

# Minnewashta Elementary PTO Meeting Minutes

## January 15, 2019

6:04 p.m. to 7:26 p.m.

**PTO Present:** Melissa Uittenbogaard, Victoria York, Brandi Virgin, Barb Seifert, Andrea Bach, Cindy Andress, Heather Solano, Suzie Ferguson (Dream Makers Rep), Jessica Dronen and Julia Shaw (Secret Shop)

**PTO ABSENT:** Erin Marasco, Heidi Post, Rachel Turnbull

*Melissa Uittenbogaard called the meeting to order at 6:04p.m.*

### I. Welcome and introductions, Melissa Uittenbogaard

Melissa moved to approve the December 2018 minutes. Motion approved and will be posted to the website. Thank you notes to be sent out to Movie Night and Imagination Fair Chairs.

### II. Brandi Virgin, Treasurer, Treasurer's Report

#### Program Updates

#### Income

Birthday Books Income	910.00
Mabel's Labels Income	135.94
Fall Boosterthon Income	367.12
<u>Secret Shop Income</u>	<u>5,688.00</u>
Total Income	\$ 7,101.06

#### Expenses

Movie Night Expense	470.00
Secret Shop Expense	1,971.37
Back to School Social Expense	240.00
Dream Makers Donation	500.00
Family Service Night Expense	207.75
1st grade enrichment	559.00
Other Fees (RevTrac, Intuit and Sign up Genius)	65.69
PTO Administrative Expenses (Check Order and Stamps)	212.88
Tax, Legal & Professional fees	575.06 (2017-18 Taxes)
<u>Total Expenses</u>	<u>\$ 4,801.75</u>
Net Income	\$ 2,299.56

### PTO Balance Sheet

#### ASSETS

Wells Fargo Checking	73,743.60
Wells Fargo Savings	<u>10,008.38</u>
Total Bank Accounts	\$ 83,751.98
Other Current Assets	
Uncategorized Assets	<u>0.00</u>
Total Other Current Assets	0.00
Total Current Assets	<u>\$ 83,751.98</u>
TOTAL ASSETS	\$ 83,751.98

#### LIABILITIES AND EQUITY

Total Liabilities	
Equity	
Opening Balance Equity	24,796.87
Retaining Earnings	-2,930.16
Net Income	<u>61,885.27</u>

Total Equity	<u>\$ 83,751.98</u>
TOTAL LIABILITIES & EQUITY	\$ 83,751.98

### **III. Secretary's Report, Vicki York**

December minutes to be posted to website. Thank you notes will be sent to the Movie Night and Imagination Fair Chairs.

### **IV. Andrea Bach, Co-Vice President**

#### Enrichment Requests

1. Submitted by Marissa Jurado for English and Spanish 3rd grade for Books: Classroom libraries, social-emotional books and social studies (Immigration Unit). The enrichment is \$1,022.00 and she is requesting \$930.00. Request approved.
  
2. Submitted by Kirsten Pederson 5th grade Jeff Dayton concert in the amount of \$7,000.00. The budget is \$1,037.00. The Request was denied.
  
3. Submitted by Mabel Crandell, Reading Specialist in the amount of \$550.00 for Summer books in Spanish for students receiving interventions. The budget is \$800.00. The request was approved.
  
4. Submitted by Julie Olson from Special Programs in the amount of \$115.00. To be used for High-Interest Intervention Reading Folders Gr 4-5 from Lakeshore Learning. The budget in \$400. The request has been approved.

## **V. Jessica Dronen and Julia Shaw, Secret Shop Chairs**

This year the date and time had been changed for the event which worked out better than previous years. Next year the event will take place on Dec 7th, 9am-12pm. The idea for the next Secret Shop is to have a Coffee/Food truck for the attendees that are waiting for their shoppers. Still a great need of volunteers for this event.

Secret Shop Sales	\$ 5,488.00
Vendor sales	<u>200.00</u>

Total Sales	\$ 5,688.00
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Expenses:

Direct to Something Safari	\$ 414.55
Reimbursed to SS Members	<u>2,862.19</u>

Total Expenses	\$ 3,276.74
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Net Profit	\$ 2,411.26
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## **VI. Melissa Uittenbogaard, Co-President**

- Marquee - Moving ahead with the approval process.
- Dream Makers tickets now on sale for VIP and general admission.
- Purchasing better quality sleds for recess.
- Movie night generated about 100 people. Changing future dates from the first Friday back from break.
- Box tops - Looking for someone to Chair this project. There will be a sheet coming home with your child/children to adhere the Box Tops to. Please make sure date is visible on Box tops.

- Friend Raiser Night - This will be open to all but geared to specific grades. It will be a get together once a month at Hazelwood in Excelsior. The first one will take place on March 19th, 7:30pm-9:00pm. This one will be geared toward Kindergarten and new families but again, all are welcome.

*Meeting adjourned at 7:26 p.m.*

*Respectfully submitted by Vicki York, Secretary*