

Nov 13, 2023 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:
 - 2nd Grade: \$480.70 for busing to National Weather Center for 2nd grade trip (presented at Sep meeting)
 - Ms Wolf: \$225 for alternative classroom seating (4 wobble stools)
 - Lorri moved/Tina second to approve the full amount for both requests (HES and PTO will each cover half of transportation for 2nd grade trip). Motion carries.
- Secretary Lorri reviewed meeting minutes from previous meeting
 - Motion to approve minutes by Marianne/second by Ashley. Motion carries.
- Treasurer Marianne reviewed finances

2023-2024	Budget	Actual	Difference	Notes/Changes Since Octobers's meeting
Box Tops	\$100	\$0.00	(\$100.00)	
Read-A-Thon	\$4,000	\$0.00	(\$4,000.00)	
Book Fair	\$0	\$2,709.27	\$2,709.27	-\$600 Cashbox withdraw +\$3309.29 deposit of sales + donations - need to write check to Scholastic
Yearbook	(\$500)	\$0.00	\$500.00	
Shirt Sales	(\$400)	\$0.00	\$400.00	
Requests	(\$3,000)	\$0.00	\$3,000.00	
Staff Appreciation	(\$950)	\$0.00	\$950.00	need to write check to reimburse A. Cameron for conferences sub sandwich dinner
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)	\$2,709.27	\$6,959.27	

Checking account balance \$40,587.24. Savings account balance \$19,803.07

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

Updates:

- Read-a-Thon
 - Nov 6-17, 2023 www.read-a-thon.com/school/Highland-Elementary-School_56013
 - Launch: website setup, student packets and parent/teacher info sent
 - Letters to potential business sponsors – HES/WES each sent 1st week in Nov, will record donations, deposit checks, write thank yous after the read-a-thon is complete
 - Communication to teachers – sent via email, will continue updates throughout the read-a-thon, asking for pictures to be shared to PTO folder
 - Student competitions prizes – Ashley will purchase for winning classrooms (root beer float parties)
 - (5 classrooms X 1 gal ice cream + 2 two liter bottles of root beer + 25 cups/spoons for each)
 - Publicity – sent to KROX bulletin board and social media, hung posters, school messenger sent, put on school TVs, and continue to update posters in the lunchroom. Lorri will send additional posts to KROX, social media and parents. Thank you to student council for creating the book wall in the lunch room!
- Staff Appreciation – P/T conf meal on Tues Oct 17 @ 3pm for 45 staff (thanks Ashley for ordering and delivering 2-6ft subs with all the toppings from Walmart and thanks Tina for the chips and drinks), lots of positive comments were received
- Book Fair – Tina reported there was good traffic throughout the bookfair, profit of \$956.37
- Pirate Pride t-shirts – 81 kindergarteners X \$9/ea = \$729, each school pays half, forms handed out at P/T Conferences, order sent to Pirate's Cove last week
- School Supply Drive – supplies can continue to be dropped off anytime, staff can request at: https://docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing
- Box Tops – app earnings since Jul 23: \$63.60
- Yearbooks – no update
- Field Trips – brainstorming ideas (for younger kids – inflatables at CSC, Mr Trostad to check on costs)
- Playground – no updates until after school board finance meeting later this week

Upcoming Dates/Events

- Next meeting: Jan 8 @6pm review Requests (Dec – cancelled due to scheduling conflicts/lack of agenda items)
- Jan 2 – PTO Budget Requests due (1/1–no school)
- Feb 12 – PTO meeting
- Feb 14 – Staff Appr Meal during P/T Conf
- Feb 14-15 – Book Fair

Adjourn

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

Submitted by: Lorri Capistran, Co-chair/Secretary