

Minnewashta Elementary PTO Meeting Minutes

August 25, 2020

6:10pm to 7:49pm

PTO Present: Heidi Post, Andrea Bach, Brittany Yamauchi, Gretchen Padget, Cindy Address, Barbara Seifert, Rachel Turnbull, Nicki Gordon, Michelle Le, Jenny Van Aalsburg,

PTO Absent: n/a

Heidi Post called the meeting to order at 6:10pm

I. Welcome and Introductions, Heidi Post, President

- Nicki will update additional financial note from Andrea to the May 2020 PTO minutes
- Motion to approve May 2020 PTO minutes. Motion approved.

Updates:

- Cancelled the “make and take” volunteer event
- Do we need volunteers for bus area and for lunch?
 - No help allowed for lunch but could possibly use volunteers for bus area
 - Jenny noted we need more volunteers for after school pick-up/bus
- Josh Stephan is overseeing the high school 4th/5th grade. Will check with him about volunteer needs.
- Ideas for teacher appreciation? Cindy suggested a boxed lunch.
- Cindy inquired about getting a sensor of some sort that lets kids know how long to wash their hands.
 - Andrea will look into this.
- Heidi inquired about the Jeff Dayton program. Is this still a possibility for 5th graders?
 - Cindy will look into this - could still be possible. This could be an option for Wednesday e-learning day?
- Gretchen inquired about field trips. Will there be a cost for virtual field trips or should we take field trips out of the budget and roll this into enrichment for each grade?
 - Cindy said we will not be asking parents for field trip money this year. Can still use the money for a virtual field trip. Gretchen said the easiest thing to do is roll the money into the enrichment fund.
 - Will leave Jeff Dayton in the budget.
- Artist in residence
 - Melanie Mazingo is the new art teacher. Cindy will inquire if artist in residence is something we can coordinate this year.
- Kindness Retreat
 - As of now, this is not happening, but could possibly offer this virtually.
 - If this doesn't happen in 5th grade, could look into offering it in 6th grade.
- Michelle inquired about the yearbook. Yearbook company offers a discount in August/September for early orders.

- Cindy commented:
 - Kids could send in their own photos from their ipods.
 - Figuring out how picture day will work.
 - The yearbook will move ahead and for sure happen this year.
- Book Fair - Michelle:
 - Book Fair will be virtual this year. Option to do a virtual presentation tied to conferences.
 - We have \$8,000 in Scholastic Dollars.
 - We won't have the extra cost of throwing an in-person fair.
- Cindy noted that since we are now three schools (e-learning, in-person, 4th/5th at high school) it's important to have "theme days" to keep everyone connected.
- Rachel inquired about any teacher needs we can fulfill?
 - Heidi will look into posting this question on Facebook.
 - Cindy asked about getting tents set up outside for outdoor class time.
- Heidi/Event update:
 - Cancelled the following events: back to school social, make & take, monster mash, room parent orientation, santa shop, movie night.
 - PTO meetings will be virtual.
 - Will look into having "many hands, many meals" off site. Likely cancelled.
 - Will wait and see status of all events after February.

II. Andrea Bach, VP Report

- No updates at this time.

III. Brittany Yamauchi, Volunteer Coordinator

- Should she set up a sign-up for bus help volunteers?
 - Heidi will look into this and loop Jenny in as well.
- No other updates at this time.

