

September 12, 2022 at 6:30PM at Highland Elementary School

In Attendance: Amy Lessard, Lorri Capistran, Mary Gosse, Tina Mason, Chris Trostad, Betsy Ferwerda

- Chair Amy called the meeting to order.
- Reviewed meeting minutes from May 9, 2022
 - Motion to approve minutes by Mary/second by Tina. Motion carries.
- Finances
 - Treasurer Mary reviewed the detailed report for all of the 2021-22 school year as well as the comparison to budget:

Highland Elementary School PTO					
Financial Summary for September 2022 Meeting					
	2021-22	Budget	Actual	Difference	Notes/Changes Since May's meeting
Bingo		\$0		\$0.00	
Box Tops		\$50	\$125.64	\$75.64	\$12.93 in donations
Read-A-Thon		\$3,000	\$6,485.11	\$3,485.11	
Book Fair		\$0	\$983.10	\$983.10	
Yearbook		\$0	(\$608.52)	(\$608.52)	-\$700 Jana, \$440 in office sales, (expected \$212 from Josten's)
Shirt Sales		\$0	(\$195.00)	(\$195.00)	
Requests		(\$3,000)	(\$2,783.78)	\$216.22	
Staff Appreciation		(\$800)	(\$779.34)	\$20.66	
Field Trips		\$0	(\$1,517.27)	(\$1,517.27)	\$3,590 in fees collected, -\$480 1st Movie, -\$444 3rd Movie, -\$432 2nd Movie, -\$130 Myra, -\$700 Bowl, -\$2,025 Itasca, -\$3,562.27 buses, -\$54 bounced check
Supply Drive		(\$1,500)	(\$0.02)	\$1,499.98	-\$441.23 to reimburse Lorri
Other		(\$150)		\$150.00	
Total		(\$2,400)	\$1,709.92	\$4,109.92	
Field Trip fees collected spring 2020:		\$4,315			In 2019, PTO paid \$9,386.26 for "normal" field trips (fees collected)
Field Trip fees refunded spring 2020:		-\$1,485			
Field Trip fees refunded spring 2021:		-\$660			In 2021, PTO paid \$2,858.04 for local field trips (no fees collected)
Field Trip fees collected spring 2022:		\$6,310			
		\$8,480			in 2022, PTO paid \$7,773.27 for "normal" field trips (some fees collected)
Field trip cost for spring 2022:		-\$7,773.27			
		\$706.73			

Checking account balance \$33,734.29. Savings account balance \$19,757.61

- Motion to approve the Treasurer's Report by Lorri/second by Tina. Motion carries.
- Set 2022-23 Meeting Dates
 - Plan to meet on the 2nd Monday of each Month at 6:30pm at Highland School

<u>2022:</u>	<u>2023:</u>
Sept 12	Jan 9
Oct 10	Feb 13
Nov 14	Mar 13
Dec 12	Apr 17 (Apr 10 is spring break)
	May 8
- Planning PTO Activities for 2022-23
 - Fundraisers
 - Bingo – not planning to have bingo this year
 - Box Tops – digital app earnings Jul22-Jun23 \$32.70, Tina will continue coordinating
 - Read-a-thon – plan for this fall, potential dates Nov 7-18, Lorri will contact WES PTO to discuss dates and sending joint letters asking for business donations, Amy will set up at read-a-thon.com
 - Funds Used to Support
 - Teacher / Staff Requests – review in Oct, Jan, & Mar (due 1 week before PTO meeting)
 - Motion to reschedule the Oct requests to Nov to align with Crookston Education Foundation grant requests timeline and better utilize all funding available to HES teachers/staff by Tina/second by Mary. Motion carried.
 - Requests are due Mon Nov 7 to be reviewed at Nov 14 meeting

- Staff Appreciation – will continue meals during meet-the-teacher night, P/T conferences and activities/snacks/meals for Staff Appreciation Week in May
- Field Trips – cost of transportation is going up, will continue to pay for costs not covered by student fees
- School Supply Drive
 - Publicity in Aug (KROX Bulletin Board, CPS Schools Social Media, flyers in HES Registration Day packets), KROX also interviewed officers and did a story
 - Supplies collected at Registration Day, Meet-the-Teacher Nights, and could be dropped off at HES
 - Lots of sale-priced supplies were purchased in Aug with donations from last year
 - Supplies were sorted and made available to staff near the lounge
 - A thank you was sent to CPS Social Media
 - Staff can request additional items needed for their students at:

https://docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing

Sustaining Activities (not intended as fundraisers)

- Book Fair – fall and spring during P/T conferences, profits used to purchase library books
- Pirate Pride Shirts – want to buy shirts again for Kindergarteners with WES PTO and sell additional shirts to help cover the costs (take pre-orders if inventory is available, was not last year due to Covid)
- Yearbooks – Jana completed the layout of 21-22 yearbooks w/Josten this summer, books given to those who ordered, some books still available for sale at office, cost of 22-23 books are going up again, Jana may switch back to LifeTouch

• Budget

2022-23 Proposed Budget	
Bingo	\$0
Box Tops	\$50
Read-a-Thon	\$4,000
Book Fair	\$0
Yearbook	(\$1,000)
Shirt Sales	(\$350)
Teacher/School Requests	(\$3,000)
Staff Appreciation	(\$900)
Field Trips	(\$5,000)
School Supply Drive	(\$400)
Other	(\$50)
Total	(\$6,650)

- Discussed rising costs of yearbooks and field trips, lack of members to do additional fundraisers
- Will vote to approve budget at the Oct meeting.

• Upcoming Dates/Events

- Next meeting: Oct 10 @ 6:30pm at HES
- Oct 18: Staff Appreciation Meal during P/T Conferences
- Oct 18-19: Book Fair
- Nov 7: Staff/Teacher Requests due
- Nov 14: PTO Meeting (time tbd)
- Nov 7-18: Read-a-Thon (potential dates)
- Dec 12: PTO Meeting

• Adjourn

- Motion to adjourn by Lorri/seconded by Tina. Motion carries.

Submitted by: Lorri Capistran
Co-chair/Secretary