

Jan 8, 2024 at 6:00PM at Highland School

In Attendance: Ashley Cameron, Lorri Capistran, Marianne Isaacs, Chris Trostad, Tina Mason, Amanda Wolf

- Chair Ashley called meeting to order.
- Teacher/Staff Budget Request Presentations:
 - Wolf: \$85 for reading centers (letter tiles, sight word flash cards, dry erase stickers, dry erase makers)
 - Lorri moved/Marianne second to approve the full amount requested. Motion carries.
- Secretary Lorri reviewed meeting minutes from previous meeting (Nov 2023 because no meeting in Dec)
 - Motion to approve minutes by Tina/second by Marianne. Motion carries.
- Treasurer Marianne reviewed finances

Highland Elementary School PTO				
Financial Summary for January 8, 2024 meeting				
2023-2024	Budget	Actual	Difference	Notes/Changes Since November's meeting
Box Tops	\$100	\$0.00	(\$100.00)	
Read-A-Thon	\$4,000	\$5,592.99	\$1,592.99	Total Deposit: \$5872.00 (\$3913.60 ck #1 + \$978.40 ck #2 + \$980 local business donations) Expenses: \$279.01 (\$100 books for winning classroom, \$79.01 root beer float parties, \$100 to WES to share business donations)
Book Fair	\$0	\$956.64	\$956.64	Total Sales & Donations: \$2709.27; Payment to Scholastic: -\$1,752.63
Yearbook	(\$500)	\$0.00	\$500.00	
Shirt Sales	(\$400)	(\$364.50)	\$35.50	half the cost of kindergarten Pirate Pride shirts
Requests	(\$3,000)	(\$465.35)	\$2,534.65	2 October Requests (Transportation Cost for 2nd Grade Field Trip \$240.35, A. Wolf wobble chairs for classroom \$225.00)
Staff Appreciation	(\$950)	(\$100.00)	\$850.00	October PT Conf (\$100 for sub sandwiches from Walmart. Actual Cost \$128.55. Parent asked to be reimbursed only \$100.)
Field Trips	(\$3,000)	\$0.00	\$3,000.00	
Supply Drive	(\$400)	\$0.00	\$400.00	
Other	(\$100)	\$0.00	\$100.00	
Total	(\$4,250)	\$5,619.78	\$9,869.78	

Checking account balance \$43,497.75. Savings account balance \$19,809.69

- Motion to approve treasurer’s report by Lorri/second by Ashley. Motion carries.

New Business

- Staff Appreciation – planned P/T Conference meal for Wed Feb 14 @ 3pm for ~45 staff, Ashley will order subs from Walmart, Thank you Tina for donating pop, chips and mints. Start planning for District-wide Staff Appreciation Week in March and invite WES PTO, CMS & CHS parents to help (put out social media invitation to all).
- Book Fair – scheduled for Feb 14-15. Starting cash for 2 registers needed by Mon, Feb 12. If HES wishes to host a BOGO book fair at end of year, deadline to request is end of March.
- Highland Winter Walk to School Day – scheduled for Wed Feb 7 in cooperation with MN Safe Routes to School. Mr. Trostad will check if volunteers are needed.
- Field Trips – fundraiser to be hosted by Crookston Inn/Scobey’s Jan 8th-14th has been cancelled due to their closure.
- Bylaws – were reviewed. Motion to recommend no changes by Tina/second by Marianne. Motion carries

Updates:

- Read-a-Thon wrap-up
 - Checks from read-a-thon.com were received for online donations. Total profit: \$5592.99
 - Appreciate HES Student Council’s support of the read-a-thon with input on dress up days and book cover project!
 - Rewards & Recognition - \$100 for books was given to classroom with most minutes/student and root beer float parties were provided for top reading classrooms in each grade.
 - Top 20 readers were giving certificates, pictures taken, and were submitted to social media & KROX. Mr. Trostad will look at inviting students to Jan 22 School Board meeting.
 - Thank you letters in coordination with WES PTO were sent to business sponsors, social media and KROX.
- Pirate Pride t-shirts – 81 kindergartener shirts were ordered, printed and delivered to WES around Thanksgiving. Cost was \$729 (\$9/ea) and WES & HES PTOs each paid half.
- School Supply Drive – supplies can continue to be dropped off anytime, staff can request at: https://docs.google.com/spreadsheets/d/1eLHORvXu-10p-W_8HV8Zvu7mBs6sf56JUFFYz7HVI/edit?usp=sharing
- Box Tops – app earnings since Jul 23: \$85.90. Tina saw increased earnings from Hugo’s receipts around Thanksgiving.
- Yearbooks – plan to keep sales prices the same as last year at \$25/book.
- Playground – bids were given to Superintendent for decision.

Upcoming Dates/Events

- Next meeting: Feb 12 @6pm
- Feb 14 – Staff Appr Meal during P/T Conf
- Feb 14-15 – Book Fair
- Mar 4 – PTO budget requests due
- Mar ~~11~~ 12 (Tues) – PTO meeting (staff appr week planning)
- Apr 8 – PTO meeting
- May 6-10 – Staff Appreciation Week
- May 13 – PTO meeting

Adjourn

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

Submitted by: Lorri Capistran, Co-chair/Secretary