

Date/Time: Monday, Dec 9, 2024 at 7:00pm

Location: Highland School

- Call Meeting to Order / Introductions
  - o Attendance: Lorri Capistran, Marianne Isaacs, Tina Mason, Jarod Olson, Marge Koepsell
- Minutes from Oct meeting
  - o Approved as Read (Tina, Jared)
- Treasurer report
  - o Approved as Read (Jared, Tina)

| Highland Elementary School PTO         |              |                   |                     |                   |
|--|--------------|-------------------|---------------------|-------------------|
| Financial Summary for December 9, 2024 |              |                   |                     |                   |
|  | 2024-2025    | Budget            | Actual              | Difference        |
| Box Tops                               |              | \$100             |                     | (\$100.00)        |
| Read-A-Thon                            | \$4,800      |                   | \$5,428.39          | \$628.39          |
| Book Fair                              | \$0          |                   | \$1,793.48          | \$1,793.48        |
| Yearbook                               | (\$700)      |                   |                     | \$700.00          |
| Shirt Sales                            | (\$800)      |                   |                     | \$800.00          |
| Requests                               | (\$3,500)    |                   | (\$890.00)          | \$2,610.00        |
| Staff Appreciation                     | (\$1,000)    |                   |                     | \$1,000.00        |
| Field Trips                            | \$0          |                   |                     | \$0.00            |
| Supply Drive                           | (\$400)      |                   | \$103.74            | \$503.74          |
| Other                                  | (\$100)      |                   | \$0.00              | \$100.00          |
| Playground Donation                    | (\$15,000)   |                   | (\$15,000.00)       | \$0.00            |
| <b>Total</b>                           |              | <b>(\$16,600)</b> | <b>(\$8,564.39)</b> | <b>\$8,035.61</b> |
| Checking account available balance:    | \$ 35,749.67 |                   |                     | \$32,386.19       |
| Savings account balance:               | \$ 19,840.60 |                   |                     |                   |

- Staff Appreciation
  - o Review of P/T Conferences Meal – Oct 15
    - Update from Sarah Reese - Walmart no longer offering sandwiches
      - Ideas for spring P/T meal: B&E Meats, Caribou Breakfast Sandwiches, Golf Course, Drafts
- Book Fair
  - o Review of fall book fair held Oct 15-16
    - Overall success, no added suggestions
  - o Dog-Man Promo coordination needed SOON for February book fair
- Teacher / Staff Requests
  - o update on 1<sup>st</sup> grade requests (Trostad to update teachers as information from subsequent meetings w/BLT, curriculum and admin follows).
  - o Feedback for editing PTO Request wording to be more clear
    - Questions about whiteboard requests. (12/11 update: Whiteboards to be ordered)
  - o next requests due 1 week before Jan mtg - see below for dates
- Read-a-Thon
  - o Review of read-a-thon fundraiser held Nov 11 – 22, 2024
    - Website – track minutes read and receive donations
    - Publicity – social media, posters, KROX
    - Thank You to Crystal & Jana -- Marianne for information
    - Communication with teachers and parents – paper packets, emails & texts
    - Dress-up/theme days – drop everything and read
    - Student competitions/prizes – tie so recognized 3 top classrooms, top readers also recognized with certificates
    - Business sponsors – worked with WES to send letters and thank yous, WES received another check today so will need to adjust financial summary and amount to equally share donations - Marianne
    - Left to do: send business thank yous - Lorri has letters printed and will send this week
    - Financial summary of read-a-thon:

|   |                    |
|---|--------------------|
| Classroom competitions: root beer float party supplies        | \$ (83.61)         |
| Classroom competitions: \$100 for books (X3 classrooms)       | \$ (300.00)        |
| WES PTO - share read-a-thon business donations                | \$ (60.00)         |
| Business donations  | \$ 395.00          |
| Personal donations (cash/checks)                              | \$ 25.00           |
| online donations - 1st check from read-a-thon.com             | \$ 4,361.60        |
| online donations - 2nd check from read-a-thon.com (estimated) | \$ 1,090.40        |
| <b>total</b>  | <b>\$ 5,428.39</b> |

- Bylaws review – Lorri to send out for review before next meeting
- Updates:
  - o Highland Inclusive Playground – coin drive jars to put in classrooms - Jarod to help Tina get enough jars from Dollar Store (need 18 more than was in stock)
  - o 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)
    - Donation from American Crystal Sugar – planning to donate supplies but switching to winter gear based on needs, Jana sent list of needs
    - Requested items purchased and delivered in Oct
  - o Field trip fees – Several options available for which grades will be included or no fees depending on where grades plan on going; potential no collection for grades not planning to go out of town on a field trip.
  - o Theatre subsidized for classes going to movies
    - Discussion about helping with costs, could requests be submitted to PTO?
  - o Yearbooks – final reimbursement check received for adjusted cost of 23-24 book
  - o Box Tops – roughly \$60 since July via BoxTops app, in progress
  - o Pirate Shirts –
    - Kindergarten shirts – to be sponsored again by PTO - need to update size request forms
    - Sales – take pre-orders at spring P/T conferences - look at Blue and Yellow hoodie options, prices, and update forms (Lorri inquired about help with this if there was any interest)
- Upcoming Dates/Events
  - o Next meeting: Jan 13 @ 7pm
  - o **Jan 6 – PTO Budget Requests due**
  - o Feb 10 – PTO meeting
  - o Feb 12 – Staff Appr Meal during P/T Conf
  - o Feb 12-13 – Book Fair
- Adjourn