

## Meeting Minutes

Date/Time: Monday, Mar 10, 2025 at 7:00pm

Location: Highland School

- Call Meeting to Order / Introductions
  - Monica, Stacey, Jarod, Lorri, Chris Trostad, Marianne, Tina, Marge
- Teacher / Staff Requests
  - Parenteau/Olson – Safety Town total request \$200 for gift cards/inflation/activities
- Minutes from previous meeting (approved as read) Marianne, Tina
- Treasurer report (approved as read) Marge, Jarod

### Old Business

- Pirate Shirts
  - Pre-orders (Janessa)
    - 192 ordered (HES + WES) - sent to Pirate's Cove Feb 27
    - Estimated profit = \$1000, must check to make sure all money goes through
      - Covered entire cost of kindergarten shirts
    - Will need help to sort and pack orders
      - Marge to check with Janessa about help
  - Kindergarten shirts (Lorri)
    - Sorted and delivered to Kindergarten teachers on Feb 20
    - Total cost \$765
- Staff Appreciation
  - P/T Conferences Meal – Wed Feb 12 (Sarah to give receipt to Marianne for reimbursement)
  - Staff Appreciation Week
    - Schedule planning meeting – evening towards the end of March. **Please reach out** if interested to be included in further communication
    - Theme ideas brain storm before meeting
- Book Fair (Tina)
  - Feb 12-13
- Field trips –
  - 2<sup>nd</sup> grade change of destination
  - Rydell Refuge \$500 □ Moorhead \$1435

### New Business

- Review teacher/staff requests
  - Marge/Tina Approved
- Trostad introduced the idea of Amazon Smile/Shopraise as a potential simple fundraiser? After a short investigation, Amazon smile does not operate any longer and Shopraise does not look reputable

### Updates:

- Read-a-Thon - all checks deposited
- Highland Inclusive Playground – coin drive jars
- 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](https://docs.google.com/spreadsheets/d/1eLHORvIXu-10p-W_8HV8Zvu7mBs6sf56IJUFFYz7HVI/edit?usp=sharing)
  - shopping for Feb requests: Marianne to ask about art supplies and order what's still needed
- Yearbooks – in progress, communication to come out later
- Box Tops – \$130.60 app total since July 2024; huge improvement after flyer distribution
- Upcoming Dates/Events
  - Next meeting: Tuesday, April 15 @ 7pm
  - May 5-9 – Staff Appreciation Week
  - Mar 12 – PTO meeting
  - May 29 – Last Day of School
- Adjourn @ 7:45

## Field Trips – Updated Costs:

2025 Estimated Field Trip Costs - UPDATED			TRANSPORTATION				ADMISSION				Cost per Field Trip		FIELD TRIP FEES (variable)					
Grade	Field Trip	Destination (city)	# of Buses Needed (50-55 per bus)	Mileage (round trip/bus)	Cost per bus (\$3.95/mi)	Transportation TOTAL	Admission per person	# of students (as of 01.27.25)	# teachers + support staff	Admission TOTAL	Field Trip TOTAL	Per student if 100% paid	Per student if 70% paid	grade	fee	Estimated Fees Collected if 100% paid	Estimated Fees Collected if 70% paid	
K	UMC Barns / Schuster Park	Crookston	2	6	\$24	\$47	\$0	81		\$0	\$47	\$0.6	\$0.8	K	\$0	\$0	\$0	
1	Sherlock Park/EGF Library	East Grand Forks	2	54	\$213	\$427	\$0	80		\$0	\$427	\$5	\$8	1	\$10	\$800	\$560	
2	Kid Co Museum/Rotary Natu	Moorhead	2			\$1,140		88		\$295	\$1,435	\$16	\$23	2	\$10	\$880	\$616	
3	Myra Museum	Grand Forks	2	56	\$221	\$442	\$2	77		\$154	\$596	\$8	\$11	3	\$10	\$770	\$539	
4	Bowling/Texas Roadhouse	Grand Forks	2	62	\$245	\$490	\$7	80		\$560	\$1,050	\$13	\$19	4	\$30	\$2,400	\$1,680	
5	Forest History Museum	Grand Rapids	2	320	\$1,264	\$2,528	\$8	72		\$576	\$2,528	\$35	\$50	5	\$30	\$2,160	\$1,512	
* K moving to HES						\$634		478		\$1,585	\$6,083	\$13	\$18			\$7,010	\$4,907	
											\$295	\$929	increase	\$1.94	\$2.78			
											needed / student (entire school)		\$12.73	\$18.18				

