Congress Park PTO Minutes

October 3, 2016

1. Call to Order: 7:00 p.m.
2. Principal Report:
3. Teacher Institute Day is October 11. Teachers will be focusing on Schoolwide reading program. P.E. teachers and Special Education teachers will be at conferences.
4. Halloween outside parade will be at 1:30 and classroom parties will begin at 2:00pm.
5. Parents will walk children in and visit the classroom on 10/21, followed by refreshments in the lunchroom. More details to come. PTO to provide refreshments.
6. PTO volunteer needed to update school birthday calendar in hallway.
7. Continue sending messages for kids during morning announcements.
8. Send volunteer requests to teachers to send out to parents in weekly/monthly emails.
9. Secretary Report:
10. Minutes presented from September 12 meeting. Katia Houston made a motion to approve the minutes and Kevin Cantwell seconded the motion.
11. Treasurer Report:
12. Heather Stenson presented. Treasurer documents currently being updated. An expense sheet will be added to all activities for the chair to track moving forward. This form will need to be turned in with cash boxes and cash receipt forms.
13. Updated budget presented.
14. Fundraising Report:
15. Elizabeth Gillette presented.
16. Dine Outs:
17. Culver’s – September 20 (received 10%) = $50
18. Aurelio’s – October 4 (receiving 20%) - 11:30am-9pm (no flyer needed)
19. Baker’s Square – November 1 (receiving 15%) - All day
20. Gemini – 42 (K-3) children participated. Next event is October 7 (4-6 grade) from 7-9pm/
21. Spirit Wear – Orders received by 9/23 have been distributed. Melanie accepting orders continuously but will put forms in Friday folders prior to holidays.
22. World’s Finest Chocolates – Sale packets arriving 10/25. Sale will be November 4-18. Products delivered 12/14. Profit from holiday sale 2015 was $1,650.
23. Volunteer Coordinator Report:
24. Sign-up Genius is set up for Playground campaign, Fall Carnival, and Winter Wonderland.
25. We need volunteers, please spread the word to as many parents as possible.
26. VP Communications Report: No report.
27. VP Events Report:
28. Pumpkins will be delivered to classrooms for decorating contest.
29. Committee Reports:
30. Box Tops - $300 raised to date. Please check expiration dates and hand in before they expire.
31. Coke Rewards - $25 received.
32. Kellogg’s - $25 received, with another $25 on the way.
33. Tyson - 100 labels received, check is on the way.
34. Game Night/Spaghetti Dinner – Event chairs still needed.
35. Picture Day – Van Gogh set to arrive on 10/6.
36. Yoga – Dates need to be scheduled.
37. Carnival – Fun Services to provide some games and some games from last year will be used. Raffle will be moved to the middle of the gym for viewing. Poster contest winners were announced today, with a total of 74 entries received. Tammy Izaguirre will be making banners to advertise event. Event will be open to those outside the school, but not heavily advertised to them.
38. Playground – Raffle tickets to be distributed to students within 1-2 weeks. Each child will receive 10 tickets to sell at $20 each. Children encouraged to solicit outside of the district. Volunteers needed to hand out donation jars. Families encouraged to ask employers for donations. Fundraising bake sale will be held on Election Day in the gym. Volunteers needed to sell baked items to those coming in to vote.
39. President’s Report: No report.
40. Teacher’s Report: No report.
41. New Business:
42. Brookfield Library representatives in attendance to discuss upcoming vote for new library.
43. Two to three times the number of people use the Brookfield library than surrounding libraries with much less space.
44. Current library has no quiet space, limited space for after school program, no parking, one small elevator with space for only one wheelchair, no study rooms, and no space for classes.
45. New building must be built as current building cannot withstand adding another story.
46. Representatives encourage community to vote “yes” on 11/8/16.
47. Plans for the new building can be found at [www.brookfieldlibrary.info](http://www.brookfieldlibrary.info)
48. Open forums to discuss plans will be held on October 5 (6-9 pm), October 15 (10am-1pm), November 3 (6-9pm).

Motion to adjourn by Tammy Izaguirre, Katia Houston seconded the motion.

Meeting adjourned at 8:06 p.m.