauchi, Tara Pitkin, Gretchen Padget, Cindy Address, Jen Rose, Nicki Gordon

**PTO Absent:** Barbara Seifert, Emily Hippe

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

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

- Nicki will send thank you notes to Secret Santa organizers and Teacher Appreciation

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

- Group has met three times
- Created posters encouraging students to bring in water bottles vs. plastic. Will post around the school/lunch room.
  - Cindy will follow up with newsletter contact so the info. can be included
  - Heidi will send info to Melissa, to be included in PeachTree
- Additional ideas discussed for school:
  - Encourage classrooms to use more green supplies at class parties
  - Possibly use cups instead of water bottles in cafeteria. Jane in Nutrition Services is the contact for this.
  - Posters to show Eco-friendly lunch (ex: reusable baggies)
  - Could Eco-friendly lunch options also be shown on school monitors?
  - Attach 3D “examples” above each lunch /recycle/compost bin. Will connect with Carrie Hedgens.
  - Pollinator Garden
    - Watering could be an issue. However, these are native plants and shouldn't need additional watering.
- Group is meeting every other Friday from 8-8:30am in The Port.
- Next meeting is January 10th, 2020.

### **III. Brad Bock, Spring Event**

- Discussing having the event be two separate nights. Thursday evening Fundraiser for adults at outside venue, and Friday Carnival for students.
- Call to Action/Fundraising Goal would be contributing funds to the new school sign.
- Heidi, and possibly Andrea, to give Brad additional electronic options for silent auction payment system.
- Slated date for carnival is Friday, May 1st.
- Food trucks should be booked asap

- Heidi will follow up with contact information for a couple truck options, as well as Kelly's contact information for the fire department to do a safety check.

#### **IV. Andrea Bach, VP Report**

- Three enrichment requests:
  - Motion to approve \$310.50 enrichment request from Ortega for Scholastic Magazine subscription. Motion approved.
  - Motion to approve \$100 Special Programs enrichment request from Julie Olson towards purchasing social thinking books for students and teachers. Motion approved.
  - Motion to approve \$169.08 Geography Bee enrichment request from Curran towards purchasing two geography practice games and ten study guides. Motion approved.
- Boosterthon Funds:
  - Grant application has been sent to teachers to generate ideas. Cindy will send out an email reminder.
- Don't Walk In The Hall (adhesive stickers for hallways)
  - Some stickers have been applied.
  - Need volunteers to apply remaining stickers.
  - Will follow up with Excelsior PTO about life expectancy of stickers.

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

- Imagination Fair, Jen Rose
  - Date is set for Thursday, March 19th from 6-7:30pm
  - Set up date is Wednesday, March 18th
  - Students tour the fair on Thursday, March 19th
  - Participation is the primary goal
  - Award/incentive given to the class with the most participation.
    - Top class in K-2 and 3-5 will receive a unique science experience from the U of M Physics Force.
    - Will reach out to the program to check on space needs, cost, and timeline.
  - Headline title will be the "Imagination Fair" for consistency. STEAM acronym should be used in secondary title/description.
  - Possible theme idea is 20/20 Vision (play off the year 2020)
  - Event communication
    - Roll out to begin when school resumes January 6, 2020
    - Christin Congdon to work on button art in January. To be designed by a student.
    - Shelly Traver will promote during STEM classes starting in February.
    - Utilize all-school announcement opportunities after morning Pledge of Allegiance.
    - Imagination Fair reps could also visit classrooms to encourage participation and promote Physics Force incentive.
  - Melissa Talmo will take lead role as event organizer.
    - Brittany will connect Jen Rose with Melissa.
  - Erin Marasco is available to field any questions.
  - Recommendation to sideline STEM career fair in 2020 and look into more inclusive ideas for 2021.

- World Culture Week
  - Event dates are May 18-22, 2020
  - Still no volunteers to organize/lead event.
  - Heidi, Cindy, Jenny suggested the idea of hiring paras to run the event.
  - Heidi will have a conversation with Vicki York, and will put a description in the January newsletter with additional event details.
  - Andrea and Heidi will start to coordinate if no one volunteers.
  - Idea raised to change by-laws in the future so that we can use PTO funds to pay paras to work the event.
  
