



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 5/22/2023

Location: Elementary School Media Center

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

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

2. Minutes: Approval of minutes from 4/24/2023 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Cookies for earth day, 2nd grade clean-up. Teachers sent pics. Kids had fun!
 - b. Jamie has a list/inventory of the closet, will add to the shared drive
2. Vice President's Report - Kristen Leiferman -
 - a. Earth day cups were very cute, contest was a success!
 - b. Book bingo was May 5th and the kids loved it!
 - c. Made teacher's appreciation kits, they turned out great and were very appreciated!
 - d. Next year's school calendar is out, asked for dates for book fair. Oct 16-27 & Feb 19-Mar 1 2024.
3. Treasurer's Report - Megan Johnston -
 - a. Accountant submitted tax exempt status filing and we should expect a bill
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:

Earth day (4/22/23)

- Earth day poster contest with one winner per class and the PTO as judges
- Second grade clean up day happened Thursday 4/27
 - PTO provided cookies & juice, Jamie coordinated the supplies and setup.
- Went well
 - Cups were so cute and very appreciated - for the poster contest
 - Melanie Hedberg helped out a lot as well, setting up the cookies for the 2nd grade clean-up
- Do different next time:
 - Give more lead time and solicit feedback from art teacher on ideas next year

Teacher's appreciation week

- Kristen put together teacher's appreciation bags and Jamie picked up chocolates

- Went well
 - Bags were super cute
- Do different next time
 - Target Late January or early Feb for a staff appreciation
 - Do a card for teachers appreciation instead of food since they get inundated that week.

6th Grade lunch

- **Date:** June 2nd, time: 12:15pm (set up at 12pm), location at the school: Grummon's room
- Walmart subs - 4 trays needed (~86 people including teachers)
 - Tray options (6 ft sub) (3 meat & 3 cheese choices) (lettuce, tomato ,mustard, mayo)
- Jamie will order the cookies from rush city bakery & subs from Walmart
- Jamie will check the list of supplies, there is probably plates in the closet
- Bags of chips - order from Walmart as well (Jamie will pick up)
- Beverages & cups - have plenty in the closet
 - Pitcher - Jamie will pick up one
- Volunteers:
 - Jennifer K
 - Tracy S
 - Megan's sister in law
 - Kirsten can pick up subs and get them to the school
 - Taylor will pick up the cookies

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:

Open house

- No open house this year - discuss at the next meeting

Recruitment:

- Discuss at the next meeting - really need to work on getting more people involved
- Create a flyer for the next school year that volunteers are needed

Upcoming in 2023:

Note: Skipping June & July meetings, and scheduling a meeting for the first Monday in August (August 7th) at Grumpy Minnow to do the planning for next school year.

August 7th: Monthly PTO Meeting - 6:30pm at Grumpy Minnow

Book Fair: Oct 16-27, 2023

Restaurant Night: November 2023 (Ask about Pine City Pizza Pub when it gets closer)

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