

**Robert Crown School
PTO Meeting Minutes
October 5, 2016
RC Teachers' Lounge**

Attendance: Katie Kittleson, Cara Mohr, Jill Morino, Jessica Schachelmayer, Stacey Tyrken, Cinda Hansen, Jen Jandula, Kimia Watton

- I. The meeting was called to order at 9:30 a.m.
- II. Approve minutes (*1st Cara Mohr, 2nd Jill Morino*)
- III. Treasurers Report *"Treasurer's report noted and put to file."*
- IV. Previous Month's Projects (August and September)
 - a. Membership
 - Online totals still being determined
 - Robert Crown had 187 people submit for membership using the paper format
 - Of those 187 membership submissions, 146 members were Families and 41 were Staff
 - Total dollar amount brought in from paper membership was \$1897.00
 - b. Yearbook
 - Ordering period is closed at this time and additional books cannot be ordered.
 - We sold 517 yearbooks
 - Approximate Profit (which does not include shipping) is \$2068.00
 - 5th Grade cover contest is underway
 - c. Poppin' Popcorn Fundraiser
 - 114 Students participated in the fundraiser which ran 8/22/16-9/2/16
 - Students sold around \$11,000 in product
 - Total profit was \$4991.78
 - Next year we will look at new dates to avoid conflicts with Boy Scouts per their request.

- d. No-Hassle Fundraiser
 - 51 Families participated in the No Hassle Fundraiser which also ran 8/22-9/2
 - Total profit was \$1368.93
 - Total profit for the Fall Fundraiser was \$6360.71
 - Money will be used towards iPads
- e. Manna
 - September Sales were \$10,135.00
 - Total profit was \$479.05
- f. Room Parent Update
 - All letters introducing the head room parent went out last week to all students
 - A 2nd reminder letter went out Monday, 10/4/16 only to students who haven't replied to the initial letter
 - Monetary donation and volunteer slips are due 10/7
 - Parent volunteer lists are due to teachers on 10/11. Teachers will pick parent party volunteers on 10/11
- g. August Ice Cream Sales
 - Sold 414 Ice Cream Sandwiches which was up from the 350 sold in August 2015
 - Sold 331 Popsicles which was also up compared to the 300 sold August 2015
 - Total items sold 745
 - Profit was \$91.85
 - We purposely over bought on popsicles so that we would have a brand that meets the nutritional guidelines. We have 780 which will get us through October and January.
- h. September Popcorn Sales
 - Popped 685 bags
 - Profit \$182
- i. Teacher Appreciation
 - The schedule is set and 1-2 people are assigned for each month
 - Cinda Hansen did a great job with September! Each teacher got a caramel apple making kit.
- j. Birthday Books

- Books for August were delivered and the schedule is set for the remainder of the year. There are 3 people assigned to each month.

k. Date Night with Dad

- Very successful with a huge turnout! 591 Dad's and Kids
- Pros:
 1. Great Response
 2. Photo booth went well and adding a third booth really helped move people through lines quickly
 3. Food was a hit, could add pizza or hotdogs next year as the dads really seemed to enjoy it.
 4. All volunteers were so great and a special thank you to Kohls
 5. Awaiting the \$500 from Kohls Associates in Action donation
- Cons:
 1. We need more volunteers, it was a lot of people to manage
 2. For future events we will eliminate raffle baskets and door prizes
- Future:
 1. We will plan to do the event again next year however will sell tickets prior to the event to help manage the number of families

V. Current Month's Projects (October)

a. Pumpkin Fest

- Volunteers Needed!
 1. Requested for 3 stores for Pumpkin Fest, 2 stores (McHenry and Crystal Lake) has picked it up and are recruiting volunteers
 2. Cake Walk
- Raffle Baskets
 1. We have 10 raffle baskets ready to go including a new "Mystery Box"
 2. Total Spent \$112.53
- Auction

1. We will have 25-30 auction baskets. Some highlights are lunches, firetruck ride and visit with Santa

2. Total Spent \$115.00

▪ Fun Pasta

1. Pre bought and will sell “Fun” Pasta at vendor table

2. Pasta is \$6 each or 3 for \$15

○ 16 soup/chili = 50.40

○ 12 Halloween 33

○ 12 Turkey 33

○ 12 Princess /Pirate 33

○ 12 Snow 33

○ 12 Tree 33

○ 12 Pumpkins = (12) = 36

○ Total purchase \$251.40 plus \$23.60 -16.50 = \$258.50

▪ Updates from Jill

b. Schwan’s Kick Off

▪ 10/12-Campaign will run until 11/26, with 20% of sales to RC

▪ New Code-28404

c. Teacher Appreciation

▪ Conference dinner which will most likely be a taco bar

d. Red Ribbon Week

▪ October 24-October 28th

▪ Assembly October 28th, there will be 3 magic show all geared toward a healthy lifestyle

e. Halloween Parties

▪ 10:00 AM Kindergarten Parade, Party to Immediately Follow

▪ 1:50 PM Kindergarten through 5th Grade Parade, Party to Immediately Follow

▪ Parade will be held outside weather permitting

f. October Bulletin Boards

▪ New Chairs will be updating each month and they look awesome!

g. Ice Cream Sales

▪ October 28th

VI. Next Month’s Projects (November)

a. Great American Fundraiser Kick Off 11/2-11/16

b. Book Fair and Grand Event 11/7-11/11

- Grand Event 11/9
- Cinda Hansen did a webinar to earn \$25 extra Scholastic Dollars
- Cinda Hansen will send out google doc to staff next week to sign up for times
- We are starting to plan the "Grand Event" with Pirate theme (Scholastic Books selects the theme). The event will include a treasure hunt, face painting and possibly a balloon artist.
- We will plan to have some stations (such as face painting) and ask FBLA, NHS and NJHS students to help with that
- Burger King Restaurant Benefit will be all day 11/9

VII. Reminders

- a. If you are a committee chair, please send me an email update either after the event or prior to the next month's PTO meeting depending on the event

I. New Business

- Facebook is up and running!
- Website is also running and being updated as needed!

Motions:

1. Red Ribbon Week Assembly, \$1050 (*1st Cinda Hansen, 2nd Jessica Schachelmayer*)

II. Closing Comments & Adjournment

1. Motion to adjourn the meeting (*1st Cinda Hansen, 2nd Jill Morino*)
2. Meeting adjourned at 10:59 am