

Apr 9, 2024 at 6:00PM at Highland School

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

- Chair Ashley called the meeting to order.
- Secretary Lorri reviewed meeting minutes from previous meeting
 - Motion to approve minutes by Tina/second by Marianne. Motion carries.
- Treasurer Marianne reviewed finances

Highland Elementary School PTO				
Financial Summary for April 09, 2024				
2023-2024	Budget	Actual	Difference	Notes
Box Tops	\$100	\$100.70	\$0.70	
Read-A-Thon	\$4,000	\$5,605.49	\$1,605.49	Total Deposit: \$5897.00 (\$3913.60 ck #1 + \$978.40 ck #2 + \$1,005 local business donations) Expenses: \$279.01 (\$100 books for winning classroom, \$79.01 root beer float parties, \$112.50 to WES to share business donations)
Book Fair	\$0	\$1,733.39	\$1,733.39	(Fall Total Sales & Donations: \$2709.27; Payment to Scholastic: -\$1,752.63) (Spring Total Sales & Donations: \$2,828.65; Payment to Scholastic -\$2051.90) (Fall Earnings \$956.64 + Spring Earnings \$776.75)
Yearbook	(\$500)	(\$591.34)	(\$91.34)	Deposit Paid 3/12/2024 (\$591.34) Estimated total before taxes and shipping is \$1,182.69
Shirt Sales	(\$400)	\$3,690.50	\$4,090.50	Deposit #1 Spring Sales \$4055; (-\$364.50 half the cost of kindergarten Pirate Pride shirts)
Requests	(\$3,000)	(\$1,550.35)	\$1,449.65	2 October Requests (Transportation Cost for 2nd Grade Field Trip \$240.35, A. Wolf wobble chairs for classroom \$225.00) 1 January Request (A. Wolf classroom \$85.00) 3 March Requests (McGregor, Parenteau, Wolf, \$1000)
Staff Appreciation	(\$950)	(\$200.00)	\$750.00	October PT Conf (\$100 for sub sandwiches from Walmart. Actual Cost \$128.55. Parent asked to be reimbursed only \$100.) Feb PT Conf (\$100 for sub sandwiches from Walmart. Actual Cost \$162.83. Parent asked to be reimbursed only \$100)
Field Trips	(\$3,000)	\$1,320.00	\$4,320.00	\$1200 Donations + \$ 1,120.00 payments (-\$1000 for Itasca, March 2024)
Supply Drive	(\$400)	(\$25.05)	\$374.95	Feb (Case of Baby Wipes, Walmart)
Other	(\$100)	\$0.00	\$100.00	
Total	(\$4,250)	\$10,083.34	\$14,333.34	

Checking account available balance \$46,167.92 Savings account balance \$19,819.57

- Had one NSF check for shirt sales (will ask for cash before delivering order). Received \$25 donation. Two of the March Requests (Parenteau and Wolf) were paid for by the school instead of PTO.
- Motion to approve treasurer’s report by Lorri/second by Tina. Motion carries.

Old Business

- Pirate Shirt Sales
 - Received 87 pre-orders for 173 hoodies and shirts (WES 58 + HES 115). Estimated profits of \$864. Shirts have been ordered and Pirate’s Cove is printing. Will sort, pack and deliver orders when they are finished.

New Business

- Field Trips
 - Estimate field trip admissions and transportation to cost approximately \$5500. Only \$1360 collected in field trip fees so far, Jana will send another reminder.
 - There will be a Fun Day at the Crookston Sports Center with escape room and inflatable slides on May 17.
- Staff Appreciation
 - Staff Appreciation Week will be May 6-10. Planning meeting is scheduled for tonight at 6:30pm.
- Officer Nominations
 - Looking for anyone interested in serving as a PTO officer for 2024-25.

Updates:

- Book Fair – no update
- Read-a-Thon – no update
- School Supply Drive – supplies can continue to be dropped off anytime, staff can request at: https://docs.google.com/spreadsheets/d/1eLHOvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing
- Box Tops – app earnings since Jul 23: \$122.80
- Yearbooks – no update
- Playground – all-inclusive design, still waiting on decision from superintendent

Upcoming Dates/Events

- May 6-10 – Staff Appreciation Week
- May 13 – PTO meeting

Meeting was adjourned.

Submitted by: Lorri Capistran, Co-chair/Secretary