



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 4/24/2023

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 3/20/2023 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Not in attendance, no updates.
2. Vice President's Report - Kristen Leiferman -
 - a. Book bingo will be May 5th and books have arrived. Doing it during the specials, all classes going to the gym at once.
 - i. \$3,343.98 spent on the books for this event (in scholastic dollars earned during the book fairs), still have about \$1,500 in scholastic dollars remaining.
3. Treasurer's Report - Megan Johnston -
 - a. Megan will follow up with the accountant regarding tax exempt status filing
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:

- Flickabirds Restaurant Night - 3/27/23
 - What went well?
 - Baskets were great
 - Suggested donations were helpful to raise \$\$
 - Great donation from Flickabirds
 - Do differently next time?
 - Sending out another set of flyers in Friday folder
 - Have more lead time, try to schedule them after the book fairs so we can talk up the event and advertise

Teacher's wishes/requests -

- 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:

Earth day (4/22/23)

- Second grade is doing a clean up day, scheduled for Thursday 4/27
 - PTO will provide cookies & juice, Jamie is coordinating getting cookies from Rush City Bakery.
- Earth day poster contest with one winner per class and the PTO as judges
 - 25 classes (15, as 4th & 5th grade did not participate)
 - PTO will provide prizes (certificate & reusable water bottle)
 - Judging to occur after PTO meeting on 4/24
 - Kristen printed certificates for the winners
 - Megan picked up the water bottles from Midwest Design Co.

Teacher's appreciation week

- May 8-12 is teacher's appreciation week. PTO would like to do something for the teachers.
- Kristen will email Alicia and Kim to see what the PTO could provide for a dessert (could do donuts/coffee/juice for the Thursday meeting, or just drop off cookies or a cake).

6th Grade lunch

- **Date:** June 1st or 2nd - Kristen to email Alicia to check on which date would work
- Walmart subs - 3 trays for 75 people last year. Need to confirm pricing and options.
 - Megan will call and check.
- Cookies, bags of chips - order from Walmart as well
- Beverages - lemonade?
 - Check PTO storage for plates and lemonade amounts to determine what needs to be purchased.

Upcoming in 2023:

May 22nd: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

June 26th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

7. Review Action items (old and new)

ACTION ITEMS: To be completed before May meeting or date indicated:

1. Tasks listed above as assigned **Due date:** by next meeting

8. Adjournment