



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 1/30/2023

Location: Elementary School Media Center

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

Present: Christiana Lawver, Megan Johnston, Kristen Leiferman

2. Minutes: Approval of minutes from 12/19/2022 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Not in attendance
2. Vice President's Report - Kristen Leiferman -
 - a. 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). Requested delivery by Feb 21st and to keep it through March 3rd.
 - i. Kristen is meeting with Amber at Scholastic on 2/2/23 to finalize the details
 - ii. Christiana to make the sign up sheet: <https://signup.com/go/FBXLrwt>
3. Treasurer's Report - Megan Johnston -
 - a. Megan printed the Thank you letter for Fiesta Cancun but it came back in the mail. Will be dropped off this week.
4. Secretary's Report - Christiana Lawver
 - a. Posted last month's minutes on the school website
 - b. Sent Father-Daughter dance flyer to be posted on school website

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

- A. Not in attendance, no updates.

5. Old Business

Upcoming Event planning:

February: Father Daughter Dance

- Date: Friday 2/17/2023
- Time: 6:30-8pm
- Location: Elementary Gym
- 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 was able to get someone to do the music, Jim Anderson.
- Kristen - Decorations:
 - Theme: Princess / stars / diamonds
 - Flower sales - 175 Carnations ordered, selling for \$3/ea
- Photographer
 - Cassie will be the photographer, she is volunteering
 - Backdrop will need to be purchased by the PTO
 - How will people get their pictures?
 - Link - may need a flier to hand out so people can get their pictures
 - 5 Days to get the pictures posted
- Facebook event - Megan will create
- Games or activities?
 - Yard games
 - Giant jenga
 - Bags (Megan & Kristen will bring sets)
 - Others?
- Craft activities
 - Picture Frame with popsicle sticks
 - Need to determine what supplies are needed, follow up with Jamie
- Christiana - volunteers
 - Christiana will create a sign-up: <https://signup.com/go/NAUbcWh>
 - Megan emailed Erika Matzke-Stolz 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
 - Flyer is created and posted

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, at 5:30pm
- Hold Feb 13th for any stragglers
- To do:
 - Christiana bought 30 bags of hugs & kisses, & Megan ordered valentines themed bags. Kristen ordered 24 more bags of Candy.

- Brought decorated box to the office so the teachers have a place to drop off their envelopes.
 - Post hugs and kisses poster to facebook
 - Email poster to Kim S to post on website
- *Winter clothing drive (did not discuss, notes are from previous meeting)*
 - *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:

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

6. New Business:

- Book Fair details to be finalized at next meeting
- March Restaurant night at Flickabirds to be finalized at the next meeting

Upcoming in 2023:

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

February 27th 12pm-3:45pm: Book Fair in Elementary School Cafeteria

March 2nd 4pm-7:30pm: Book Fair in Elementary School Cafeteria

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 February meeting or date indicated:

1. Tasks listed above as assigned

Due date: by next meeting

8. Adjournment