

October 10, 2022 at 6:30PM at Highland Elementary School

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

- Chair Amy called the meeting to order followed by introductions.
- Reviewed meeting minutes from Sep 12, 2022
  - Motion to approve minutes by Tina/second by Mary. Motion carries.
- Finances

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)

- Motion to approve proposed budget by Tina/second by Lorri. Motion carries.
- Mary will check on putting some funds into CDs to discuss at next meeting.

**New Business**

- Read-a-Thon Planning
  - Dates: Nov 7-18, 2022
  - Website setup: [www.read-a-thon.com/school/50803](http://www.read-a-thon.com/school/50803)
    - Lorri has list of students from Jana, will upload to website and request packets
  - Communication with parents
    - Letter – skip paper letter in P/T conference packets (too many weeks ahead) and ask Jana to send School Reach message (Wed Oct 26)
    - Read-a-thon packets – send home 1 week before (Nov 1) and day the read-a-thon starts (Nov 7)
  - Communication with teachers –
    - Chris will share dates with teachers
    - Lorri will offer help with website setup/questions before read-a-thon starts
  - Competitions/incentives for students :
    - Kickoff – Drop Everything and Read on Mon Nov 7 at 2:30pm
    - Dr Seuss themed dress-up days – similar to last year
    - Competitions:
      - classroom that reads the most minutes for entire school – \$100 for books
      - classroom that reads the most minutes for each grade – root beer float party
      - email updates to teachers and Jana for announcements
  - Letters to potential business sponsors – need to update letter with WES and send (beginning of Nov)
  - Publicity & Posters
    - Create QR codes: to activate student pages and to donate
    - Update posters: competitions/prizes, theme days, QR codes
    - Hang posters before P/T Conferences (Oct 18 at 2:30pm)
    - Send Theme Days flyer home with students (Nov 2)
    - Send info to Crookston Public Schools social media
    - Send theme days to KROX bulletin board

- Staff Appreciation - P/T Conferences meal on Tues Oct 18
  - plan for ~50 staff, ready by 3pm, grab-n-go
  - Amy will check on sub/sandwich options and order, Tina will pick up chips
- Book Fair
  - Oct 18-19 –in-person during P/T conferences – if you can help, call/text JoElle 218-280-3277
  - online at [www.scholastic.com/bf/highlandschool1](http://www.scholastic.com/bf/highlandschool1)

### Updates

- School Supply Drive
  - \$315 in monetary donations received and supplies can continue to be dropped off at office
  - staff can request items at: [https://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)
  - Lorri will purchase/deliver supplies requested in Sep
- Box Tops – app earnings since Jul 2022: \$58
- Teacher / Staff Requests
  - due Mon Nov 7 for review at next meeting and Lorri will send a reminder
  - will offer a zoom option
- Field Trips – no update
- Pirate Pride Shirts
  - order placed for Kindergarten shirts
  - pre-orders to be taken later this year
- Yearbooks
  - Too many copies not sold this year so will reduce quantity ordered down to 126 copies
  - Continue to sell for \$20 (don't want to increase selling price)
  - Sales will not cover all printing and layout costs - PTO will likely pay \$500+ to keep yearbooks affordable
- Upcoming Dates/Events
  - Next meeting: Nov 14 @ 5:30pm (w/Zoom option for requests)
  - Oct 18: Staff Appreciation Meal during P/T Conferences
  - Oct 18-19: Book Fair
  - Nov 7: Staff/Teacher Requests due
  - Nov 7-18: Read-a-Thon
  - Dec 12: PTO Meeting
- Adjourn
  - Motion to adjourn by Lorri/seconded by Mary. Motion carries.

Submitted by: Lorri Capistran  
Co-chair/Secretary