



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 10/30/2023

Location: Pizza Pub, Pine City

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

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

2. Minutes: Approval of minutes from 9/25/2023 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Book drive for the 1st grade new teacher that is starting. Gently used 1st grade level books can be placed in the box by the elementary school office through Nov 30th.
 - i. Suggest having her set up a wish list and the PTO can contribute towards buying books for her, once she knows what she needs after the book drive ends.
2. Vice President's Report - Kristen Leiferman -
 - a. See book fair update below
3. Treasurer's Report - Megan Johnston -
 - a. Everything purchased for the Tiger Tailgate is in the closet (clappers, colored hairspray, candy)
 - i. May want to use the candy for hugs and kisses
 - b. Girls volleyball team is going to state most likely
 - i. Would we want to give out clappers (200) to the fan base? Yes, Jamie will email Telander
4. Secretary's Report - Christiana Lawver
 - a. September'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.
 - b. Jamie to follow up with Alicia, will see how we can coordinate with other planned events.

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.
 - Pending dimensions still
- Nurses office requested water bottles
 - Megan will order them tomorrow

- Homeroom teacher snacks
 - Taylor will ask the teachers if they need anything.

Upcoming Event planning:

Homecoming - Tiger Tailgate for elementary kids 10/13/23 6:30-8pm

- Canceled due to rain

Book Fair

- Book fair ran Oct 16-27, was very successful
- The remaining books were picked up today
- Once we know the final scholastic dollars amount, will do a donation to the librarian
- Winner for caught reading contest was in Conrad's class
 - a) Gave student winner a PTO cup
- February is Reading month and they already do a caught reading contest so maybe we can tag onto that.
 - a) Would the PTO want to do their own contest?
- Considering a book fair for the high school if they are open to it. Willing to do a book fair at the same time as the job fair on May 9th
 - a) Possibly donate the scholastic dollars to the high school library to buy books if the high school administration is interested.
- What went well:
 - a) Appreciate the assistance from the teachers on Thursday!
- Do differently next time:
 - a) Next time find the \$3 books and set up a sales table.
 - b) Kristen will ask about the "buy one/get one" book fair.
 - c) See if there is a more flexible way to allow volunteers to sign up for the hours that work for them

November Restaurant Night:

- Monday November 27th
- 5pm-7pm
- Will do PTO meeting after the Restaurant night is over
- Need to request basket donations for the raffle
 - Reach out to local businesses
- Christiana to bring the table cloth
- Flyers in the friday folders
 - Jamie will do the flyers on the 17th
 - Christiana to do the flyers on the 22nd

6. New Business:

Winter clothing drive

- Jamie will email Alicia to see if there is a need for the PTO to sponsor a winter clothing drive.

December 20 or 21st - Santa and Elves visit the classrooms

- Jamie will ask Erica for volunteers from the high school
- Megan has the Santa costume

Upcoming event planning for the 2023-2024 school year:

- November
 - 27th - Restaurant Night at Pizza Pub in Pine City, 5-7pm
- December
 - 20th or 21st - Santa & Elves hand out candy canes
- January
 - 19th - Event - Possibly movie night?
 - Teacher's appreciation
- February
 - Hugs & kisses candy grams
 - Ask student council to help & use bags instead of boxes for easier delivery to teachers
 - 26th & 29th - Book Fair
- March
 - Restaurant night - date & location TBD
- April
 - Luau Dance - date & location TBD
 - 22nd - Earth day
- May
 - Book Bingo
 - 6th grade lunch

Upcoming meetings:

2023:

November 27th: Monthly PTO Meeting - 6:30pm (Same night as Restaurant night so location will be at Pizza Pub in Pine City)

December 18th, move to the 11th: Monthly PTO Meeting - 6:30pm

2024:

January 29th: Monthly PTO Meeting - 6:30pm

February 12th: Monthly PTO Meeting - 6:30pm

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