**Congress Park PTO Minutes**

**November 6, 2017**

1. Call to Order: 7:05 p.m.
2. Principal Report:
	1. Mrs. Jimenez presented.
	2. Interviews for a math interventionist are being conducted. Hope to hire by next week.
	3. I am enjoying getting to know the students at Congress Park. I am currently building relationships with teachers and I hope to connect with parents more through coffee get-together opportunities. More info to come.
3. Secretary Report:
	1. Chris Witte presented.
	2. Judi Lundberg motioned to approve the minutes from the 10/2/17 meeting and Katy Hillman seconded the motion. The minutes were approved.
4. Treasurer Report:
	1. Julie Narimatsu reported.
	2. Current budget was distributed.
	3. Trivia Night netted about $400.
	4. We have around $5,000 in our account from last year that we would like to distribute to teachers through grants. The process for applying and distributing is still being written and will be brought to the PTO upon completion. Once approved, it will be added to the bylaws.
5. Fundraising Coordinator
	1. Taline Nikolopoulos presented.
	2. I am researching a potential addition of an Enrichment Fund for Congress Park. This would fund larger initiatives in the school. I am meeting with Dr. Schumacher soon to discuss what we can and cannot fund with a program like this. Ideally, this would reduce or eliminate the need for smaller fundraising initiatives like Affy Tapple and World’s Finest Chocolates, while still focusing on community building in other efforts. Some ideas we have had to bring in funds would be movies in the gym, runs, etc. Once a clearer plan has been established, it will be presented to the PTO members. We are uncertain at this time if the executive board or PTO members as a whole will decide which initiatives to fund. Some voiced concerns over this idea from PTO members were that some people enjoy purchasing the fundraising items the students sell. It was brought up that we should set up a survey monkey poll to assess opinions from all PTO members.
	3. Spirit Wear order forms will be going home within a week, and items are available online already. Items are available at a discounted rate to encourage the display of school spirit. They have a new logo, different colors, and the option to personalize.
6. Volunteer Coordinator
	1. Rachel Nava presented.
	2. We still need a chair for Family Game Night, which has been moved to 4/13.
	3. Laura Schmidt, Katy Hillman, and Judi Lundberg volunteered to chair the event. Allison Quirke will coordinate the raffle portion.
7. Vice President of Communications
	1. Alan Miller presented.
	2. There is a Donors Choice option on Facebook to fund flexible seating in Ms. Valverde’s room. Her room is the only fourth grade room without it.
	3. Moving forward, I will post information on both the PTO Facebook page as well as the CP-PJH Facebook page.
8. Vice President of Events
	1. Gail Housman presented.
	2. Turkey Shoot 11/16
	3. Winter Wonderland 12/9
	4. Cultural Night possible 3/15 (may need to reschedule this as it conflicts with a BPAC event)
	5. Spaghetti Dinner/Game Night 4/13
	6. Science Expo 3/3
	7. D102 Run 4/29
	8. 6th Grade Event – Sugar cookie decorating and hot chocolate will be sold at Winter Wonderland.
	9. Adult Trivia Night – Next year the chairs will be looking for a BYOB venue. Kristi Blasky and Casey Hanen will chair the event again.
	10. Affy Tapple – Netted more than $800, final numbers to come.
	11. Book Fair – no report.
	12. Box Tops – We collected 4,670 in four weeks totaling $467. Ms. Nutley’s class came in first place with 612 collected. They had a pizza party last week as their prize.
	13. Cardio Dance – First session was last Friday with six people in attendance. We need four more people to join in order to break even. It is open to the public and will be $15 for the remaining 5 sessions. If interested, attend the next session on November 17. Dawn LeClere will create an event for Cardio Dance on Facebook.
	14. Cultural Night – We need to confirm the date. It will be open to the public.
	15. Dine-Outs - Panda Express on 11/14 and Prima la Pizza the week of 12/10-12/16.
	16. Fall Carnival – Updated budget distributed. We made $1,000 more than last year. We need to secure donors for those that chair the event in the future. We will work on getting co-chairs for the event to make the transition smoother. We need an additional 20 volunteers for next year to run games. If we secure the 2018 date we can secure leadership volunteers. The raffle prizes with the highest ticket numbers were Mary’s Morning Mix-up, Quarry tour, and the large teddy bear.
	17. Spaghetti Night/Game Night – no report.
	18. Original Artworks – orders due tomorrow.
	19. Winter Wonderland – There will be no holiday shop this year, but instead the children will make crafts to give as gifts. We need to figure out if they will pay a flat rate for all the crafts they make or if the cost will be per craft or free will giving. Also need to ensure we have a wrapping station. It was suggested that we have coloring pages available at no cost. The goal is to make money from the sale of pancakes, not the crafts. It was suggested to post the option to donate craft items on Facebook.
	20. Picture Day – First day of pictures went great. Retakes are 11/9.
	21. PIMA – no report.
	22. Playground – More may be planted during the fall and benches might be added. The painting of the current equipment has been deferred until next spring.
	23. Sports Resale – Need to confirm Heather Zoppa as chair, or possibly a co-chair.
	24. Turkey Shoot – Flyers to come out this week.
9. President’s Report
	1. Catherine Rodriguez presented.
10. Teacher’s Report
	1. No report.
11. New Business
	1. Bylaws – These need to be reviewed every two years and have not been done recently. They will be reviewed in of the fall 2018.
	2. Teacher grants – More info to come on the process for distributing these grants.
	3. BPAC presented information on making sure Congress Park is all inclusive to English and Spanish speaking families.

Elizabeth Gillette motioned to adjourn the meeting and Tammy Izaguirre seconded the motion.

Meeting adjourned at 8:30 p.m.