

## Meeting Minutes

Date/Time: Monday, Jan 13, 2025 at 7:00pm

Location: Highland School

- Call Meeting to Order / Introductions
  - Lorri Capistran, Marianne Isaacs, Tina Mason, Sarah Reese, Marge Koepsell, Chris Trostad, Janessa Quanrud
- Teacher / Staff Requests
  - None
- Minutes from Dec meeting (Marge)
  - Approved as read
- Treasurer report (Marianne)
  - Approved as Read
- New Designed Pirate Shirts (Janessa)
  - Sales – take pre-orders allow for about 2 weeks for due day
    - Discussed and agreed to **Navy** for
      - (potential) T-shirt @ \$10 , long sleeve @ \$12-\$15, and Hoodie @ \$25-\$30
    - Janessa to get a mock up for the screen of all white vs add yellow and work on order form
      - email to be voted on by the end of the week
  - Kindergarten shirts – sponsored by PTO – grey with Pirate Pride logo on front and quote on back
    - Kindergarten PTO sponsored forms handed out by Lorri at end of meeting 1/13
  - Timeline – Pirates Cove can print starting in Feb;
  - Order forms out by/before conferences - Janessa (Thank you!)
  - **Up for consideration:** to include both navy and gray t-shirt options at the same time or eliminate one t-shirt option for less competing choices
- Staff Appreciation
  - Sarah to coordinate meal for P/T Conferences Meal – Wed, Feb 12 will deliver before buses come
  - Ideas for spring P/T meal: B&E Meats, Caribou Breakfast Sandwiches, Golf Course, Drafts, taco bar (No), Happy Joes
- Book Fair (Tina)
  - Feb 12-13
    - Tina is working with Washington School in addition to HES for enough students to get a fee Dog Man book for every student; Bogo (by one get one half off) is coordinating extra space with library for display
- Bylaws review: [https://drive.google.com/file/d/18NWjih\\_5hUbxXJOE4doaZNZbHVSnhg\\_vQ/view?usp=sharing](https://drive.google.com/file/d/18NWjih_5hUbxXJOE4doaZNZbHVSnhg_vQ/view?usp=sharing)
  - No changes
- Updates:
  - Read-a-Thon - business thank yous sent, checks from read-a-thon.com (1<sup>st</sup> received, 2<sup>nd</sup> on the way ) , thank you treats have been delivered to Jana and Crystal
  - Highland Inclusive Playground – coin drive jars to go into classrooms after book fair
  - School Supply Drive –
    - Marianne secured an additional storage cart from the teacher giveaway
    - 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](https://docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing)
      - Update: Marge to shop at walmart for most requests; Marianne to find headphones, hand sanitizer, black construction paper, and dry erase markers
  - Field trips – confirm destinations to estimate transportation and admission costs, then set fees
    - 1st Grade team requested a lower cost for their grade (\$5) or to be covered completely
      - **Chris to get email to Jana to gauge plans per grade**
      - See email from Lorri sent 1/14 for breakdown of discussion
  - Theatre funding - revisited options on how to help negate expense for increasing amount of theatre trips
  - Previous PTO Teacher requests: update about 1st grade white boards, 1 set arrived, 3 more ordered and should be on the way
  - Yearbooks – deposit for 24-25 books sent (50% of estimated invoice)
  - Box Tops – \$63.20 app total since July 2024

- Tina created a promotional handout for box top collection
  
- Upcoming Dates/Events
  - o Next meeting: Feb 10 @ 7pm
  - o Feb 12 – Staff Appr Meal during P/T Conf (Sarah)
  - o Feb 12-13 – Book Fair (Tina)
  - o Mar 3 – PTO Budget Requests due
  - o Mar 10 – PTO meeting/review requests
  - o February/March - Staff appreciation week planning
  
- Adjourn  
 Marianne/Tina

2024-25 Kindergarten Pirate Pride Shirts

Gildan – 5000B Heavy Cotton Youth T-Shirt

Item #: 31560

Color: Graphite Heather

[www.ssactivewear.com](http://www.ssactivewear.com)

Youth sizes: XS, S, M, L & XL (largest quantities needed were XS, S, and M sizes)

Pirate Pride logo on front and quote on back:



\$9/shirt X 80 kindergarten students = ~\$720  
 sponsored by HES PTO

Submitted by: Marge Koepsell  
 Co-chair/Secretary