IV. Barb Seifert, Fundraising

- Boosterthon planning is moving forward:
 - There is a dance party option that can be held in the classroom.
 - Our goal will be to cover the PTO budget.
 - T-shirts are designed.
 - Same sponsors as last year. No sponsor fees. Will use logos and thank them for support and previous year contribution.
 - Jenny (and possibly PTO) will help figure out how to distribute t-shirts to e-learning students.
 - T-shirts will be a PTO expense and will come out of the Boosterthon profits.
- Mabels Labels
 - Barb and Gretchen are unsure of our log-in info.
 - Gretchen will follow-up. We're supposed to be receiving checks from them and have not seen that yet.
 - Rachel will look into sharing instructions on how to link Mabel Label purchases with our school info.
- Amazon Smile

- Heidi will look into details of the program more and how we can be more vocal about this to parents.
- Box Tops
 - Skipping final submission dates for paper cut-out option.
 - Look into the app/e-filing piece option?
- Michelle mentioned another app, “school shopper,” that follows purchases and gives points/money to school.
- As part of our PTO insurance program, we have access to a web page that has fundraising ideas. Will look into ideas from other schools.
- Michelle asked if possibly a local business would like to partner with us for a fundraiser?

V. Gretchen Padget, Treasurer, Treasurer’s Report

- 2020/2021 budget is not finalized. Will approve at the September meeting.
- Boosterthon budget/earnings are an estimate since we pay based on what we earn. Will need to add the t-shirt expense and possibly the \$2,000 deposit for the following year.
- Birthday books
 - There will likely not be many participating.
 - We can likely use Scholastic Dollars for this. Michelle noted there is an option for a \$95 kit of 25-30 books for a variety of grades.
- Family Service Night could possibly happen in April.
- Additional budget notes:
 - We may need more funds in playground equipment.
 - School printing expenses can be cut due to events being cancelled.
- Enrichment Programs:
 - As of now, budget just has last year’s data in it. Will need to update.
 - Increased “special programs” from \$400 to \$800 since there are a high number of students using this.
 - Removed STEM Fair since this is now combined with Imagination Fair
 - Unknown if Geography Bee and Young Writers Conference will happen.
 - Jenny will look into this.
- Math/IXL update from Jenny:
 - We partnered with IXL last Spring for updated access. It was well received.
 - District is taking this on as an expense, so we can take out of our yearly budget.
- PTO/Teacher Grant Program is at zero budget. Will look at this later and add funds to it if we are able after the Boosterthon.

Minnewashta PTO

August Treasurer Report

August 25, 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 25, 2020, we had a total of \$26, 304.30.

Administrative Updates

Program Updates – May-July Transactions

Minnewashta PTO

Profit and Loss

May - July, 2020

	Total
Income	
Amazon Smile Income	82.71
Box Tops for Education Income	260.70
Expenses	
Birthday Book Expense	1,641.34
Back to School Social Expense	105.62
Charitable Contributions	-46.16
School Directory Expense	448.20
Custodial & Front Office Staff Appreciation	204.17
Volunteer Appreciation	168.35
! RSK Enrichment	111.18
0 Kindergarten Enrichment	1,203.62
2nd Grade Enrichment	161.58
5th Grade Enrichment	158.00
Math Specialists	4.75
Music	976.65
Special Programs	184.86
zOther Student Enrichment Expense	24,000.00
Other Fees (RevTrak, Intuit, Sign-up Gen)	134.87

Minnewashta PTO

Balance Sheet

As of July 31, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	16,865.99
Wells Fargo Savings	10,011.51
Total Bank Accounts	\$ 26,877.50
Other Current Assets	
Uncategorized Asset	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 26,877.50
TOTAL ASSETS	\$ 26,877.50
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retained Earnings	2,155.51
Net Income	-74.88
Total Equity	\$ 26,877.50
TOTAL LIABILITIES AND EQUITY	\$ 26,877.50

VI. Heidi Post, President's Report

- School sign to be installed before school starts. Still waiting on final date.
 - Jenny asked for more information on the sign and who handles the info. PTO will not be involved. Will be managed by Cindy/front desk.
 - Heidi will send out the rules from the city.
- Heidi completed the updated outline of PTO board member roles.
- Green team
 - Heidi to look into getting something posted on Facebook to meet virtually?
- Brittany will update Sylvia on cancellation of Monster Mash.

Meeting adjourned at 7:49pm

Respectfully submitted by Nicki Gordon, Secretary