

### Meeting Minutes

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

Location: Highland School

- Call Meeting to Order / Introductions: Tina Mason, Sarah Reese, Marianne Isaacs, Lorri Capistran, Chris Trostad
- Minutes from Jan meeting (Approved as Read) Tina, Sarah
- Treasurer report (Approved as Read) Marge, Tina
  
- Pirate Shirts (Janessa - Ready to go, Thank you )
  - o Sales – take pre-orders; Made posters, distributed posters following meeting
  - o Kindergarten shirts – sponsored by PTO – sent order to Pirate’s Cove on Jan 31; Ready to pickup 2/11
    - **Tuesday, February 18th at 8AM** To sort and distribute at Highland
  
- Field Trip Fees
  - o reviewed costs/potential breakdowns (see agenda for discussed options)
    - Decided on differing costs per grade with simple dollar amounts expecting about 70% participation
  - o Fees set at **\$0 for K; \$10 for 1, 2, & 3; \$30 for 4 & 5**
    - Motion to Approve by Tina; Seconded by Sarah
  
- Staff Appreciation
  - o P/T Conferences Meal – Wed Feb 12 (Sarah)
    - Tina bought utensils and chips
    - Sarah, asked several teachers for input, arranged B&E pulled pork with included roaster, Potato Salad, and Macaroni salad to arrive around 2:30PM; Marianne to help set it up
  - o Staff Appreciation Week in May – form committee: 1 meeting for Theme; Tina, Lorri, Sarah, Marianne, Marge
    - **If interested, more people are welcome to participate/join the committee or ask to be included in information**
  
- Book Fair (Tina);
  - o Feb 12-13
  - o Sign up to help: <https://www.signupgenius.com/go/10C0E4BABA82CA6F94-54236562-scholastic#/>
    - Several shifts are still open
  
- Updates:
  - o Read-a-Thon – final (2<sup>nd</sup>) payment finally received/deposited
  - o Highland Inclusive Playground – coin drive jars to be placed in classrooms following the bookfair
  - 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)
      - Marge, Marianne & Tina purchased and delivered
  - o Teacher / Staff Requests – **due March 3**; Lorri to send email to Crystal to share information
  - o Yearbooks – no updates; paid half
  - o Box Tops – \$94.90 app total since July 2024, check received– to be deposited
  - o Crookston Public School Website –Lorri sent updates for PTO section
  
- Upcoming Dates/Events
  - o Next meeting: Mar 10 @ 7pm
  - o Feb 12 – Staff Appr Meal during P/T Conf
  - o Feb 12-13 – Book Fair
  - o Mar 3 – PTO Budget Requests due
  - o Apr 14 – PTO meeting
  - o May 5-9 – Staff Appreciation Week
  - o May 12 – PTO meeting
  
- Adjourn - motion to Adjourn Lorri

Submitted by: Marge Koepsell, Co-chair/Secretary