  

2025 Estimated Field Trip Costs			TRANSPORTATION				ADMISSION				Cost per Field Trip		
Grade	Field Trip	Destination (city)	# of Buses Needed (50-55 per bus)	Mileage (round trip/bus)	Cost per bus (\$3.95/mi)	Transportation TOTAL	Admission per person	# of students (as of 01.27.25)	# teachers + support staff	Admission TOTAL	Field Trip TOTAL	Per student if 100% paid	Per student if 70% paid
K	UMC Barns / Schuster Park	Crookston	2	6	\$24	\$47	\$0	81		\$0	\$47	\$0.6	\$0.8
1	Sherlock Park/EGF Library	East Grand Forks	2	54	\$213	\$427	\$0	80		\$0	\$427	\$5	\$8
2	Rydell Refuge	Erskine	2	64	\$253	\$506	\$0	88		\$0	\$506	\$6	\$8
3	Myra Museum	Grand Forks	2	56	\$221	\$442	\$2	77		\$154	\$596	\$8	\$11
4	Bowling/Texas Roadhouse	Grand Forks	2	62	\$245	\$490	\$7	80		\$560	\$1,050	\$13	\$19
5	Forest History Museum	Grand Rapids	2	320	\$1,264	\$2,528	\$8	72		\$576	\$2,528	\$35	\$50
* K moving to HES						\$4,440		478		\$1,290	\$5,154	\$11	\$15

## Pirate Shirt Pre-Orders:

total to PRINT	Youth Hoodie				Adult Hoodie					Navy Youth Long Sleeve				Navy Adult Long Sleeve									
	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL	5XL	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL
count sold/size	13	13	7	3	2	4	7	12	4	1	2	1	7	7	1	3	4	7	4	3	6	1	2
count sold/style	36				33					18				27									
samples	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1								

  

total to ORDER	Youth Hoodie				Adult Hoodie					Navy Youth Long Sleeve				Navy Adult Long Sleeve									
	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL	5XL	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL
count/size minus samples	12	12	6	2	1	3	6	11	3	0	2	1	6	6	0	2	4	7	4	3	6	1	2
count/style minus samples	32				27					14				27									

  

	Youth	Youth Hoodie Gildan #18500B NAVY Sizes: S-XL
	Adult	Adults Hoodie Gildan #18500 NAVY sizes: XS- 5XL
	Youth	Youth Long Sleeve Gildan #5400B NAVY Sizes: S-XL
	Adult	Adults Long Sleeve Gildan #H400 NAVY Sizes: S-4XL

  

total to PRINT	Navy Youth Short Sleeve				Navy Adult Short Sleeve					Grey Youth Short Sleeve				Grey Adult Short Sleeve										
	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL	5XL	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL	5XL
count sold/size	16	14	6	1	2	3	4	5	4	1	0	1	10	1	0	1	1	2	0	1	3	1	0	1
count sold/style	37				20					12				9										
samples	1	1	1	1																				

  

total to ORDER	Navy Youth Short Sleeve				Navy Adult Short Sleeve					Grey Youth Short Sleeve				Grey Adult Short Sleeve										
	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL	5XL	S	M	L	XL	S	M	L	XL	2XL	3XL	4XL	5XL
count/size minus samples	15	13	5	0	2	3	4	5	4	1	0	1	10	1	0	1	1	2	0	1	3	1	0	1
count/style minus samples	33				20					12				9										

  

	Youth	Youth T-shirt Gildan #64000B NAVY Sizes: S-XL
	Adult	Adults Long Sleeve Gildan #64000 NAVY Sizes: XS-5XL
	Youth	5000B Gildan Color: Graphite Heather Sizes: XS – XL Item #: 31560 ***note - no quote on back
	Adult	5000 Gildan Color: Graphite Heather Sizes: S - 5XL Item #: 00060 ***note - no quote on back

Total Sales = \$4270, Est costs = \$3291, Est profit \$979