

Robert Crown School
PTO Meeting Minutes
August 24, 2016
RC Cafeteria

Attendance: Katie Kittleson, Cara Mohr, Jill Morino, Jessica Schachelmayer, Cinda Hansen, Laura Weintroub, Christy Goodale, Kristi, Karrie Diol, Jen Jandula, Kimea Watton, Rose Ready, Jen Hart, Lisa Smith

I. The meeting was called to order at 9:21a.m.

II. Treasurer Report “*noted and put to file*”

III. Welcome and Introductions

- **Robert Crown Board Members were introduced including:**
 - Katie Kittelson-President (2nd year on board)
 - Cara Mohr- Vice President (1st year on board)
 - Jill Morino- Treasurer (3rd year on board)
 - Jessica Schachelmayer- Secretary (2nd year on board)
- **Brief description of PTO**
 - We are an organization run by volunteers to enhance and support the learning environment at RCS!
 - When raising money or making purchases, we base our decisions on what will benefit the school, all students, & staff
 - We raised over \$40K last year
- **Meeting Locations & Length**
 - We meet once per month, for approximately 1 hour
 - If can't come but would like to stay informed, please check the website for monthly meeting minutes
- **Kids Welcome at all meetings and events**

III. PTO By-Laws & Amendments

- If interested in learning more, current copy is on PTO website
- We follow Robert Rules for Meeting protocol
- Motions will be made for purchases over \$300 and must be passed by enrolled PTO members

IV. Membership

- Membership drive is from now until Sept 9th
- \$6 requested is to pay fees for New Membership app. Directory Spot available on phones

- If you signed up last year, you must renew for you to continue having access to the Directory Spot app.
- Partnership Money will go to school requested
- You do not have to be a member in order to volunteer or attend meetings but will need to be if you want to vote or participate in elections.

V. Committee Involvement & Volunteering

- Please sign up to volunteer using the blue form (*general volunteer) if you would like to help them with an certain event you may list yourself as a general volunteer
- Thank you to all our current Committee Chairs!
- Chairperson
 - o Master Chairperson list was sent around, please review for corrections
 - o Chairpersons were introduced
- Chairperson needed for:
 - o Family Literacy Night
 - o Kohl's Associates in Action
 - o Pumpkin Fest

VI. Calendar and Events

- Please refer to the bright orange PTO calendar for details
- Past events that remain on the calendar are:
 - o **Ice Cream/Popcorn Days** (rotate every other month, a great place to volunteer). First Sale is Friday August 26th
 - o **3 Classroom Parties** (Halloween, Winter and Valentine's). 1 Head Room Parents and 3 volunteers per party
 - o **Holiday Shop**
 - o **Shamrock Gym Night**
 - o **Track-a-Thon**
 - o Correction to the calendar, it is April 26th which is a Wednesday not Tuesday as noted.
 - o **Birthday Books**
 - o **Monthly Staff Appreciation**
 - o November and February the PTO will provide dinner for the staff on conference nights
 - o Volunteers are needed to plan monthly appreciation surprises for teachers
 - o **Pumpkin Fest (October)**

- Not a PTO sponsored event, however PTO assists with this event
 - Last year the PTO conducted a silent auction, which we will continue
 - A “Fun Pasta” vendor table will be added
- New this year:
- **Spirit Days!** There will be 3 special events during lunch plus decorations and give-a-ways. It’s a chance to show school pride. Wear Yellow/Purple and the first event is September 23rd!
 - **Date Night With Dad** (also September 23rd) will now serve as Movie Night,
 - **Book Fair’s Fall Grand Event** In November, paired with BK Restaurant Night and the Book Fair. A Special event for Grandparents or someone grand in your life. Theme is pirates!
 - **Book Fair and Family Literacy Night** (February)
 - **Date Night with Mom** (*April*)
 - **Facebook Page**
 - Informational purpose only
 - Comments and Questions should still be directed to the board
 - **Bulletin Board/Website**
 - Theme for each month and will have more students driven material/feedback
 - Themes include: Bulldogs Spirit, Art, Books, Sports, Building the community.
 - Will tie in with monthly events such as yearbook, track-a -thon and so on
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- Events Removed due to high enrollment, parking lot capacity and safety:
- Muffins with Mom
 - Donuts with Dad
 - Grandparents Breakfast

VII. Fundraising

- Main Goal this year is to save money for technology! Need new Chromebook Carts (approximately \$12,000 each) and new iPads for Kindergarten (60-90 units), and a new PA/Screen for cafeteria

- **A. Main Fundraisers**
 - o Poppin' Popcorn/No Hassle Fundraiser – Kicked off at Lunch on August 22nd and the sale ends on September 2nd
 - Last Year's profit was \$5137.51
 - This Year's goal is \$6000
- Great American Opportunities Fundraiser: Nov. 2nd- Nov 16th product distribution on December 8th
 - Moved the sales dates out from last year (2015 sale started in October)
 - Added 2 new catalogs (a candles, holiday gift items and a RC tumbler)
 - Kick Off assembly will be Wed Nov 2nd (EC-2nd 9:30am, 3rd -5th 10:00)
 - Last year profits were \$4,288.60 (down from the previous year but hopefully will gain additional interest with the change in timing and new catalogs)
- Otis Spunkmeyer - Jan. 11th -25th, Delivery Feb 28th
 - Last year profit was \$3,465.00

B. Ongoing Fundraising Programs

- Box Tops
- Campbell Soup Labels
- Pop Tabs
- Manna Gift Card Program
- Wauconda Gift Card Program (local)
- Schwans Food

C. District Fundraising Events

- Bingo Night (Date and location TBD)

VIII. Update on Completed Activities

- Landscaping
 - We work with Acres Group to have our landscaping done:
 - o New sod along both walkways
 - o weeded, edged and mulched everything
 - o planted new bushes around the sign
 - o trimmed two trees
 - o *Motion to spend \$1614.50 to pay Acres invoice (1st Cinda Hansen, 2nd Kimea Watton)*

IX. Reminders

A. Yearbook Sales

- o Yearbooks on sale from 8/17-9/9

- \$18.00 per book.
- ONLY doing pre-orders. There will be NO books for sale at the end of the school year.
- Must order online

B. Spirit Wear Sales

- Sale ends 8/26
- Sold product at Meet n' Greet (sold \$1692.13, which was up from last year)
- Product will be delivered end of September

X. Room Parent Information

- Sign Up Forms available at Meet and Greet AND Curriculum Night
- Head Room Parents are selected by the teachers/Room President chair/PTO President and done as fairly as possible
- You will be notified by a letter from Room President Chairs if you are the room parent
- Head Room Parent Meeting is Wednesday, September 14th @ 7:00 in RC Cafeteria
- Room parties are the following:
 - Halloween: Monday, Oct. 31 (parade & party)
 - Holiday Party: Wednesday, Dec. 21
 - Valentine's Day: Tuesday, Feb. 14

XI. New Business

1. Motions:

- Mascot Folders \$900.00 (have been reimbursed by Lifetouch) (*1st Cara Mohr, 2nd Christy Goodale*)
- Bookflix \$599.00 for Library, used \$700 in book fair \$\$ (*1st Kristi, 2nd Jen Jandula*)

XII. Closing Comments & Adjournment

1. Motion to adjourn the meeting (*1st Jessica Schachelmayer, 2nd Jill Morino*)
2. Meeting adjourned 10:10 am