



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 3/25/2024

Location: Virtual Meeting

1. Call to Order and Attendance @ 6:30pm

Present: Jamie Amundson, Megan Johnston, Kristen Leiferman, Christiana Lawver

2. Minutes: Approval of minutes from 2/12/24 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. See concessions information below under Book Fair
2. Vice President's Report - Kristen Leiferman -
 - a. Book Fair
 - i. Did very well again - record setting, sales beat last one by ~\$800
 1. Book Fair Sales: \$7676.16
 - ii. Next time do volunteers in 1 hour time slots and only go 1 hour past the end of the book fair vs 2 hours. People can sign up for as many 1 hour slots as they want.
 - iii. Sent the upcoming conference dates to Amber - next one will be Nov 21 & 26 2024 (both evenings).
 - iv. Consider pairing another event with the book fair again
 - v. 2024 Spring Conference Concessions stand
 1. Agreed to do it again but next time focus on just snacks (candy, pop, popcorn)
 - vi. Leftover animal crackers and goldfish crackers can be donated to younger grades
 1. Kristen will ask Taylor which grade needs the snacks and see if she can distribute them
3. Treasurer's Report - Megan Johnston -
 - a. Insurance bill will be coming soon, due next month. Kristen will check the mail this week.
 - b. Future fundraising idea - McDonalds has a program that might be worth checking out
4. Secretary's Report - Christiana Lawver
 - a. February's meeting minutes were posted on the school website

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 3.25.24

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.
 - 3/25/24: Kristen will email Taylor to ask for a link of what they need
- Headphones requested for 3rd grade testing, quantity needed: 20
 - Kristen will email Taylor to confirm this is what she needs. If so, okay to purchase

Upcoming Event planning:

- N/A

6. New Business:

- **April 22nd - Earth Day**
 - Jamie will ask 2nd grade if they are doing an earth day clean-up again
 - Jamie will ask art teacher if she would like to coordinate a contest for earth day
 - Could use cups from last year, candy, etc for prizes - 1st place per class
- **Book Bingo**
 - Kristen sent Goldenstein a link to create a wish list so we can take advantage of their next sale
 - Officers are supportive of doing book bingo again if Goldenstein is willing to coordinate it again
 - Okay for her to put together a list and officers will approve the final amount in scholastic dollars
- **6th Grade Lunch**
 - June 4th is last day of school, plan for last week of May - Friday May 31st
 - Planning for this will occur at the next meeting

Upcoming event planning for the 2023-2024 school year:

- April
 - April 22nd - Earth day
- May
 - Book Bingo
 - Friday May 31st - 6th grade lunch

Upcoming meetings:

2024:

April 22nd: Monthly PTO Meeting - 6:30pm, at Timeout in Rock Creek

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