



October 17, 2023

**Attendees:** Stephanie Berner, Kristen Coward, Calida Fuerst, Nicole Nejezchleba, Tara Pitkin, Laura Richardson, Sarah Sirna, Kali Sundquist, Stephanie Woodstrom, Cindy Andress, Melanie Mozingo, Matt Carlson, Abby McNally

**Absent Board Members:** Michele Ewan, Jeff Gustafson, Kayla Lande, Lisa Murphy-Salvador, Gretchen Padget, Sarah Wexler

Topic (Person Responsible)	Discussion Items and Notes	Action Items
<b>Call to Order</b> (Sarah S)	<u>Doing Good Together</u> - Sarah shared the Pick a Project site for younger kids to find volunteer opportunities	
<b>Review of Minutes</b> (Stephanie W)	<u>September 2023</u> - Motion to approve seconded and carried	
<b>Art Teacher Presentation</b> (Melanie Mozingo and Matt Carlson)	<b>Minnewashta Staff Culture Club</b> - Melanie shared about staff service projects (winter gear drive, toiletry drive, etc.) and her interest in having a crayon peel party to melt down crayons for art kits for pediatric hospitals	<b>Steph B</b> to help Melanie connect with appropriate Children's Hospital contacts
	<b>Art Staff Enrichment Residency Proposals</b> - Payton Scott Russell (Spray Finger) focused on destigmatizing graffiti; tentatively held for Spring when the students could do art projects outside <ul style="list-style-type: none"><li>- All 36 student sections involved in creating a permanent mural installation for MWA</li><li>- 6 days; 36 workshops; \$6,500 (~\$180/student)</li><li>- PTO could help coordinate a materials drive</li></ul> - Michael Hall, graphic designer and children's book author and illustrator; available as early as three weeks out <ul style="list-style-type: none"><li>- All students included over 2 days</li><li>- 2 days; 6 workshops; \$3,000 (~\$500/student)</li></ul>	

	<p><b>MIA Field Trip</b></p> <ul style="list-style-type: none"> <li>- PTO has budgeted \$2,000 for one grade (third graders) to attend this year; only the cost of transportation as museum is free</li> </ul>	
<b>Room Parent Update</b>	<p><b>Classroom Contact Lists</b></p> <ul style="list-style-type: none"> <li>- Visiting room parent (Abby McNally) presented questions from room parents about classroom contact lists; discussion about how Google Docs are no longer allowed due to security requirements from MN legislature</li> <li>- PTO and room parents should be pushing the directory on Membership Toolkit</li> <li>- Jenny Van Aalsburg plans to place a QR code in a standard spot within the weekly newsletter</li> </ul>	
	<p><b>Room Parent Orientation</b></p> <ul style="list-style-type: none"> <li>- Successful orientation meeting on 10/3</li> <li>- 230 room parents total this year; every classroom has room parents this year</li> </ul>	
<b>President's Update</b> (Sarah S; Laura)	<p><b>Volunteer Background Check Fees</b></p> <ul style="list-style-type: none"> <li>- Safety presentation at PTO leadership meeting raised questions about volunteer background check fees (\$10 per volunteer) which used to be covered by the district, but no longer are and PTOs weren't notified</li> <li>- Since we haven't currently budgeted for this, a stop-gap plan will be to reimburse anyone who requests to be refunded for the cost; requesters can show that their background check has been completed via Skyward</li> <li>- Another concern about length of background check validity (if you do it once you're covered for 20 years); Dr. Law plans to address this topic with the school board</li> </ul>	<p><b>Laura</b> to write a short summary of this plan for the newsletter</p> <p><b>Sarah S</b> and <b>Laura</b> to discuss further at next PTO leadership meeting</p>
	<p><b>Tonka Pride</b></p> <ul style="list-style-type: none"> <li>- Book Fair net sales were \$3500</li> <li>- Plans for one or more pop-ups throughout year</li> </ul>	
<b>Enrichment Update</b> (Tara; Jeff)	<p><b>Art Team</b></p> <ul style="list-style-type: none"> <li>- Request for \$9,500 to cover two residency enrichment opportunities</li> <li>- Motion to approve seconded and carried</li> </ul>	<p><b>Tara</b> to confirm approved funds with Melanie</p> <p><b>Laura</b> to discuss comms plan with Kayla</p>
	<p><b>PE Team</b></p> <ul style="list-style-type: none"> <li>- Request for funds to cover rollerskating unit</li> <li>- Funds from the trust were used to cover this; no additional PTO funds needed</li> </ul>	

