

Oct 16, 2023 at 6:00PM at Highland School

In Attendance: Ashley Cameron, Lorri Capistran, Marianne Isaacs, Chris Trostad, Tina Mason, Kim Chapman, Denice Oliver

- Chair Ashley called meeting to order followed by introductions. Thank you WES PTO for coming to help plan the read-a-thons.
- Secretary Lorri reviewed meeting minutes from previous meeting
 - Motion to approve minutes by Marianne/second by Kim. Motion carries.
- Ashley reviewed proposed budget and discussions from last meeting.

2023-24 Proposed Budget	
Box Tops	\$100
Read-a-Thon	\$4,000
Book Fair	\$0
Yearbook	(\$500)
Shirt Sales	(\$400)
Teacher/School Requests	(\$3,000)
Staff Appreciation	(\$950)
Field Trips	(\$3,000)
School Supply Drive	(\$400)
Other	(\$100)
Total	(\$4,250)

- Motion to approve proposed budget by Lorri/second by Marianne. Motion carries.
- Read-a-thon Planning
 - Dates: Nov 6-17, 2023
 - Website Setup – HES teachers & students are uploaded & WES’s are in progress, HES printed packets have arrived, WES will request when setup is complete
 - Communication to teachers – website logins, info, Q&A if needed – will begin next week
 - Communication to parents – letters via school messenger, dress-up days & competitions flyer, student packets 1 & 2 – will update and send during the 2 weeks leading up to the read-a-thon and coordinate with WES so messages go out at the same time
 - Dress-up Days – Student council input was for less days, not all Dr. Seuss themed and they shared a long list of ideas. Many were incorporated into this year’s theme day schedule:
 - Mon, Nov 6: Cat in the Hat Day – wear a hat &/or stripes
 - Wed, Nov 8: Color Day – wear a color that makes you happy
 - Fri, Nov 10: Favorite Book Day – dress as favorite book/character &/or bring your favorite book
 - Mon, Nov 13: Reading is Everywhere Day – wear a shirt you can read
 - Wed, Nov 15: Wacky Wed – wacky/inside out/backwards clothing, mismatched socks, crazy hair
 - Fri, Nov 17: Bedtime Story Day – wear pajamas &/or bring your favorite bedtime story
 - Kick off on Mon Nov 6 at 2:30pm with Drop Everything & Read
 - Student competitions & prizes – HES will do the same as last year
 - Grand Prize: \$100 for Books to classroom that reads the most minutes
 - Grade Prizes: Root Beer Float Parties to classroom in each grade that reads the most minutes
 - *most minutes = total minutes read / number of students in classroom
 - Letters to potential business sponsors – HES/WES each send to part of list, will update last year’s letter and coordinate with WES to copy and send
 - Fundraising Goal – set at \$6000
 - Mr. Trostad will have a thermometer or gauge printed to update daily in the lunchroom
 - Publicity – KROX bulletin board, social media, posters during P/T conferences, HES lunchroom TV
 - Daily updates of minutes read by each grade to post in lunchroom
 - Timeline – there are 2 weeks between P/T conferences and the Read-A-Thon, will finalize timeline and share

- Updates
 - Staff Appreciation – P/T conf meal on Tues Oct 17 @ 3pm for 45 staff (ordered two 6ft subs from Walmart, thanks Tina for chips and soda)
 - Book Fair
 - In person: Tues Oct 17: 4-8pm & Wed Oct 18: 8am-8pm in HES Library
 - Volunteer to help: www.signupgenius.com/go/10C0E4BABA82CA6F94-44549441-scholastic#/ or contact Joelle 218-280-3277 joelleboucher@isd593.org
 - Tina reported that LEO club and VFW volunteers are coming to help
 - Online: shop at bookfairs.scholastic.com/bf/highlandschool4
 - Teacher / Staff Requests – due Nov 6 for review at next meeting, Lorri will send forms and reminder
 - Will include 2nd grade request already presented (trip to National Weather Center in Grand Forks)
 - Pirate Pride t-shirts – 80 kindergarteners X \$9/ea = \$720, each school pays half, WES hand out forms at P/T Conferences, order in early Nov from Pirate's Cove
 - School Supply Drive – supplies can continue to be dropped off anytime, staff can request at: docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing
 - Box Tops – app earnings since Jul23: \$53.30, Tina continues to scan receipts left at Hugo's about 1x/week
 - Yearbooks – 4 less pgs (with 6th grade moving to middle school), reduced min order to 76, cost to layout/print \$32+/book, will continue to sell for \$25 with PTO covering the difference
 - Field Trips – no updates
 - Playground – Mr. Trostad has secured multiple bids for school board to review and make a decision, ~\$350K for all-inclusive playground equipment, need to order by Dec for playground to be ready when school starts next fall
- Upcoming Dates/Events
 - Next meeting: Nov 13 @ 6:00pm
 - Oct 17-18 Book Fair
 - Oct 17 Staff Appreciation Meal during PT Conferences
 - Nov 6-17 Read-a-Thon
 - Nov 6 PTO Budget Requests due
 - Dec 11 PTO meeting
- Adjourn
 - Motion to adjourn by Lorri/seconded by Tina. Motion carries.

Submitted by: Lorri Capistran
Co-chair/Secretary