



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 4/22/2024

Location: ELeMentary School Media Center

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

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

2. Minutes: Approval of minutes from 3/25/24 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Picked up cookies from Walmart for 2nd grade doing clean-up on the school property for earth day today.
2. Vice President's Report - Kristen Leiferman -
 - a. Ordered the book bingo books and they have been delivered, sponsored by the PTO
 - b. Teachers wish list headphones purchased
 - c. Covered attending Kindergarten night on behalf of the PTO
3. Treasurer's Report - Megan Johnston -
 - a. Ordered 3 coolers and they have been delivered.
 - i. Also approved another cooler for a total of 4
 - b. Earth day contest update -
 - i. 3rd, 4th, 5th, 6th grades posters, younger grades didn't participate
 - ii. 3 winners per grade will be selected tonight
 1. Older grades will get a cup as a prize, younger grades will get a shirt
 - c. Dominos Pizza fundraiser
 - i. PTO makes half the proceeds e.g. sell \$20 card and we make \$10
 - ii. They provide the marketing materials
 1. BOGO large pizza and use as many times as you want
 2. It expires end of the calendar year (December) so suggest aiming for January 2025 so the card can be used for the whole year
 - iii. They have prizes for the kids for selling cards
 - iv. People order online and cards are shipped
 - v. Would need approval from Alicia, Megan will email her to get her thoughts
 - d. Blankets - fundraiser blankets
 - i. [Fundraiser Blankets® – Birdy Boutique & Fundraiser Blankets](#)
 - ii. PTO has to buy them up front, thinking we could sell 100
 - iii. Suggest targeting August
 - iv. Cost \$15 for 60x70 & sell for \$30 each
 - v. Megan will reach out to the business with the questions
4. Secretary's Report - Christiana Lawver
 - a. March'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. 4/22/24: No updates

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.
 - 4/22/24: Coolers purchased, see update above
- Headphones requested for 3rd grade testing, quantity needed: 20 \$5.50 ea, \$110 total
 - 4/22/24: Headphones purchased, see update above
- **April 22nd - Earth Day**
 - Jamie picked up cookies from Wal-Mart and delivered to 2nd grade for earth day clean-up.
 - Jamie & Megan handed out cookies and lemonade
 - Art teacher coordinated the earth day poster contest for grades 3-6
 - Cups & t-shirts for prizes
- **May 14th - Book Bingo**
 - Books are in - bingo date is 5/14/2024
 - PTO can volunteer if able, otherwise the teachers will cover
- **6th Grade Lunch**
 - June 4th is last day of school, plan for last week of May for the lunch - aiming for Friday May 31st
 - Jamie will ask if May 31st works, she will also ask about dietary restrictions
 - Finalize order and plans at the next meeting
 - 3 classes - ~69 kids
 - Food -
 - Have plenty of chips
 - Suggest 3 trays of subs, order from Walmart
 - Request that subs are cut
 - Ask for no onion
 - Purchase a few cookie trays as well
 - Dietary restrictions - May need vegetarian or gluten free options
 - Ask teachers in advance if those options are needed
 - Beverages should be milk from the cafeteria, PTO has some bottled water left as well
 - Pitcher for lemonade took too long to fill last time
 - Volunteers:
 - Jamie - Yes
 - Others TBD

Upcoming Event planning:

- N/A

6. New Business:

- N/A

Upcoming event planning for the 2023-2024 school year:

- May
 - Book Bingo May 14th
 - Friday May 31st - 6th grade lunch

Upcoming meetings:

2024:

May 20th: Monthly PTO Meeting - 6:30pm, Location: Bullrush Golf Course

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