	<p><b>Mabel Crandell</b></p> <ul style="list-style-type: none"> <li>- Requested additional IXL license for vocabulary; grammar and fluency development</li> <li>- PTO needs more information before voting</li> </ul>	<p><b>Cindy</b> to help review request to help determine if it's curriculum or enrichment</p>
	<p><b>Third Grade Team</b></p> <ul style="list-style-type: none"> <li>- Request for funds to cover 140 Rocket Math subscription seats for the school year to supplement paper activities for extra practice in math fact fluency; board agreed that math fact fluency is curriculum, not enrichment, and isn't covered under our enrichment funds</li> <li>- Motion to deny funds seconded and carried</li> </ul>	<p><b>Tara</b> to have requester follow up with Cindy to discuss further</p>
	<p><b>Special Ed ATLAS group</b></p> <ul style="list-style-type: none"> <li>- Request to use full budget of \$796 to purchase supplemental materials - books, games,etc. - to support social thinking instruction</li> <li>- Prior to the meeting, Tara checked to see if Scholastic dollars could be used, but these materials are not available through that program</li> <li>- Motion to approve seconded and carried</li> </ul>	
	<p><b>Kelly McCashian</b></p> <ul style="list-style-type: none"> <li>- Planning to submit a request for Scholastic News subscription for 3rd grade English classes needed more sources of informational texts (news/current events)</li> <li>- Tara confirmed we cannot use Scholastic dollars for this subscription</li> <li>- No formal request has been submitted yet; once submitted, PTO board will vote</li> </ul>	
<p><b>Volunteer Updates</b> (Kali)</p>	<p><b>Picture Retake</b></p> <ul style="list-style-type: none"> <li>- Signup Genius link will be sent out in Principal's newsletter tomorrow</li> </ul>	
	<p><b>Monster Mash</b></p> <ul style="list-style-type: none"> <li>- So far 10 volunteers from Tonka Serves have signed up</li> </ul>	
<p><b>Event Updates</b> (Event chairs)</p>	<p><b>Monster Mash</b> (Laura; Steph W; Tara)</p> <ul style="list-style-type: none"> <li>- Chef Lucas Pizza and Nautical Bowls confirmed</li> <li>- DJ confirmed</li> <li>- Crayon drive will be set up near the crafting station to benefit the art team's service project; principal's weekly email update will include information about the used crayon drive</li> <li>- Costume rules will be mentioned in</li> </ul>	<p><b>Tara</b> to ask art team how to collect the crayons</p> <p><b>Stephanie</b> to send Cindy Google doc plan</p> <p><b>Cindy</b> to advise on staff members to attend</p>

	<ul style="list-style-type: none"> <li>- communications (nothing scary, no weapons)</li> <li>- Laura will bring cups for water; families can also bring their own water bottles as well</li> </ul>	<b>Laura</b> will create a site map for Cindy
	<p><b>Many Hands Many Meals</b> (Sarah; Kali)</p> <ul style="list-style-type: none"> <li>- No age limit/minimum to participate</li> <li>- Rotary will donate \$350 to offset our costs</li> <li>- Estimating 100 packers, 6 stations</li> <li>- Sarah and Kali will create a signup for volunteers - open 108 spots and note that each person needs a separate slot); have a waitlist in case anyone cancels</li> </ul>	<b>Sarah</b> to confirm if there will be multiple shifts  <b>PTO</b> to plan on joining for set up
	<p><b>December Family Service Night / 4th Grade Project</b> (Sarah S)</p> <ul style="list-style-type: none"> <li>- Sarah and Calida meeting with the 4th grade team next week who will take over the service project; Sarah will connect them with Sarah Johnson from Tonka Serves who will help them build this into their curriculum</li> </ul>	
	<p><b>Timberwolves Game</b> (Sarah S)</p> <ul style="list-style-type: none"> <li>- February 2 vs Orlando Magic</li> <li>- Ticket link: <a href="http://www.timberwolves.com/groupoffers">www.timberwolves.com/groupoffers</a></li> <li>- Promo code: <b>2324MINNEWASHTAELEMENTARY</b></li> <li>- \$35 per ticket, plus free option to take a free throw after the game</li> <li>- Students will be encouraged to wear Minnewashta t-shirts from the Boosterthon</li> </ul>	
	<p><b>Spring Carnival</b> (Laura)</p> <ul style="list-style-type: none"> <li>- Two food vendors secured already: Brick Oven Pizza and Nautical Bowls</li> </ul>	
<b>Fundraising Update</b> (Steph B)	<p><b><u>Boosterthon Recap</u></b></p> <ul style="list-style-type: none"> <li>- Estimated profit: \$64,130 (not including corporate match donations which are still pending)</li> <li>- Boosterthon contract renew deadline is October 30; service-level options:           <ul style="list-style-type: none"> <li>- <b>Full:</b> \$1k base cost; 15% platform fee (down to 4-6% after donor coverage); 40% service fee up to \$55k. No service fee after; Projected profit: \$72,950</li> <li>- <b>Shared:</b> \$1k base cost; 15% platform fee (down to 4-6% after donor coverage); 30% service fee up to \$55k. No service fee after;</li> </ul> </li> </ul>	<b>Steph B</b> to contact Boosterthon about renewing; adding the option to have donors cover admin fees; ask about alternative weather days (costs)

