

Sep 9, 2023 at 6:00PM at Highland School

In Attendance: Ashley Cameron, Lorri Capistran, Marianne Isaacs, Chris Trostad, Tina Mason, Cristin Hardy, Amanda Wolf, Mary Gosse

- Chair Ashley called the meeting to order followed by introductions.
- Secretary Lorri reviewed meeting minutes from May 8, 2023
 - Motion to approve minutes by Tina/second by Ashley. Motion carries.
- Last year’s treasurer Mary reviewed current finances (through the end of last school year)

Highland Elementary School PTO					
Financial Summary for September 11, 2023 meeting					
	2022-2023	Budget	Actual	Difference	Notes/Changes Since May's meeting
Bingo		\$0		\$0.00	
Box Tops		\$50	\$141.80	\$91.80	\$37.90 for spring check
Read-A-Thon		\$4,000	\$6,349.14	\$2,349.14	
Book Fair		\$0	\$1,951.74	\$1,951.74	
Yearbook		(\$1,000)	(\$82.26)	\$917.74	\$275 in fees, \$342.74 Lifetouch refund, -\$700 to Jana (\$599 check +\$101 Amazon GC)
Shirt Sales		(\$350)	\$152.00	\$502.00	-\$60 bounced check, -\$75 bounced check, -\$18 fee
Requests		(\$3,000)	(\$2,955.56)	\$44.44	
Staff Appreciation		(\$900)	(\$732.85)	\$167.15	\$25 in donations, -\$540 for RBJs
Field Trips		(\$5,000)	(\$1,078.52)	\$3,921.48	-\$970 (Zoo 1st), -\$150 (Myra 3rd), -\$438 (Bowling 4th), -\$5,974.56 (1st-5th bus), -\$2,820.96 (6th bus), \$2,430 in fees, \$1,475 in donations
Supply Drive		(\$400)	(\$1.89)	\$398.11	-\$103.40 (Target), -\$105.27 (Walmart)
Other		(\$50)	(\$80.83)	(\$30.83)	
Total		(\$6,650)	\$3,662.77	\$10,312.77	

Checking account balance \$37,877.95. Savings account balance \$19,796.45

- Motion to approve treasurer’s report by Tina/second by Lorri. Motion carries.
 - Set 2023-24 Meeting Dates
 - Plan to meet on the 2nd Monday of each month at 6:00pm at Highland School (will adjust as needed)
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| <p><u>2023:</u></p> <p>Sep 11</p> <p>Oct 16 – PTO meeting (3rd Mon)</p> <p>Nov 13 – PTO meeting/review Requests</p> <p>Dec 11 – PTO meeting</p> | <p><u>2024:</u></p> <p>Jan 8 – PTO meeting/review Requests</p> <p>Feb 12 – PTO meeting</p> <p>Mar 11 – PTO meeting/review Requests</p> <p>Apr 8 – PTO meeting</p> <p>May 13 – PTO meeting</p> |
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- Planning PTO Activities for 2023-24

Fundraisers

- Box Tops – using the app
- Read-a-thon – main fundraiser to be held this fall

Funds Used to Support

- Teacher/Staff Requests – review 3 times/year (Nov, Jan, Mar) with request forms due 1 week before
- Staff Appreciation – meals during P/T conferences and Staff Appreciation Week in May
- Field Trips – continue to pay for costs not covered by student fees
- School Supply Drive – collect supplies and donations for students in Aug

Sustaining Activities (not intended as fundraisers)

- Book Fair – fall and spring during P/T conferences, profits used to purchase library books
- Pirate Pride Shirts – buy shirts for Kindergarteners w/WES PTO, sell additional items to help cover costs
- Yearbooks – try to cover printing/layout costs but keep affordable

- Reviewed proposed budget for 2023-24

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)

- Discussed changes with 6th grade moving to Middle School
 - Will vote to approve budget at the Oct meeting.

- Updates
 - Box Tops – Tina will continue to coordinate, scan receipts left at Hugo’s, and get info out to families
 - Read-a-Thon – invite WES PTO to next meeting to plan, HES student council asked to come up with the dress up days this year (Marianne will attend their next meeting)
 - Teacher / Staff Requests – requests are due Mon Nov 6 to be reviewed at Nov 13 meeting
 - Ms. Wolf requested \$440.40 for transportation for 2nd grade trip to the National Weather Center in Grand Forks to learn about weather/water cycle Oct 12-13 (2 classes per day)
 - PTO wants to support this great learning opportunity and will officially vote to approve request at the Oct meeting after 23-24 budget is finalized. Mr. Trostad gave the go-ahead to take the trip.
 - Staff Appreciation – need to plan meal for Oct P/T conferences
 - Field Trips – transportation is expensive so continue brainstorming options
 - School Supply Drive
 - Publicity in Aug (KROX Bulletin Board, CPS Social Media, flyers in HES Registration Day packets)
 - Supplies collected at Registration Day, Meet-the-Teacher Nights, and could be dropped off at HES
 - Sale-priced supplies were purchased in Aug with remaining donations from last year
 - Supplies were sorted and made available to staff near the lounge
 - A thank you was sent to CPS Social Media
 - Staff can request additional items needed throughout the year for their students at: https://docs.google.com/spreadsheets/d/1eLHORvXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing
 - Book Fair – to be held during P/T conferences in Oct
 - Pirate Pride Shirts – feedback was some want to see new designs for sale, PTO does also
 - Yearbooks – Jana completed the layout of 22-23 yearbooks w/LifeTouch this summer, books given to those who ordered, some books still available for sale at office, next year’s book will be more expensive to print with lower qty

- Upcoming Dates/Events
 - Next meeting: Oct 16 @ 6:00pm at HES (note: 3rd Monday)
 - Oct 17-18 Book Fair
 - Oct 17 – Staff Appreciation Meal during PT Conferences
 - Nov – Read-a-Thon
 - Nov 6 – PTO Budget Requests due
 - Nov 13 – PTO meeting/review Requests
 - Dec 11 – PTO meeting

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

Submitted by: Lorri Capistran
 Co-chair/Secretary