



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 1/29/2024

Location: Fiesta Cancun, Rush City

1. Call to Order and Attendance @ 6pm

Present: Jamie Amundson, Taylor Conrad, Megan Johnston, Kristen Leiferman, Sara Albrecht,

2. Minutes: Approval of minutes from 12/11/2023 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -

- a. All Santa Day costumes have been delivered back to the proper locations. The tiger and elf costume are now located back to the PTO closet.
- b. Thank you to the school staff for the x-mas party.
- c. Brought tax bill for Megan to pay.
- d. Brought Allina health donation (thank you Christiana for this). Megan to deposit.
- e. Varsity softball team is asking for groups to help participate in tailgate during varsity softball teams. Games start at 4pm.
- f. Distributed the candy grams out in last week's Friday folders. Community members are willing to ensure each kid gets one this year. Candy Grams will be filled February 12th. Bag filling will start at 4pm in Conrad's room 206. Monthly will occur on this day also in between filling bags. Flexible on times based on availability.

2. Vice President's Report - Kristen Leiferman -

- a. Gara placed her Scholastic order. An additional order has been placed for 1st grade Martuscelli class room for \$207.96. Connected with Gara regarding the upcoming book fair and she has agreed to host the shelves in the library ahead of time. It is expected to arrive on Feb. 12th.
- b. Regarding upcoming book fair

-Eliminating the ebook for the teachers due to the lack of participation.

-Eliminating the caught reading through Scholastic for this spring book fair due to the school doing a similar program for I Love to Read Month.

-Will be posting sign up sheet on facebook and PTO group online later this week for volunteers.

3. Treasurer's Report - Megan Johnston -

- a. Bank account balances:

Savings: 5020.08

Banking: 2424.06

-Updated on 5th grad boy. Taylor is going to check with some teachers who work with him directly on how we can serve him best.

-PTO approved outstanding receipts totalling \$270.57. Megan to pay herself back.

4. Secretary's Report - Christiana Lawver

- a. December's meeting minutes were posted on the school website
- b. Book fair volunteer sign-up sheet created - <https://signup.com/go/gmpcnfb>

4. Principal's Report - Mrs. Alicia Nelson -

A. From prior meeting:

- a. Would like to host STEAM challenge, reading lock in, and math games night.
 - i. No update as of 1/29/24
 - ii. Gloves are needed for K-4
 - iii. Always looking for subs and paras.

5. Old Business

Teacher's wishes/requests

- Coolers for field trips, especially with wheels, that can fit under the bus. Taylor will figure out the dimensions and send to the PTO. Having 3 coolers would be very nice, wheels are the crucial part.
 - Per Alicia, the coolers need to be under 12 inches. AO "Stow & Go" coolers work well but they don't have wheels. Taylor confirms wheels would be very helpful. Taylor is going to ask Dawn Nelson (bus driver) for dimensions. Going to ask for a link of a possible cooler option.
- Homeroom teacher snacks
 - From prior meeting: Taylor will ask the teachers if they need anything. As of 1/29/24 Taylor states snacks are still needed for K-2. Nothing too sugary or desirable. Order snacks and send to school directly attention Taylor to distribute them to the needed classrooms.

Upcoming Event planning:

Winter clothing drive

- Alicia replied to Jamie's email that they are most in need of mittens, gloves, and hats
- Discuss winter clothing drive details at the next meeting. No need for a clothing drive at this time, gloves for younger grades are still needed.

Student council will be having a giving tree during conferences for wish-list for teacher needs. Taylor asked PTO to take a look at the tree.

6. New Business:

- Hugs & kisses candy grams
 - Kristen created the sheets
 - Jamie printed them and sent out in Friday folders January 26th

- They are to be turned in by Monday February 5th
- Jamie and Kristin have purchased candy. 10 bags still need to be purchased. Kristin is making the Walmart purchase for those.
- From last year:
 - Ask student council to help & use bags instead of boxes for easier delivery to teachers

Still Needed:

-8 more bags of kisses-Kristin to order

-Clear bags -Megan to order

Plan to fill bags on Feb. 12th starting 4pm in Conrads room 206. Flexible for volunteers on start time. Will start meeting during bag fill around 6 as time allows. Bring any extra staplers and scissors. Megan will bring brown paper bags to distribution.

Create PTO volunteers wanted flyer for grades P-3rd grades to put in Friday folders.

- Book Fair - February 26th (day) & 29th (evening)
 - Volunteer Sign up: <https://signup.com/go/gmpcnfb>
 - Kristin posted to Facebook and PTO group messages.
- Restaurant Night - March
 - Need location and date
- Luau Dance
 - Need location and date
 - Incorporate food drive into event

Upcoming event planning for the 2023-2024 school year:

- February
 - Hugs & kisses candy grams
 - Ask student council to help & use bags instead of boxes for easier delivery to teachers
 - 26th & 29th - Book Fair
 - Possible 2nd fundraising event during Thursday night conference.
 - Ideas discussed: Bake sale, silent auction, cake walk, nerf course, sell food- hot dogs, Dominos, nachos, popcorn, snow cones, pop, candy.
 - Ask for High School student volunteers.
- March
 - Restaurant night - date & location TBD
- April
 - Luau Dance - date & location TBD
 - 22nd - Earth day
- May
 - Book Bingo
 - 6th grade lunch

Upcoming meetings:

2024:

February 12th: Monthly PTO Meeting - 6:30pm, C.E. Jacobson Elementary Conrad Classroom 206.

March 25th: Monthly PTO Meeting - 6:30pm

April 22nd: Monthly PTO Meeting - 6:30pm

May 20th: Monthly PTO Meeting - 6:30pm

7. Review Action items (old and new)

ACTION ITEMS: To be completed before next meeting or date indicated:

1. Tasks listed above as assigned

Due date: by next meeting

8. Adjournment