	<p>Projected profit: 8 \$78,450 (+\$5,500)</p> <ul style="list-style-type: none"> <li>- <b>Support:</b> \$1k base cost; 15% platform fee (down to 4-6% after donor coverage); 20% service fee up to \$55k. No service fee after; Projected profit: \$83,950 (+\$11,000)</li> <li>- Apex Alternative – Steph B had conversation with representative from Apex; profit percentage would be similar to Boosterthon</li> <li>- Weather Plan – Steph plans to discuss options for a weather backup day</li> <li>- Motion to approve contract renewal with Boosterthon for 2024 seconded and carried</li> </ul>	
<b>Staff Appreciation</b> (Laura)	<b>Staff Appreciation (recent)</b> <ul style="list-style-type: none"> <li>- Coffee bar for all staff</li> <li>- Lunch for the Hearing/Vision volunteers</li> <li>- Lunch for Booster Thank You</li> <li>- Lunches for teachers at conferences</li> <li>- Janitorial appreciation still in process</li> <li>- Bus driver appreciation coming soon</li> </ul>	
<b>VP Update</b> (Tara)	<b>Book Fair</b> <ul style="list-style-type: none"> <li>- Online fair is open until 10/24</li> </ul>	
<b>Secretary Update</b> (Steph W; Sarah W)	<b>Room Parent Newsletter</b> <ul style="list-style-type: none"> <li>- Updated cadence plan will be to send a newsletter the week after each monthly PTO meeting</li> <li>- Next week's newsletter will include: <ul style="list-style-type: none"> <li>- MHMM Event Preview</li> <li>- Volunteer Fee Update/Reimbursement info</li> <li>- Yearbook Info</li> </ul> </li> </ul>	<b>Steph W</b> to update distribution with new room parents and all PTO board members
<b>Topics for Next Meeting</b>	<ul style="list-style-type: none"> <li>- Alternative funding options</li> <li>- Skateland</li> <li>- New Org Chart review and feedback</li> </ul>	
<b>Helpful Documents</b>	<ul style="list-style-type: none"> <li>- <a href="#">Event Dates</a></li> <li>- <a href="#">Board Contacts</a></li> <li>- <a href="#">Room Parent Contacts</a></li> </ul>	

## **Minnewashta PTO**

### **September Treasurer Report**

October 17, 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 September 30, 2023, we had a total of \$30,771.27.

#### Administrative Updates

- none

#### Program Updates – September Transactions

## **Minnewashta PTO**

### **Profit and Loss**

**September 2023**

	<b>Total</b>
<b>Income</b>	
Birthday Books Income	\$ 2,020.00
Corporate Sponsor / Donation Income	\$ 1,078.57
Fall Boosterthon Income	\$ 5,187.31
<b>Expenses</b>	
Boosterthon Expense	\$ 5,347.50
Back to School Social Expense	\$ 33.78
Movie Night Expense	\$ 650.00
Volunteer Appreciation	\$ 423.01
Other Fees (RevTrak, Intuit, Sign-up Gen)	\$ 693.92
PTO Administrative Expenses	\$ 147.00

# **Minnewashta PTO**

## **Balance Sheet**

**As of September 30, 2023**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Wells Fargo Checking	20,747.88
Wells Fargo Savings	10,023.39
<b>Total Bank Accounts</b>	<b>\$ 30,771.27</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>\$ 30,771.27</b>
<b>TOTAL ASSETS</b>	<b>\$ 30,771.27</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	24,796.87
Retained Earnings	6,579.32
Net Income	-604.92
<b>Total Equity</b>	<b>\$ 30,771.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 30,771.27</b>