



Meeting Agenda & Minutes

CE Jacobson Elementary PTO Meeting

Date: 2/21/2023

Location: Elementary School Media Center

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

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

2. Minutes: Approval of minutes from 1/30/2023 meeting

3. Officers' Reports:

1. President's Report - Jamie Amundson -
 - a. Restaurant night at Flickabirds, Monday March 27th. 5-8pm
 - b. Gave the other officers access to the Facebook page
 - c. Requesting to buy 2 square devices for the PTO, 1 for admissions and 1 for concessions
 - i. Approved
2. Vice President's Report - Kristen Leiferman -
 - a. Candy grams receipt turned in - last receipt needed for profit & loss.
 - i. Megan to total P&L this week
 - b. Daddy / Daughter dance receipts submitted
 - c. Future book fair dates - Spring book fair aligns 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.
 - i. First flyer went out in Friday folders last week & 2nd flyer to go out this week
 - ii. Teachers wish lists are updated
 - iii. Signs have been updated with dates and times
 - iv. Kristen will email Kim about the tables for the book fair and confirm the cafeteria is reserved
 - v. Megan will bring change.
 - vi. Megan and Jamie will be there all day on Monday
 - vii. Kristen is by herself on Thursday
 - viii. Significant shortage of volunteers. Attempting all avenues to get help.
 1. May need to cancel Thursday's book fair due to lack of volunteers.
3. Treasurer's Report - Megan Johnston -
 - a. Deposited the daddy/daughter dance money, candy gram money, and the United Way donation check.
 - b. Canceling PTO Today subscription
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:

February: Father Daughter Dance

- What went well?
 - Photographer did amazingly well, long lines but they moved quickly
 - Flowers and snacks were a hit!
 - All of the candy sold
 - Good popcorn - went through 12 packs of the kernels.
 - Pricing was reasonable, and we didn't need to make change for the majority of the people who came through, which allowed for faster admissions
 - Craft was a hit, Jen's girls did an amazing job helping with the craft
 - Curtain hanging decorations in the doorway
 - Restaurant deals were popular
- What would we do differently next time?
 - Have way more time to set up
 - Obtain more volunteers (this is a MUST)
 - Separate the flowers and the snacks, to simplify checkout
 - Position the cookies/beverages further away from the entrance so there isn't a bottleneck at the door
 - Rope off the photography area or put in the corner, to avoid kiddos running in front of the camera
- Other:
 - Thank you to Pink Peony (Kari Johnson) & Embracing Grace Photography (Victoria Klick)!

Winter clothing drive

- Locations:
 - Unity Bank - Megan picked up
 - Elementary School - already picked up
 - Rush City Liquor Store - picked up
 - Perrault Chiropractic - Megan will follow up
- Once everything is picked up, the drive is considered wrapped up/completed

Hugs & Kisses (Candy grams)

- Results from this year - Pending P & L

Teacher's wishes/requests -

- Mrs. Peters' post - see what supplies she still needs
 - Jamie will send her an email to her to see what she needs
- Nurses office needs clothing for when change of clothing is needed for kiddos
 - Megan will ask what they need
- Homeroom teacher snacks for kids who didn't bring in snacks
 - Look at options for buying in bulk, store in teachers lounge, refill it a couple times per year
- Assisting with stocking the roar store

- Mrs Giller request
 - Megan to follow up

Other ideas for 2022-2023:

Event planning:

- March: 3/27 Flickabirds Restaurant night
- April: Earth day clean up, date TBD
- May-June: 6th Grade Lunch / Teacher Appreciation / Book Bingo

6. New Business:

- Flickabirds Restaurant Night
 - Date: Monday, March 27th
 - Time: 5-8pm
 - Jamie to confirm date and time
 - Advertising: flyer needed
 - Baskets/giveaways TBD

Upcoming in 2022:

Feb 27 & March 2nd: Book Fair during conferences

March 20th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room

~~March 27th: Monthly PTO Meeting - 6:30pm at Elementary School Media Room~~, moved to 3/20

March 27th: Restaurant Night at Flickabirds, 5-8pm

7. Review Action items (old and new)

ACTION ITEMS:

To be completed before March meeting or date indicated:

1. Tasks listed above as assigned

Due date: by next meeting

8. Adjournment