

November 14, 2022 at 5:30PM at Highland Elementary School and on Zoom

In Attendance: Amy Lessard, Lorri Capistran, Mary Gosse, Tina Mason, Chris Trostad, Ashley Cameron, LaDonna Peterson, Kari Heppner, Sarah Pester, Tanya Reitmeier

- Chair Amy called the meeting to order.
- Teacher/Staff Budget Request Presentations:
  - Pester: \$208.27 for teaching easel (Crookston Education Foundation had funded part of request)
  - Reitmeier: \$354.33 for books to diversify classroom library (Crookston Education Foundation wasn't able to fund this request)
  - Peterson: \$2012.88 for pickle ball equipment (nets, paddles, balls)
  - Heppner: \$330.41 for books to teach a variety of reading strategies
  - Student Council: up to \$100 for Bingo treats/prizes on last day of school before Thanksgiving break
  - 6<sup>th</sup> Grade: \$300 (\$100/ 3 classrooms) to shop for food for the Community Christmas Baskets
- Reviewed meeting minutes from Oct 10, 2022
  - Motion to approve minutes by Tina/second by Mary. Motion carries.
- Treasurer Mary reviewed financial report

Highland Elementary School PTO				
Financial Summary for November 14, 2022 Meeting				
2022-23	Budget	Actual	Difference	Notes/Changes Since October's meeting
Bingo	\$0		\$0.00	
Box Tops	\$50		(\$50.00)	
Read-A-Thon	\$4,000		(\$4,000.00)	
Book Fair	\$0	\$841.81	\$841.81	\$23.93 library donations, \$3,203.15 in sales, -\$2,385.27 Scholastic invoice
Yearbook	(\$1,000)		\$1,000.00	
Shirt Sales	(\$350)	(\$360.00)	(\$10.00)	-\$360 to Pirate's Cove (split 50/50 with WES)
Requests	(\$3,000)		\$3,000.00	
Staff Appreciation	(\$900)	(\$109.62)	\$790.38	-\$109.62 Hugo's subs for fall P/T conferences
Field Trips	(\$5,000)		\$5,000.00	
Supply Drive	(\$400)	\$265.88	\$665.88	\$315 in donations, -\$49.12 for wipes/sharpies
Other	(\$50)		\$50.00	
Total	(\$6,650)	\$638.07	\$7,288.07	

Checking account balance \$34,853.25. Savings account balance \$19,757.61

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

### New Business

- Teacher/Staff Requests
  - Discussed requests. Tina moved/Mary second the approval of the following:
    - Full amount requested for Pester, Reitmeier, Heppner, Student Council, 6<sup>th</sup> Grade Food Shopping
    - Partial amount with stipulations for Peterson – apply for DNR “No Child Left Inside” grant, if equipment is not funded through grant, PTO and Mr. Trostad will each fund 1 set of nets and half of the paddles and balls requested: \$319 for 1 portable net system + \$384.27 for 12 paddles + \$43.90 for 12 balls = \$747.17 each
  - Motion carries.
- Read-a-Thon
  - Are half way through the read-a-thon (Nov 7-18 [www.read-a-thon.com/school/50803](http://www.read-a-thon.com/school/50803))
  - Launched website, sent parent letters through school messenger, sent both student read-a-thon packets home (1 week before and on the 1<sup>st</sup> day)
  - Letters to potential business sponsors were coordinated with WES and sent 1<sup>st</sup> week in Nov
  - Sent communication to teachers via email and will continue sending updates throughout the read-a-thon
  - Dr Seuss Dress-up Days are ongoing, Drop Everything and Read was held on Monday afternoon (1<sup>st</sup> day)
  - Student Competitions – need to purchase root beer, ice cream, cups, etc for winning classrooms
  - Publicity & Posters – was sent to social media and KROX bulletin board and recorded for KROX Valley Talk. Need one more push this week through school messenger, KROX and social media.

### Updates

- School Supply Drive
  - supplies can continue to be dropped off in main entryway
  - staff can request at: [docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W\\_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing)
  - no supplies requested in Oct
- Box Tops
  - app earnings since Jul22: \$67.60
- Staff Appreciation
  - provided meal of sandwiches and chips on Tue Oct 18 for P/T Conferences
- Book Fair
  - was held Oct 18-19
  - 1418 items sold, \$9834 in total sales, \$1187.86 cash and \$2375.73 scholastic dollars earned
  - \$4855.74 = total scholastic dollars in acct to spend for library books
  - Thank you Tina for all of your work on the book fair!
- Field Trips
  - Want to develop guidelines (educational quality, costs, etc) at next meeting
- Pirate Pride Shirts
  - Kindergarten shirts have been printed and delivered to WES, shirts were \$8/ea, WES & HES each paid half
  - pre-orders to be taken later this year
- Yearbooks – no update
- Upcoming Dates/Events
  - Next meeting: Dec 12 @ 6:30pm
  - Jan 2: Budget Requests due
  - Jan 9: PTO meeting
- Adjourn
  - Motion to adjourn by Lorri/seconded by Mary. Motion carries.

Submitted by: Lorri Capistran  
Co-chair/Secretary