



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 8/7/2023

Location: Grumpy Minnow

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

Present: Jamie Amundson, Christiana Lawver, Kristen Leiferman, Taylor Conrad, Crystal Malewicki

2. Minutes: N/A

3. Officers' Reports:

1. President's Report - Jamie Amundson -

- a. Teacher's wishes - received a general request for all new teachers to get cube storage. Solicited feedback from the teachers and decided to decline the overall request following feedback from the teachers. If individual teachers would like to request cube storage, the request would be reviewed at that time.
- b. Received request for PTO to host a social gathering since there isn't going to be an open house this year. This would be to give the kids an opportunity to socialize with each other. Discussed options and decided not to pursue this event as there isn't enough time to plan given the other events being hosted.
- c. Lockers - will consider the topic closed until a specific request and dollar amount is received, then can start fundraising.
- d. Received request for PTO to host a table at the meet and greet days September 5th & 6th. PTO will host an unstaffed table.
 - i. Jamie will ask Alicia about the setup timeframe
 - ii. Jamie will coordinate setup the morning of Sept 5th
 - iii. Will get a table from the custodian
 - iv. Table cloth is in the PTO closet.
 - v. Donation jar
 - vi. Conrad will create a flyer that volunteers are needed, with a QR code that brings people to form to complete with their name and email, that will filter into a google docs spreadsheet. This will put people on the email list to get the PTO minutes and information on meetings and upcoming events. Really want to emphasize that anyone can participate and the time commitment is minimal. People can volunteer as much or as little as they want.

1. "Meet the PTO": PTO officers to type up the following and send to Conrad with a headshot:

- a. Name:
- b. PTO role:
- c. # of children (and grades, if applicable):
- d. Day job(s):
- e. How long have you been a part of the PTO?
- f. Why did you join the PTO?

- vii. Christiana to create volunteers sign up sheet for the October book fair and Homecoming event. QR code will be posted on the PTO table.
- viii. Poster with PTO accomplishments
 - 1. Events hosted
 - 2. Dollars raised
 - 3. Items purchased with fundraised dollars
- 2. Vice President's Report - Kristen Leiferman -
 - a. 6th grade lunch went well!
 - i. Do differently next time
 - 1. Make sure to request that subs are cut
 - 2. May need vegetarian or gluten free options
 - a. Ask teachers in advance if those options are needed
 - 3. Beverages should be milk from the cafeteria
 - a. Pitcher for lemonade took too long to fill
 - b. Book fair. Oct 16-27 & Feb 19-Mar 1 2024.
 - i. Christiana to create volunteer sign up for the Oct Book Fair to be posted on the table at the meet and greet
 - ii. Have the teacher's wish list books for purchase labeled better
 - iii. Ask for the "from" stickers so the kids can put their names in the books for the teachers
- 3. Treasurer's Report - Megan Johnston -
 - a. Apparel promo for homecoming?
 - i. Jamie to ask Lee Rood if they are doing anything for apparel since we don't want to compete
- 4. Secretary's Report - Christiana Lawver
 - a. May's meeting minutes were posted on the school website

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

- A. Not in attendance, no updates.

5. Old Business

Upcoming Event planning:

Teacher's wishes/requests - not reviewed, will discuss at next meeting

- Nurses office requested water bottles
 - Further review is needed, good deals online
 - Table this topic for next school year and see if it is still needed
- 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
 - Too late in the school year to order anything in bulk, table this for next school year

6. New Business:

Homecoming - Tiger Tailgate for elementary

- Homecoming football game is Friday Oct 13th
- Setup 6-6:30pm

- Would like to have some fun activities for elementary students from 6:30-8pm
 - Face painting/football stripes
 - Jamie will ask Sue who the city used for the kids day at the fair
 - Colored hair spray/spirit hair
 - Tiger paw tattoos
 - Little games
 - Throw football through a hoop/hole and get a prize
 - Order from Oriental trading co?
 - Assess what we have for prizes on hand
 - 20 coupons for free popcorn
 - Pictures with the school mascot
 - Need volunteer to wear costume
- Jamie to ask Lee Rood what they are planning for homecoming so we don't overlap anything
- Jamie to ask Sami Opitz if they are doing pom poms
- Will need advertising/flyers
- Christiana to create a volunteer sign up to be posted at the meet and greet

Upcoming event planning for the 2023-2024 school year:

- September
 - 5th & 6th - Table at back to school meet & greet
- October
 - 13th - Homecoming Tiger Tailgate
 - 23rd & 26th - Book Fair
- November
 - 27th - Restaurant Night at Pizza Pub in Pine City
- 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:

September 25th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

October 30th: Monthly PTO Meeting - 6:30pm

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

December 18th: 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