**Approved Congress Park PTO Minutes**

**December 4, 2017**

1. Call to Order: 7:09 p.m.
2. Principal Report:
	1. Mrs. Jimenez presented.
	2. Teachers are continuing SWI (Structured Word Inquiry) training
	3. We have a group of teachers doing Standards-Based Grading training.
	4. Teachers are also training on Social Studies State Standards C3 (college, career, and civic life). The district will have a committee to ensure we are correctly moving toward Social Studies Core Standards.
	5. A math interventionist has been hired. Nora Al-Omari has started and will be working Tuesdays, Wednesdays, and Thursdays.
	6. This Thursday, 12/7, is Coffee Talk with the parents and myself.
	7. 12/12 – Winter Concert
	8. PARCC testing will be conducted 3/12-3/22 with retakes happening 4/3-4/6.
	9. We are required by law to have BPAC at the school. Currently, the group will be taking a break to restructure to see how they can best benefit the community. Thank you to the PTO for serving the BPAC treats at parent conferences. They look for your continued support during the restructure.
3. Secretary Report
	1. Chris Witte presented.
	2. Katy Hillman motioned to approve the minutes from the 11/6/17 meeting and Elizabeth Gillette seconded the motion with two changes – adding Katy Hillman and Judy Lundberg as additional chairs for the Family Game Night and adding the reason why spirit wear was offered at a discounted rate. With these changes, the minutes were approved.
4. Treasurer Report:
	1. Julie Narimatsu reported.
	2. Carnival revenue finalized at $3,184.
	3. There are check request, deposit, reimbursement request, and cashbox request forms in the office. Please use the forms when completing any of these tasks. Also, please submit the reimbursement form within 30 days of the purchase. If you need it, I can write a check before you make the deposit. We also have a debit card that you can use if you let me know.
5. Fundraising Coordinator
	1. Taline Nikolopoulos presented.
	2. Spiritwear – we sold over $2,000 worth of items which will be delivered next week. We need a minimum of six items to reorder anything. This can be a mix of any items available. If you place an order, be aware that we will not process the order until we have a minimum of six items collectively.
	3. Mrs. Valverde is still looking to get flex seating for her classroom. The other two fourth grade classes have received enough community funding to have it, but Mrs. Valverde still needs $651. The PTO Board proposed matching up to $300 leaving a balance of $351 to raise from the community. There will be a bake sale at Winter Wonderland to raise proceeds along with a donation jar. There is a sign-up genius posted for donating baked items and they can be left in the office on Friday or Saturday morning at the event. While discussing, Katy Hillman motioned to approve the use of PTO funding to cover the cost of any remaining balance after the bake sale, up to the amount of $651. Laura Schmidt seconded the motion. The majority of members at the meeting voted to approve this motion and it was approved. The PTO will fulfill this request because the other two classrooms have already received flex seating.
	4. We would like to apply for 501c3 status which will allow us to apply for additional grants and funding. Hesitation in the past was the cost incurred and the additional effort involved. After researching more, it will only take about one week to complete the process and an additional $200 to file taxes annually with H & R Block. We will need to check to ensure that our events will still be covered under the district’s insurance. We will need to rewrite our bylaws in 501c3 format. They are scheduled to be evaluated and/or rewritten by January. They will be presented at the January meeting and voted on at the February meeting. If we do gain 501c3 status, we will be looking for a team of volunteers to research and apply for grants. Please contact Taline Nikolopoulos if this interests you.
	5. Allison Quirke suggested a program called Filmraiser which donates a portion of each movie ticket purchased to the school. Taline will research.
6. Volunteer Coordinator
	1. Rachel Nava presented.
	2. Casey Hanen and Kari Cantwell will chair the Spaghetti Night event.
	3. We need a lot of volunteers for Winter Wonderland. Please sign up online.
7. Vice President of Communications
	1. No report.
8. Vice President of Events
	1. Gail Housman presented.
	2. Cultural Night – 3/22
	3. Spaghetti and Game Night – 4/13
	4. You will be able to pay by credit card at Winter Wonderland. Mrs. Jimenez will follow up with the tech team to ensure we have internet at the event so cards can be charged. If we are unable to secure that, we will use data from personal cell phones to ensure credit cards can be used.
	5. Committee Reports:
		* + 6th Grade Event – Hot chocolate and sugar cookie decorating will be sold at Winter Wonderland.
			+ Adult Night Out – no report
			+ Box Tops/Labels/Tyson – no report
			+ Cardio Dance – Went great last week
			+ Cultural Night – no report
			+ Dine-outs – Prima la Pizza will be held the entire week of 12/10-12/16 with 20% going back to the school. The Panda Express dine out raised $69. Another Chipotle fundraiser will occur in March. Noodles and Company and Dinico’s are pending dates for dine outs.
			+ Game Night/Spaghetti Dinner – Game Night chairs will regroup in January to discuss. Taline mentioned that her husband’s company is interested in donating the supplies to make the spaghetti dinner for the entire event.
			+ Original Artworks – no report
			+ School Supply Kits – We have found a company called Shane that will provide the kits at a cheaper rate to us as EPI has increased their costs. We would receive a discount for those that receive free lunches and home delivery would be available for those that miss the order deadline. They will provide a kit for display at the kindergarten information meeting.
			+ Turkey Shoot – Raised $10. We are missing a check for $8 so please let me know if you come across it.
			+ Winter Wonderland – We need several volunteers, especially crafters, so please sign up online. Student Council will be helping and Kindy will touch base with Junior High students to see if they can help. The purchase of a $5 wrist band will allow each child to make all the crafts available. There will also be a wrapping station available. Rosie and Luis Gonzalez will be donating the use of a photobooth for the event. Coffee will be brewed and donated by Scott Marquardt who brews at the Brookfield Farmers Market. Alan Miller will promote this on Facebook.
9. President’s Report
	1. Catherine Rodriguez presented.
	2. Mrs. Forcash has asked for funding for indoor recess equipment – floor puzzles, magnatiles, etc. The supplies would cost $500. Elizabeth Gillette motioned to approve the request and Katy Hillman seconded the motion and it was approved.
	3. We will continue to discuss adding more bike racks to the school, however, based on the time of year and winter approaching, discussions will reconvene in the spring.
	4. Bylaws will be reviewed in January 2018.
10. Teacher’s Report
	1. No report.
11. New Business
	1. Elizabeth Gillette – Mrs. Smith is conducting a door decorating contest and she would like the PTO to judge the doors like we do for the pumpkin decorating contest. Elizabeth will coordinate the judging committee.
	2. Katy Hillman – District 102 Run will be held on 4/29 at 8:30am. Participants will receive a discounted rate during the month of February. We hope to have more teacher involvement this year at all events including this one. Taline will be researching the opportunity to add dolphin hats to the spiritwear line-up to encourage school spirit at such events.

Katy Hillman motioned to adjourn the meeting and Kevin Cantwell seconded the motion.

Meeting adjourned at 8:13 p.m.