

PTO Executive Committee Minutes

September 18, 2025

Approved: October 23, 2025

Draft Minutes

Organization Name:

ISLA PTO (Parent Teacher Organization)

Type of Meeting:

Board Meeting

Date, Time, and Location:

September 19, 2025 | Location: Online (Zoom) | Time: 8:00 - 10:15PM

Attendance:

- Bob (Chair/Facilitator)
- Raisa (Treasurer)
- Irina (Financial Assistant)
- Michelle (LA Family Coordinator)
- Milan (Fundraising)
- Jen (Event Planner)
- Joanie (Volunteers)
- Absentees: **Katie Owens**

Quorum:

Quorum acknowledged..

1. Call to Order

- Meeting called to order by Bob (8PM).

2. Approval of Previous Minutes

- Minutes from prior session made available in advance.
- Motion by Michelle (and others): Defer approval for 24 hours to allow review.
- Consensus reached, no objections. Approval tabled until next meeting.

- **Action:** All members to complete a final review and approval of previous minutes via email/ParentSquare within 24 hours of posting.
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3. Reports

a) Treasurer's Report (Raisa & Irina)

- Update on collection of class fiesta fees.
- Action: Grade squad leaders to contact families for final payments; sensitivity for possible past payments and financial needs.
- LAs and host families paid as needed.
- IRS Tax Returns and QuickBooks: Errors found in 2020–21 filings; CPA and IRS engaged for correction. Tax returns 2022-24 completed but not yet filed pending corrections. Possible extension may be requested.
- **Action:** Raisa to continue follow-up with CPA and IRS.

b) Fundraising and Extracurriculars (Milan)

- Update: Extracurricular sign-ups increasing with each ParentSquare/leader communication.
- Fundraising efforts ongoing; more expected near deadlines.
- **Action:** Continue communication pushes; periodic newsletters/reminders.

c) LA Program/Host Family (Michelle)

- LA meal funding clarified: Nine using school lunch, two bring home lunch; commitment required for year.
- Host families: Most LAs remaining for spring; some case-by-case changes.
- Event update: Discounted chairlift tickets, event advertising delegated.
- New arrivals: Erick from El Salvador now present, David (Spain) to arrive in October.
- Uber cost for LA (Alison Brown): Will be deducted from stipend, not itemized or reimbursed directly.
- Discussion: Need to consider host family transportation support for early August next year.
- **Action:** Review for inclusion in 2026 budgeting.

d) Event Planning (Jen & Joanie)

- Event calendar reviewed, including LA-sponsored events in October.
- Upcoming: DDLM, Pancake Breakfast, Pumpkin Carving.
- Discussion: Clarified concerns about Great Wolf Lodge being categorized as a PTO event and proper use of funds/501(c)(3) compliance.
- **Action:** Board to define and clarify future PTO event funding procedures and transparency protocols.

4. Old Business

a) Financial Controls & Transparency

- Discussion: Historical issues with recordkeeping and spending; new processes in place for receipts and reimbursement control.
- Commitment to future transparency and careful spending.
- **Action:** Raisa & Irina to enforce rigorous receipt documentation for reimbursements.

b) PTO Budget Approval

- 2025 budget presented and discussed in detail.
- Notable lines: Conservative revenues; \$8,500 placeholder for LA lunches; \$20,000 for Fiesta event; \$3,000 for DDLM; field trip support to be provided “per class” plus scholarship pool.
- School will cover certain PTO event expenses via Fund 4 in exchange for PTO picking up LA lunches.
- **See Key Decisions Section for voting details**
- **Action:** Raisa to post approved budget; ongoing reviews every 6 weeks.

5. New Business

a) PTO Document Transparency Policy

- Drafted policy for sharing meeting minutes, bylaws, and financial reports with PTO/community.
- To be by authorized request within 10 business days rather than universally online for privacy and security.
- **Action:** Bob to review legal requirements and circulate finalized version for ParentSquare vote.

b) Annual Calendar & Key Event Scheduling

- Event dates discussed: Pancake Breakfast, DDLM, Dave & Buster’s fundraiser scheduled around other ISLA/PTO events.
- **Action:** Confirm event workers, finalize dates, and inform community.

c) PTO Software Accounts

- Group discussed benefit of PTO-owned Canva, ChatGPT, Zoom, and Webflow accounts for improved continuity and professionalism.
- **Action:** Proceed with PTO-wide subscription setups for these tools; confirm costs.

6. Announcements

- Next PTO budget review in six weeks.
- Annual Report due January 15, nonprofit renewal due December 31.
- Curriculum Night (next Thursday): Bob presenting; others unavailable.
- DDLM (Día de los Muertos): November 1, 12–3pm - time to be determined by Grade Squad and Events Chair
- Pancake Breakfast: Early December (tentative).
- **Action:** Bylaws revision task force ongoing; all to review proposed amendments.

7. Adjournment

- Motion to adjourn made and seconded.
- All in favor.
- **Meeting adjourned.** (10:15)

Key Decisions & Votes

1. **Approval of Previous Minutes**
 - *Action Taken:* Approval deferred 24 hours for member review.
 - *Vote:* Consensus, no objections.
 - *Assigned:* All members
2. **2025 PTO Budget Approval**
 - *Action Taken:* Motion to approve 2025 PTO Budget as presented, including:
 - \$8,500 for LA lunches (pending agreement with school)
 - \$20,000 for Fiesta event
 - \$3,000 for DDLM
 - Funding structure for field trips as outlined
 - *Motion by:* Joanie Taylor
 - *Seconded by:* Noted in chat by members
 - *Vote:* Supermajority in favor, recorded in chat
 - *Assigned:* Raisa to post/implement; ongoing review scheduled
 - *Note:* Approved budget to be posted; regular reviews every six weeks.
3. **PTO Document Transparency Policy**
 - *Action Taken:* Policy language approved for further review regarding providing minutes, bylaws, and financial reports by member request within 10 business days.

- *Action:* Bob to confirm compliance with MN statute; ParentSquare vote on policy to follow once confirmed.
 - 4. **Authorization of Software Expenses**
 - *Action Taken:* PTO group to acquire shared accounts for Canva and ChatGPT as group resources.
 - *Vote:* General agreement, no objections recorded.
 - *Assigned:* Bob/Tech Chairs to setup and manage accounts.
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Financial Authorizations & Highlights

- **\$8,500** for LA lunches (pending school agreement)
 - **\$20,000** for Fiesta event
 - **\$3,000** for DDLM
 - Field Trip funding as per discussed formula, Treasurers to discuss with school
 - Budget and related expenditures reviewed and approved as a whole.
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Action Items (Summary)

1. All members review and approve minutes within 24 hours.
 2. Raisa to follow up with CPA/IRS; finalize tax filings.
 3. Grade squad leaders to issue remaining fee reminders.
 4. Raisa to notify Molly/school about DDLM funding and coordinate Fund 4 requirements.
 5. Jen and Joanie to finalize event logistics/dates and squad communications.
 6. Bob to confirm and finalize transparency policy per MN law.
 7. All members to review bylaws amendment proposals.
 8. Setup shared software subscriptions.
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Minutes Prepared by:

Bob Sparkins, in absence of Secretary

Approval:

Final approval - 10/23/2025