

**Robert Crown School
PTO Meeting Minutes
November 2, 2016
RC Teachers' Lounge**

Attendance: Katie Kittleson, Cara Mohr, Jill Morino, Cinda Hansen, Mindy Kosiek

- I. The meeting was called to order at 9:28 am
- II. Minutes from the October 5th meeting were approved. 1st Jill Morino, 2nd Cara Mohr
- III. Treasurers Report *"Treasurer's report noted and put to file."*
- IV. Previous Month's Projects: October
 - a. Pumpkin Fest
 - Positive Feedback, ticket system worked well but may need to add more activities/options for ticket use next year. Event had increased attendance in the afternoon.
 - Waiting Kohls Associates in Action Donation, \$1500 for PF and \$500 for Date Night with Dad-some concern noted for number of adult/teacher volunteers, may need more for future events.
 - Profit \$2,809.62
 1. Spirit Wear sold \$844.00
 2. Silent Auction \$1,439.10-recommendation to keep the auction open later next year.
 3. Kohls Donation \$750.00 (split \$1500 with RCS)
 - Fun Pasta
 1. Sold \$302.00 at PF and \$80.50 online, profit \$75.70
 2. Will try to sell remaining pasta at Grand Event
 - b. Schwan's Kick Off
 - 10 supporters to date
 - Profit \$107.00
 - 26 days remain in campaign
 - Reminder on Facebook
 - c. Teacher Appreciation
 - Conference dinner went well; teachers enjoyed the taco bar and an amazing contribution on desserts!

- Total expenses: \$420.60
 - d. Red Ribbon Week
 - No issues, positive feedback for the week and assembly.
 - 3 “shows” for assemblies worked very well.
 - e. Halloween Parties
 - McGinn AM room parent stepped down, Cinda Hansen planned Halloween party for them and will touch base with McGinn to see what she wants to do for future parties.
 - All parties seemed to have been a success!
 - New times for parade and party times worked great!
 - Cinda Hansen to send out follow-up email to Teachers and Room Parents asking for feedback and reminders this week
- V. Current Month’s Projects: November
- a. Candy Buy Back
 - Ends November 10th
 - \$1 per pound, Max \$200
 - Recommendation to label donation bags with school name to ensure appropriate compensation.
 - b. Great American Fundraiser Kick Off
 - Runs 11/2- 11/16-catalogs distributed to classes on 11/1 by volunteers
 - Pick Up 12/8 3:40pm-6:00pm
 - Kick Off 11/2 during lunch hours
 - Catalogs include: Cinnabon, Hallmark Candles, Team Tumblers, Cookie Dough and Holiday Gifts
 - c. Book Fair and Grand Event
 - Book Fair 11/7-11/11
 - Grand Event and BK Night 11/9
 - All flyers went home with students 11/1 with class times
 - Change Wars was a success, last year raised \$2072, this year \$3376. Mrs. Comacateco was the winner with \$620, this money goes to books for her class and they win a party.
 - "Grand" Event flyers to go home 11/2--NEED volunteers for all stations for treasure hunt and pasta table
 - Volunteer email went out and we are filling up spots but could still use more volunteers. Laura Weintroub will send out additional email.

- Will buy items needed for Teacher Preview for Monday 11/7 this weekend. If anyone is available to help Monday morning that would be great. Preview goes from 8-9am and setting up at 7:30
- Friday 11/4 Set-up for Book Fair starts at 12:30- anyone else available to help?
- Looking for co-chair for Spring book fair (1-2 people)

VI. Next Month's Projects: December

a. Box Top Kick Off

- 12/1-1/31
- Flyer with attached baggies going home in November to drum up excitement and so families can start collecting. Mindy Kosiek will add the specific date

b. Holiday Shop

- Fliers going home in November to start collecting wrapping supplies
- Shopping mostly complete, Jill Morino overseeing additional purchases
- Need to sort and price items
- Cara Mohr made donation box for wrapping supplies

c. Winter Parties

- Parties are 12/21, 10:15am-11:15am and 2:15pm-3:15pm

VII. Reminders

- a. Add friends to Facebook page! Would ideally like 600 friends
- b. No photos posted to Facebook unless they are your child and only showing your children. Please share.
- c. No December PTO Board Meeting

I. New Business

Motions:

1. Art Department Supplies (ELMO), \$708.22-1st Jill Morino, 2nd Mindy Kosiek
2. PE Department Supplies, \$200.72 (No Motion Needed)
 - a. Portable Amplifier
 - b. Fitness Manual for Children with Disabilities
 - c. Resource Materials
3. 3rd Grade Science Materials, No More than \$800-1st - Cinda Hansen, 2nd Cara Mohr

4. Holiday Gifts and “Wishes” Donation, \$350 for Gifts and \$300 for Wishes-1st *Cinda Hansen*, 2nd *Jill Morino*

II. Closing Comments & Adjournment at 10:34 1st-*Mindy Kosiek*, 2nd *Cinda Hansen*

1. Inquiry regarding music department request, no official requests made yet according to Katie Kittleson
2. Cafeteria upgrades-No timeline on this project yet per RC
3. Ipads-Purchasing request has not been submitted yet.