

Parent Council Meeting Minutes

Date: August 27, 2026 Location: Paul Sawyer Public Library Time: 5:30 PM – 7:00 PM

Council Officers Present

- Co-President: Shana Moore
- Co-President: Elizabeth Armstrong
- Vice President: Megan Eggemeier
- Treasurer: Michel Hines
- Secretary: Ava Van Leuven

Call to Order

Co-President Shana Moore called the meeting to order at 5:40 PM.

Welcome and Overview for Classroom Parent Representatives

Presenter: Vice President Megan Eggemeier

Megan welcomed the new Classroom Parent Reps and gave a quick overview of what Parent Council does and what reps can expect this year. She talked through the main responsibilities: attending meetings, sharing information with classroom families, and helping with the grade-level event assigned to their class.

Grade-Level Event Assignments:

- Preschool – Teacher/Student Appreciation
- Kindergarten – Donuts with Grownups
- LEM – End-of-Year Awards
- 1st & 8th Grade – STEAM Fair
- 2nd & 3rd Grade – Grandparents Day
- 4th & 5th Grade – Winter Sing
- 6th Grade – Open House
- 7th Grade – 8th Grade Graduation

Volunteer Efforts and Summer Projects

Presenter: Treasurer Michel Hines

Michel shared the volunteer work completed over the summer, including cleaning and organizing inside the school, painting new picnic tables and refreshing older ones, landscaping, and painting a new mural.

To help increase volunteer involvement this year, Parent Council will set up a Sign Up Genius with ongoing opportunities and create a “Helping Hands” box where teachers can request small tasks like copying, laminating, or supply needs.

Treasurer’s Report

Michel reviewed recent expenses, including Parent Council and Parent Rep t-shirts, “CDS” hallway decals, the Back to School Picnic, and supplies for the Parent Council Social event.

Upcoming Fundraisers and Events

Mums Sale

The annual mums sale begins August 28. The goal is to sell 175 mums. Delivery is scheduled for September 17.

Fall Festival

The Fall Festival is the next major event. A sub-committee will be formed to help divide responsibilities. Each classroom will run one or two games, and Parent Council will provide the prizes.

Communication Recommendations for Parent Representatives

Presenter: Vice President Megan Eggemeier

Megan encouraged Parent Reps to reach out to their classroom teacher to complete an interest survey for future gifts and to send an introductory message to classroom families with information about upcoming school events.

Social Media and Classroom Page Updates

Presenter: Treasurer Michel Hines

Michel shared updates from a meeting with the school's social media coordinator. Teachers will be creating "About Me" pages, and a Google Drive will be created for uploading classroom photos. She also reminded Parent Reps about their Fall Festival game responsibilities.

Open Floor Discussion

Open discussion began at 6:00 PM.

Adjournment

Co-President Shana Moore adjourned the meeting at 6:20 PM.