

Mar 12, 2024 at 6:00PM at Highland School and via Zoom

In Attendance: Ashley Cameron, Lorri Capistran, Marianne Isaacs, Cristin Hardy, Chris Trostad, Tina Mason, Megan Parenteau, Amanda Wolf, Kris MacGregor

- Chair Ashley called the meeting to order.
- Teacher/Staff Budget Request Presentations:
 - Parenteau: \$549+shipping for classroom rug (high quality 9’x12’ with colored squares)
 - Wolf: \$133 to expand learning centers (sight word notebook and fluency sentences, writing notebook bundle, language arts and grammar bundle)
 - MacGregor: \$1000 for new student welcome kits (t-shirts, bracelet, school supplies, small gift card, information about the community)
 - Motion to approve the full amount requested for all requests by Lorri/second by Tina. Motion carries.
- Secretary Lorri reviewed meeting minutes from previous meeting (Jan 2024 because no meeting in Feb)
 - Motion to approve minutes by Tina/second by Marianne. Motion carries.
- Treasurer Marianne reviewed finances

| Highland Elementary School PTO | | | | |
|--|------------------|-------------------|--------------------|--|
| Financial Summary for Mar 12, 2024 (no meeting in February 2024) | | | | |
| 2023-2024 | Budget | Actual | Difference | Notes/Changes Since November's meeting |
| 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) | (\$364.50) | \$35.50 | half the cost of kindergarten Pirate Pride shirts |
| Requests | (\$3,000) | (\$550.35) | \$2,449.65 | 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) |
| 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) | \$2,320.00 | \$5,320.00 | \$1200 Donations + \$ 1,120.00 payments |
| Supply Drive | (\$400) | (\$25.05) | \$374.95 | Feb (Case of Baby Wipes, Walmart) |
| Other | (\$100) | \$0.00 | \$100.00 | |
| Total | (\$4,250) | \$8,028.34 | \$12,278.34 | |

Checking account balance \$48,937.96. Savings account balance \$19,816.20

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

New Business

- Pirate Shirt Sales
 - Taking pre-orders for yellow hoodies and gray t-shirts. Order deadline is Friday March 22.
 - Order form: [tinyurl.com/Order2024PiratePrideShirts](https://www.tinyurl.com/Order2024PiratePrideShirts)
- Field Trips
 - Received \$1200 in donations since last meeting. Started to collect student fees at P/T conferences. Mr. Trostad will get an update from each grade on their destinations and costs. Discussed helping Crookston Middle School with the cost of the 6th grade camping trip to Itasca. Discussed helping with inflatable bouncy houses for younger grades as an alternative to longer trips and to include a book fair.
 - Motion to contribute \$1000 towards 6th grade trip by Lorri/second by Ashley. Motion carries.
 - Mr. Trostad will investigate costs of renting the inflatables from Jump for Joy, Hatten ND and also coordinate potential dates with Jake at Crookston Sports Center. Tina will coordinate the BOGO book fair for students.

Updates:

- Book Fair – was held Feb 14-15 during P/T conferences, \$9431.31 in sales, \$776.75 in profit for library to purchase books
- Staff Appreciation
 - Meal was provided on Wed Feb 14 @ 3pm for ~45 staff, cost of sandwiches has increased since fall conferences
 - District-wide staff appreciation week planning meeting will follow this meeting
- Read-a-Thon – received additional donation which was shared with WES and a thank you letter was sent
- School Supply Drive – supplies can continue to be dropped off anytime, staff can request at: https://docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56JUUFFYz7HVI/edit?usp=sharing
- Box Tops – app earnings since Jul 23: \$114.40
- Yearbooks – no update
- Playground – all-inclusive design, requesting 2 quotes

Upcoming Dates/Events

- Next meeting: Apr 8 @ 6pm
- May 6-10 – Staff Appreciation Week
- May 13 – PTO meeting

Meeting was adjourned.

Submitted by: Lorri Capistran, Co-chair/Secretary