- Movie Night
  - Flier to go up on Facebook page.
  - Movie will be “Alladin” and 2nd movie T.B.D.
  - Event date is January 17, 2020
  - Cindy suggests the documentary about social media, titled “Like”, be offered for adult viewing at the same time, in a separate room.
    - Dr. Peterson offered to pay the \$900 viewing fee.
    - Possibility of high school students or Explorer staff help out with monitoring kids.
      - Talk to Molly about Explorer volunteers.
  
- Family Service Night
  - Potential dates are April 17th or April 24th
  - Four parents are interesting in coordinating this together. Waiting on final date.

#### **VI. Brandi Virgin & Gretchen Padget, Treasurer, Treasurer’s Report**

- Still waiting on bulk funds from Boosterthon.
- Cindy discussed possibility of repurposing old phones to be used to process electronic payments at Secret Santa shop and Spring Carnival. This way volunteers would not have to use their own phones.

#### Financial Reports:

##### **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 November 30, 2019, we had a total of \$124,377.95.

Program Updates - November Transactions

	<b>Total</b>
<b>Income</b>	
Amazon Smile Income	\$ 59.06
Birthday Books Income	\$ 145.00
Fall Boosterthon Income	\$ 366.09
Secret Shop Income	\$ 14.31
<b>Expenses</b>	
Birthday Book Expense	\$ 14.40
Book Fair Expense	\$ 2,030.29
Secret Shop Expense	\$ 1,468.04
Back to School Social Expense	\$ 325.50
Fall Dance / Social Expense	\$ 1,968.00
Playground Improvements Expense	\$ 265.19
Art Enrichment	\$ 921.90
MN Landscape Arboretum (Kinder)	\$ 1,111.50
Orchestra Hall (4th Gr)	\$ 981.25
Math IXL	\$ 6,375.00
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 111.58
PTO Administrative Expenses	\$ 1.75
Tax, Legal, & Professional Fees	\$ 494.06

## **Minnewashta PTO**

### **Balance Sheet**

**As of November 30, 2019**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	114,367.46
Wells Fargo Savings	10,010.49

Total Bank Accounts	\$ 124,377.95
<b>Other Current Assets</b>	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 124,377.95
<b>TOTAL ASSETS</b>	<b>\$ 124,377.95</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	99,581.58
Total Equity	\$ 124,377.95
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 124,377.95</b>

## **VII. Tara Pitkin, Scholastic Dollars Update**

- Purchased STEM and Port requests with scholastic dollars:
  - Robot Blocks
  - 10 boxes of Wonder Pack robots (code to make music, etc)
  - \$7,986 for all STEM materials
- STEM will likely petition for additional funds for robot box sets
- Will post photos to visually show how funds are spent
- \$1,200 in to PORT for Spanish materials and new releases
- About \$3,100 left in Scholastic balance
  - This is a sufficient amount to have available for the next Fair
- May still have extra funds for birthday books, if needed. Ideally maintain around \$2,000 in Scholastic Fund.
- Wish List requests were fulfilled.
- Next Book Fair is March 5th and 6th

## **VIII. Fundraising Report**

- No Give To The Max Day income was donated.

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

- No updates at this time.

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

- Motion to approve November 2019 PTO minutes. Motion approved.
- School sign update
  - Tim from district has a sign proposal
  - \$25,750 estimate does not include taxes, permits, application fees, and electrician.

- Electrician estimated to be \$2,000.
- \$15,450 deposit needed to move forward.
  - Sign will not be made if City of Shorewood does not give final approval.
  - Heidi will follow-up with Tim on what happens to the deposit should the sign not be approved. Will also inquire how long they will hold the sign if additional funds are still needed after the Spring Carnival fundraiser.
  - Contract is needed to allocate a cap of funds the sign company is allowed to retain if sign is not approved by the city of Shorewood.
    - If reasonable, we will move forward.
- Spring Tonka Pride Sale is April 17-18th
- Dream Makers
  - Event is February 1st
  - No volunteers received for this event
  - PTO will instead send a check. Heidi will find out where to send it.
- Box Top Winner
  - Winning class will have their pizza party Friday, Dec. 20th
- Sleds for recess
  - Majority of the sleds purchased for students are broken.
  - Heidi to look into returning them or possibly purchasing new ones.

*Meeting adjourned at 8:20pm*

*Respectfully submitted by Nicki Gordon, Secretary*