**Approved Congress Park PTO Minutes**

**January 9, 2018**

1. Call to Order: 7:11 p.m.
2. Principal Report:
   1. Mrs. Jimenez presented.
   2. Thank you to the PTO for the indoor recess equipment that has already received use.
   3. A team of teachers attended a Standards Based training in December and another one is scheduled for February.
   4. There will be an upcoming Coffee Talk on 1/25 at 2:30 p.m.
   5. Flexible seating in Mrs. Valverde’s room has been received and is in use.
3. Secretary Report
   1. Chris Witte presented.
   2. Elizabeth Gillette motioned to approve the minutes from the 12/4/17 meeting with two changes and Laura Schmidt seconded the motion. The minutes were approved with changes.
4. Treasurer Report:
   1. Julie Narimatsu reported.
   2. Updated budget distributed, noting that Box Tops and Original Artworks would be added.
   3. The LTHS scholarship for $500 will be paid this year and next year we should discuss increasing the amount. Those that qualify need to have attended Congress Park for a minimum of two years, graduate with a 3.0 GPA and have three recommendations.
5. Fundraising Coordinator
   1. No report.
6. Volunteer Coordinator
   1. No report.
7. Vice President of Communications
   1. Alan Miller presented.
   2. The next e-blast will highlight the date changes for Spaghetti Game Night and Cultural Night.
8. Vice President of Events
   1. Gail Housman presented.
   2. Cultural Night – 3/22
   3. Spaghetti and Game Night – 4/13
9. Committee Reports
   * + - 6th Grade Event – No report
       - Adult Night Out – No report
       - Book Fair (Elizabeth Gillette) – Has been moved to 4/25-4/27 to coincide with the Open House which will be held on 4/26.
       - Box Tops/Labels/Tyson – No report
       - Cardio Dance (Judy Lundberg) – This Friday will be the last night and it will be held in the lunch room. We have already broken even on costs.
       - Cultural Night – No report
       - Dine-Outs – Prima la Pizza is pending revenue. Upcoming events are Portillos’s (1/23), Lou Malnati’s (2/27), Chipotle (3/20). We are potentially adding Tate’s and Zoo City Treats to April and May.
       - Fun Run – Date finalized for 4/29. We will need to provide a certain number of volunteers. We need to work with the teachers in an effort to get the kids excited and involved.
       - Game Night/Spaghetti Dinner – Meeting tonight to discuss details.
       - Original Artworks – Check has been received.
       - Sports Resale – No report
       - Winter Wonderland (Kindy Velez) – The event went great! Inventory was done on all the food so we can prepare better for next year. The crafts were well-received and the attendees were happy with the change from the holiday shop to giftable crafts. Photo booth was a hit and hopefully we can keep it next year as well as the coffee donor. We ended up spending $320 on the food and we ended with a profit of $538. Suggestions for next year include possibly changing the breakfast to a buffet as lines formed at the made to order pancake station. This might allow the breakfast line to run smoother. Also, we need to add more sausage next year and it was all gone before the end. Another suggestion was to have tickets instead of wristbands for crafts. Another suggestion was to change the name to “Breakfast with Santa” or advertise that he will be there more. Moving forward, we need to be more aware of the kitchen space and the cleanliness it needs to have when events end. An idea to ensure the kitchen remains clean is to develop a checklist to check at the end of each event.
       - Yearbook – No report
10. President’s Report
    1. Catherine Rodriguez presented.
    2. A contract will be signed this week for school supply kits after I touch base with Michelle Lum.
11. Teacher’s Report
    1. No report.
12. New Business
    1. Elizabeth Gillette – Mrs. Forcash may be developing a list of items beneficial to indoor recess time in case any parents have these items at home.
    2. Elizabeth Gillette – With Flying High coming up, please note that this is a very hectic event that may not be suitable for young children, even though it says 5 and older.
    3. Elizabeth Gillette – Progress has been made on getting bike racks installed. The district has confirmed there is space and I have been in contact with an organization that will donate them to us.
    4. Allison Quirke – Started a discussion on the possibility of getting more teachers involved in the PTO. Alan Miller confirmed via the bylaws that all staff members are automatically members. One suggestion was to put a sign-up sheet in the lunchroom and having at least one teacher liaison at each PTO meeting. We discussed how the parents would benefit from hearing the teacher’s perspectives on the trainings and events they attend. Mrs. Jimenez will discuss this with the teachers at the next building team leadership meeting.
    5. Bylaws will be provided before the next meeting and presented at the meeting for a vote.

Laura Schmidt motioned to adjourn the meeting and Tammy Izaguirre seconded the motion.

Meeting adjourned at 8:07 p.m.