



# Meeting Agenda & Minutes

## CE Jacobson Elementary PTO Meeting

Date: 12/11/2023

Location: Tailgaters, North Branch

### 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 11/27/2023 meeting

### 3. Officers' Reports:

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

- a. Has been in touch with Erica regarding volunteers for the Santa day - Thursday 12/21/23.
- b. How can we make fundraising more lucrative for the PTO? Lot of effort by the officers but the events tend to have lower financial return which makes it hard to make financial progress towards larger initiatives.
  - i. Suggested to start planning a carnival for next year. Involve the classes and teachers. Silent auction. Local business support is going to be essential. Can we get volunteers now to start working on it?
  - ii. Break into committees such as:
    1. Restaurant night
    2. Carnival
    3. Book Fair
- c. Could we do a "Meet the PTO" event for parents in Feb or March? Wondering if Chuckers would be an option, do we try for a bowling night or a family game night?
- d. Can we go to an upcoming staff meeting to share what the PTO has been planning and working on, and ask for feedback? Early Thursday AM? Jamie will ask Alicia.
- e. Teachers appreciation - PTO did a donation towards the Teacher's christmas party for teacher's appreciation this year.

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

- a. Scholastic dollars
  - i. Goldenstein was able to get a really good order in for the school library. Will have ~\$2800 left in scholastic dollars.

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

- a. Megan will order a couple of different sizes of girls underwear for the school nurse's office
- b. Will look into cube (6 cubes) with drawers to house clothes in the nurse's office, sent an option to nurse to measure if it would fit.
- c. Annual tax filing completed.

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

- a. November'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 updates on a date yet

## 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. Need to discuss further with Taylor
- Homeroom teacher snacks
  - From prior meeting: Taylor will ask the teachers if they need anything. No updates yet.

### 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

#### December 21st - Santa and Elves visit the classrooms

- Jamie asked Erica for volunteers from the high school, pending response
- Megan has the Santa costume
- Kristen ordered mini candy canes

## 6. New Business:

- None

### Upcoming event planning for the 2023-2024 school year:

- December
  - 21st - Santa & Elves hand out candy canes
- January
  - Plan that PTO will help with STEAM event
- 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:**

2024:

January 29th: Monthly PTO Meeting - 6pm, Fiesta Cancun

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**