



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 12/19/2022

Location: Fiesta Cancun (last minute location change due to unexpected closure at planned location)

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

Present: Christiana Lawver, Jamie Amundson, Megan Johnston, Kristen Leiferman, Taylor Conrad

2. Minutes: Approval of minutes from 11/28/2022 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Need to do officer elections for next school year at next meeting
 - b. Flickabird is willing to do a Restaurant Night in March 2023, a Monday would work best. They will get back to us with a date
 - c. No update on Bowling in January, suggested pivoting to a restaurant night at Pizza Pub
 - d. Jamie will stop by the bank to get Kristen set up with the account & add Megan to Savings.
2. Vice President's Report - Kristen Leiferman -
 - a. Future book fair dates - Spring book fair is reserved to align with conferences (Feb 27 & Mar 2nd), as well as the fall book fair (Oct 16 & 20th 2023). Ask for delivery by Feb 21st and keep it through March 3rd.
3. Treasurer's Report - Megan Johnston -
 - a. Megan will print the Thank you letter for Fiesta Cancun
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:

December: Santa Day

- Dec 22nd (last day of school before winter break) - ask the office what else is going on so we can plan around it that day.
- Erica coordinated high school volunteers
- Megan dropped off Santa suit and 500 candy canes at the high school.
- Elf suits are in the band room. Jamie will drop off the elf suit and snowman at the high school office on Wednesday 12/21/22.

January: Restaurant Night

- Pizza Pub Pine City is a potential option
- Megan will ask which date would work best

February: Father Daughter Dance

- Date: Friday 2/17/2023
- Time: 6:30-8pm
- Location: Elementary Gym (preferred option) or Elementary Cafeteria (2nd choice)
 - Jamie will check on availability
- Cost: \$20 for 1 adult/1 child, \$5 for additional child, \$30 family max
- Payment options: Cash and Square
- Theme: Denim & Diamonds Daddy-Daughter Dance
 - Girls are invited to bring Dad, Uncle, Grandpa, or other special male guest.
- Seating in the gym - pull out ½ bleachers
- Jamie - Food:
 - Drinks (Juice/Punch/Lemonade?)
 - Dessert (Cookie?)
 - Other add-ons available for purchase:
 - Popcorn (Jamie will check on what supplies we have)
 - Candy
 - Ring pop
 - Ask local restaurants if they would like to offer a father/daughter dinner special
- Music - Jamie to ask Amanda about the DJ who helped with the Luau. Allie Hanson, gym teacher, may be able to help us with how to use the sound in the gym if we go that route.
- Kristen - Decorations:
 - Theme: Princess / stars / diamonds
 - Flower sales? Corsage or other? Kristen will ask her neighbor.
- Photographer?
 - Megan will email Cassie
- Look into scholarship verbiage options
- Google survey to gauge interest - ask how many would be attending so we can get an idea of headcount
- Games or activities?
 - Yard games
 - Giant jenga
 - Bags
 - Balloon Darts
- Craft activities?
 - Paper tie?
- Christiana - volunteers
 - Christiana will create a sign-up once the details are finalized
 - 1-2 volunteers for Admission 6:15-7pm
 - 3 Volunteers for snacks 6:30-8pm
 - 4 Volunteers for setup 5-6:30pm (5-5:30pm will be hallway setup)
 - 4 volunteers for takedown 7-8pm
 - 2 volunteers for chaperones 6:30-8pm
 - 2 volunteers for activities 6:30-8pm
 - Ask Erica for high school volunteers
 - Advertise volunteer sign-up link to teachers using the links to email all teachers

- ES_teachers for all elementary school teachers
 - HS_teachers for all high school teachers
- Christiana - Advertising
 - Christiana to create a flier once the details are finalized
- Winter clothing drive
 - Locations:
 - Unity Bank
 - Elementary School
 - Rush City Liquor Store
 - Perrault Chiropractic
 - Megan has 4 boxes and wrapped them with wrapping paper for the drop off locations, she will drop them off tomorrow
 - Depending on what we get for donations, we can use some money to buy what doesn't get donated
 - Jamie will ask Taylor Conrad if she can be in charge of dispersing the clothing
 - Will keep the boxes out through January 5th
 - Jamie will stop in weekly on Mondays and pick up donations
 - Survey sent out to gather needs, so items can be distributed

Teacher's wishes/requests - see *officers report above for status update*

- Easels - Heather ordered them and dropped them off before school was out. All 3rd grade teachers got one. Zeltinger, Erdman, and Hathaway. - Heather paid for the easels and will turn in receipt, used PTO card. Pending receipt submission.
- Gift cards purchased from Dollar General. Pending receipt submission.

Other ideas for 2022-2023:

Event planning:

- December: Candy Cane day with Santa and Elves
- January: Restaurant night (pending)
- February: Candy Grams/Hugs & Kisses for valentines day. Daddy/Daughter dance.
- March: Book Fair & Flickabirds Restaurant night (pending)
- April: Luau Dance / Earth day clean up
- May-June: 6th Grade Lunch / Teacher Appreciation / Book Bingo

6. New Business:

- Hugs & Kisses (Candy grams)
 - Taylor & Crystal will print the sheets and send them home in the Jan 27th & Feb 3rd Friday folders.

- Teachers to hold the sheets and money in manila envelopes, and turn into the office by no later than Feb 7th.
- PTO to create the bags on Feb 8th
- Hold Feb 13th for any stragglers
- To do:
 - Start buying hugs & kisses, & order valentines themed bags.
 - Bring decorated box to the office so the teachers have a place to drop off their envelopes.
- Results from last year - ~750 Candy grams sold

Upcoming in 2022:

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

February 21st: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

March 27th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

7. Review Action items (old and new)

ACTION ITEMS:

To be completed before January meeting or date indicated:

1. Tasks listed above as assigned

Due date: by next meeting

8. Adjournment