



# Meeting Agenda & Minutes

## CE Jacobson Elementary PTO Meeting

Date: 3/20/2023

Location: Elementary School Media Center

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

**Present:** Christiana Lawver, Megan Johnston, Kristen Leiferman, Jamie Amundson, Tracy Smoley

### 2. Minutes: Approval of minutes from 2/21/2023 meeting

### 3. Officers' Reports:

#### 1. President's Report - Jamie Amundson -

- a. Email from Conrad with a suggestion that the PTO working on a fundraiser to buy lockers would be helpful. It would ease the transition from 6th to 7th grade with 6th grade lockers at the Elementary School. Would need ~90 lockers totaling ~\$15K. Jamie will follow up with Alicia and Nate.

##### i. Fundraiser ideas:

1. Aluminum cans?
2. Camp-out down at the fairgrounds with tents?
3. Sponsor a locker for \$167?

#### 2. Vice President's Report - Kristen Leiferman -

##### a. Book Fair recap

##### i. Scholastic dollars \$4,881.91

1. \$751.47 must be used by August 19th

##### ii. Best book fair yet per the Scholastic rep.

##### iii. What went well

1. Great last minute volunteers saved the day

##### iv. Do different next time

1. Teachers wishes were confusing, people thought they had already been purchased

##### a. More advertising of the teachers wishes on the Facebook page

##### b. More signage about the wishes

##### v. Kristen will follow up with Mrs Goldenstein about the boxes of books being stored in the Tiger Care room & if she wants to do book bingo

#### 3. Treasurer's Report - Megan Johnston -

- a. Insurance premium was paid
- b. PTO Today finance software is canceled
- c. Megan will follow up with the accountant regarding tax exempt status filing
- d. Megan printed the Thank you letter for Fiesta Cancun and dropped off

#### 4. Secretary's Report - Christiana Lawver

- a. Posted last month's minutes on the school website

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

A. Not in attendance, no updates.

## 5. Old Business

### Upcoming Event planning:

- Flickabirds Restaurant Night
  - Date: Monday, March 27th
  - Time: 5-8pm
  - Kristen handling the advertising & raffle tickets
  - Baskets/giveaways from 4-5 local businesses
  - Jamie will ask Flickabirds if they have a table
  - Grab PTO sign and donation buckets from the PTO closet
  - Volunteer needs: arrive between 4:30-4:45pm

### Teacher's wishes/requests -

- Mrs. Peters' post - she needed Lysol, which Jamie delivered
- Nurses office requested water bottles
  - Further review is needed, good deals online
- Homeroom teacher snacks
  - Look at options for buying in bulk, store in teachers lounge, refill it a couple times per year
  - Alicia mentioned there may be funds to help with snacks
    - Jamie will follow up with her
- Mrs Giller request
  - No longer needed, received a grant

### Other ideas for 2022-2023:

#### Event planning:

- April: Earth day clean up, Apr 22, 2023
- May-June: 6th Grade Lunch / Teacher Appreciation / Book Bingo

## 6. New Business:

- Earth day is Saturday April 22nd
- Do any of the classes want to do a clean up day again?
  - PTO will provide cookies & juice if they want to do a clean up day
- Earth day poster contest with one winner per grade and the PTO as judges
  - Jamie will ask the art teacher
    - PTO can provide supplies if needed
    - PTO will provide prizes (something reusable that doesn't create more trash, reusable water bottle?)

### Upcoming in 2023:

March 27th: Restaurant Night at Flickabirds, 5-8pm

April 24th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

May 22nd: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

June 26th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

## **7. Review Action items (old and new)**

### ACTION ITEMS:

To be completed before April meeting or date indicated:

1. Tasks listed above as assigned

**Due date:** by next meeting

## **8. Adjournment**