

December 12, 2022 at 5:00PM at Highland Elementary School

In Attendance: Amy Lessard, Lorri Capistran, Mary Gosse, Tina Mason, Chris Trostad, Ashley Cameron

- Chair Amy called the meeting to order
- Reviewed meeting minutes from Nov 14, 2022
 - Motion to approve minutes by Tina/second by Mary. Motion carries.
- Treasurer Mary reviewed finances

Highland Elementary School PTO					
Financial Summary for December 12, 2022 Meeting					
	2022-23	Budget	Actual	Difference	Notes/Changes Since November's meeting
Bingo		\$0		\$0.00	
Box Tops		\$50		(\$50.00)	
Read-A-Thon		\$4,000	\$1,448.90	(\$2,551.10)	\$1,645 Business & personal checks, -\$100 books reward, -\$96.10 floats reward
Book Fair		\$0	\$867.83	\$867.83	\$16.02 late payment, \$10 donation
Yearbook		(\$1,000)		\$1,000.00	
Shirt Sales		(\$350)	(\$360.00)	(\$10.00)	
Requests		(\$3,000)	(\$989.11)	\$2,010.89	-\$208.27 (Pester), -\$330.41 (Heppner), -\$354.33 (Reitmeier), -\$96.10 (Ingersoll)
Staff Appreciation		(\$900)	(\$109.62)	\$790.38	
Field Trips		(\$5,000)		\$5,000.00	
Supply Drive		(\$400)	\$265.88	\$665.88	
Other		(\$50)		\$50.00	
Total		(\$6,650)	\$1,123.88	\$7,773.88	

Checking account balance \$35,315.30. Savings account balance \$19,757.61

- Motion to approve treasurer's report by Tina/second by Ashley. Motion carries.

New Business

- Read-a-Thon Wrap-up
 - Estimated financial results:

Business Donations (after sharing with WES)	\$985
Personal Donations (cash/checks received at HES office)	\$320
Online Donations (80% to be received from read-a-thon.com)	\$5,264
Total	\$6,569
\$100 for Books for classroom that read the most	-\$100
Root beer float parties for classroom in each grade who read the most	-\$120
Total	-\$220
GRAND TOTAL	\$6,369

- Classroom competition winners were announced: Mrs. Stegman is ordering books for her class, supplies for the root beer float parties were purchased and left near staff lounge for teachers to pick up before Thanksgiving break
- Mary & Lorri recorded about the read-a-thon for KROXs "Focus on Education" program
- Thank you letters for the business sponsors were completed at the meeting and will be mailed this week
- A thank you letter-to-the-editor has been written and will be sent to KROX
- Certificates for the top readers (1000+ minutes) were printed and given to Mr. Trostad to hand out and take a picture
- Field Trips
 - started to develop guidelines (educational quality, costs, destinations, etc) and will continue working on at next meeting
- Annual review of Bylaws
 - No recommendations for changes to the bylaws. Motion to approve Bylaws by Mary/second by Lorri. Motion carries.
 - https://drive.google.com/file/d/1dX7-p1Jjwvcfk9mog4Ay19-Ove0Qq6Ch/view?usp=share_link

Updates

- Teacher / Staff Requests
 - Christmas Food Basket Shopping (\$100/6th grade classroom) – \$300 was approved. Community group is doing gift cards instead of food baskets this year so 6th grade classes will shop at Hugo's for food and school counselor will distribute.

- Grant for pickle ball equipment was submitted
- next round of requests is due Jan 2 for review at the Jan 9th meeting, Amy will send an email reminder of the deadline
- School Supply Drive
 - supplies can continue to be dropped off in main entryway
 - staff can request at: docs.google.com/spreadsheets/d/1eLHORvXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing
 - no supplies requested in Nov and carts by staff lounge are still stocked
- Box Tops – app earnings since Jul22: \$77.80
- Staff Appreciation – next meal will be in Feb for P/T Conferences
- Book Fair – to be held in Feb during P/T Conferences
- Pirate Pride Shirts – no update
- Yearbooks – no update
- Upcoming Dates/Events
 - Next meeting: Jan 9 @ 6:30pm (Requests due Jan 2)
 - Feb 13: PTO meeting
 - Feb: 15-16: P/T Conferences / Book Fair / Staff Appreciation meal
 - Mar 13: PTO meeting (Requests due Mar 6)
 - Apr 17: PTO meeting (Apr 10 is spring break)
 - May 1-5: Staff Appreciation Week
 - May 8: PTO meeting
- Adjourn
 - Motion to adjourn by Tina/seconded by Lorri. Motion carries.

Submitted by: Lorri Capistran
Co-chair/Secretary