

Robert Crown School
PTO Board Meeting Minutes
August 24, 2026

BOARD MEMBERS IN ATTENDANCE

Board President Stephanie Knapik presiding. Board members Emmylou Grimm, Genevieve Mercurio, and Melissa Jackson in attendance.

COMMITTEE CHAIRS IN ATTENDANCE

Book Fair: Amanda & Jenna

ATTENDANCE

Hillary Boruta, Vanessa Jones, Milena Keska, Sara Nix, Angie Berlanga, Emily Early, Amanda Delatorre, Jenna Moder, Nicola Henry

CALL TO ORDER

Board President Stephanie Knapik called the meeting to order at 7:05pm

APPROVAL OF MINUTES

N/A

PRESIDENT'S REPORT

1. Picture Day today (8/24)
 - Code will be sent with proofs (2 weeks) for parents to order
2. Curriculum night Tuesday (K-2) Wednesday (3-5)
3. Next PTO meeting will be Sept 14 at 7pm
4. Book Fair
5. Pumpkin Fest on Oct 2, 2026

APPROVALS

1. **Approval of Melissa Jackson as PTO Secretary Motion Approved by Sara Nix, seconded by Amanda Deletorre**

STAFF LIAISON REPORTS

N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio
 - a. \$44,310.75 account balance
2. Apex orders for teachers have been ordered and distributed to the teachers classroom

COMMITTEE REPORTS

1. 5th Grade Celebration
 - a. Chair: Melissa Jackson
 - b. Date TBD Friday in May
2. Bingo
 - a. **Chair: OPEN [District Representative / Raffles]**
 - b. Date TBD in January 2026
3. Birthday Books
 - a. Chair: Genevieve Mercurio
 - b. Always looking for books to be donated
4. Book Fair
 - a. Chair: Amanda Delatorre and Jenna Moder
 - b. Scheduled 9/14-9/18. Decorating is planned for Friday Sept 11, after school beginning at 3:30pm
 - c. Clean up on Friday 9/18 volunteers needed to tear down and pack up books.
 - d. We will need volunteers via SignUp Genius for set up and volunteers to help kids shop
 - e. Change wars begin next week (8/31) Money earned is divided between teachers in the grade level to purchase books.
 - f. Family Night is Thursday 9/17 from 5p-7p
5. Fundraising
 - a. Mums (Emmylou Grimm) - Turks Greenhouses in Grayslake. Going to be teaming up with Matthews and Wauconda Middle school and splitting profits with them. Plan for the mum pickup on Sept. 17.
6. Fun Run
 - a. Apex fundraiser, 2 week program that works with the students in their classrooms.
 - b. Kids run outside on tracks at the end of the 2 weeks.
 - c. Raise money during the week for the laps that they complete.
7. Frozen Treat Friday
 - a. Chair: Laura Ensign (absent)
 - b. Typically 5-6 volunteers, we always welcome more, SignUp Genius will go out.
 - c. Popsicle and Ice cream sandwiches are sold for \$.50 each
8. Holiday Shop
 - a. Chair: Emmy Grimm
 - b. Week of 12/7- 12/11. Gingerbread theme
 - c. Kids are each given a shopping list and name tags. Additionally, gift wrap / bags are included
 - d. Gifts are priced \$1- \$6

- e. Having a night (Thursday) opened to middle school families to come and shop
 - f. Encouraging more gift bag donations. We should be okay on Amazon bubble mailers but still open to more.
 - g. Would like to encourage everyone to bring a reusable bag to bring gifts home
 - h. We will need volunteers via SignUp Genius looking for 6 for each class
9. Pumpkin Fest
- a. **Chairs: OPEN [Concessions]**
 - b. Scheduled for 10/2 Time: TBD
 - c. Teachers are present in classrooms hosting different activities.
 - d. We will need volunteers via SignUp Genius
10. Room Parents
- a. Chair: Christi Barry [absent]
 - b. Selected room parents will be contacted in the next week
 - c. 3 parties, Halloween, Winter, and Valentine's
11. Staff Appreciation Monthly/TAW
- a. Monthly treats and Conference Dinners
 - b. Spirit Wear is ordered for all staff
 - c. For TAW, all staff will be included / recognized during the week vs. individual days throughout the year.
12. Candy Buy Back
- a. Week after Halloween bring in extra candy
 - b. Conlon and Thompson takes candy and gives the school up to \$250
 - c. Candy is sent to troops overseas

NEW BUSINESS

- 1. PTO membership - Need to be a registered member to vote and attend district events, bingo.
- 2. Spiritwear for parents at RCS.

ADJOURNMENT

Board President Stephanie Knapik entertained a motion to adjourn. Motion made by Amanda Delatorre, seconded by Emmylou Grimm . Motion carried. Meeting adjourned at 8:18 PM.

Minutes submitted by: Melissa Jackson