

**Robert Crown School**  
PTO Board Meeting Minutes  
August 27, 2018 7:00pm

**BOARD MEMBERS IN ATTENDANCE**

Board President Cara Mohr presiding. Board members Marie Meyer, Mindy Kosiak, Jen Jandula and Susana Sancen. No committee (Board) members absent.

**COMMITTEE CHAIRS IN ATTENDANCE**

Maria L. Bhandari, Rachael Morales, Lulu Chapa, Debra Evin, Amy Routhier, Rose Ready, Kathy Dewar, Kristin Werdell, Katie Kittelson, Kimia Walton, Becky Sears, Rachael Gere

**GUEST ROLL CALL**

Mrs. Karrie Diol, Principal, Kim Hunt, Diana Shaffer, Lisa Wilk Kucklewski, Brooke Held, Cristi Barry, Kim Hunt, Jennifer Hudock, Christy Goodale, Stacey Tyrken, Amy Knee, Kelly Bays, Jennifer Chaikin, Maria Martinez

**CALL TO ORDER**

Board President Cara Mohr called the meeting to order at 7:04 p.m.

**APPROVAL OF MINUTES**

May 21, 2018. **Motion to approve made by Katie Kittelson, seconded by Maria Martinez. Motion carries.**

**PRESIDENT'S REPORT**

1. Board President Cara Mohr introduced the Board and provide an overview of the goals and aspirations of the RC PTO for this year.
2. PTO Board meetings will remain on Monday nights in the RC cafeteria or the library. To be able to vote or join the board, you must join and become a member of the District 118 PTO. Kids are welcome to all the PTO Board meetings.
3. This year, the PTO will complete the conversion of the RC Cafeteria into a state-of-the-art media room.

**FINANCIALS & TREASURER REPORT**

1. Board Treasurer Jen Jandula reported an overview of the 2017/2018 report and final balances. As of July 1, 2018, there remains a balance of \$7,285.13. At the end August 1, 2018, there was a current balance of \$4,305.87
2. Miss Hunt reported on behalf of the first-grade teachers thanking the board for providing new rugs, the monthly treats, the field trips and everything else the PTO supports.

**APPROVAL OF EXPENDITURES**

1. It was stated that anything over \$300 needs approval and these expenses will be shared with the PTO.
2. Request for the Teacher's Luncheon (August 14) approval. Rosatti's \$413.93. **Motion to approve by Kimia Watton, seconded by Rose Ready.**
3. Bookflix approval for \$1,369 was raised. **Motion to approve by Katie Kittelson, seconded by Lisa Wilk.**

4. Second Grade also requested rugs. It will take \$1,000 to cover all second-grade classrooms. **Motion to approve by Becky Sears, seconded by Lulu Chapa.**
5. There was a request to fund the rugs for the third-grade classes. This will be tabled and the PTO Board will make final determination. **Motion to approve up to \$1,000 by Rachael Gere, seconded by Kimia Watto.**
6. PTO Today (insurance) is a yearly fee divide by 5 schools and needs to be paid week of August 27 for a total of \$580. **Motion to approve this expense by Rose Ready and seconded by Kathy Dewar.**

## STAFF LIAISON REPORTS

1. Mrs. Diol had no questions for the Board. Miss Hunt expressed her gratitude for the “little things and big things” the PTO Board provides.

## COMMITTEE REPORTS

1. Bingo Night
  - a. No update from Chair (Leticia Gonzalez – absent). Event will be held February 1, 2019 at the Wauconda High School.
2. Birthday Books
  - a. Chair Rose Ready; Chapter books are needed.
3. Book Fair
  - a. Chairs Katie Kittelson and Meghan Reimers; Held three times a year. First Fall book fair is November 12-16. Family night is November 14 (grandparents can attend as well). All funds go directly back to the RC Library. Every classroom gets to visit and shop.
4. Box Tops
  - a. Chairs Amy Hortillosa and Mandy Peloquin; Collection competition in February and will run for two weeks. Start saving them. There is a mailbox by the front doors of the school to start dropping them off.
5. Bulletin Boards
  - a. Chair Melissa Kiekow; PTO is responsible for the two Bulletin Boards on the Right entrance of the school.
6. Date Night with Dad
  - a. Chair Susana Sancen. Flyers will go out this week. In need of Volunteers.
7. Date Night with Mom
  - a. Chair Susana Sancen. Dance Party for the Moms in the Spring.
8. District and Community Relations
  - a. In need of a chair person for this Committee. District runs four programs a year. Collecting Gym Shoes, Candy Buy Back Program and others.
9. Fundraising
  - a. Chair Nicole Cacioppo. There will be a big fundraiser in February; the only traditional fundraiser kept which is Poppin Popcorn and Pizza.
10. Holiday Shop
  - a. Chair Cara Mohr; Held before Christmas break. Items ranging \$1-\$6 are sold to the children to shop for their families and pets. Becky Sears volunteered to help.
11. Kindergarten Step Up
  - a. Chair Stacey Tyrken. All three kindergarten classes get to see what it is to be a first grader.
12. Landscaping
  - a. Chair Cara Mohr; PTO purchases plants and mulch. It has been completed for the year. Up to \$700 was approved and \$350 was the final cost.
13. PTO Membership-District and Data Entry

- a. RC Chair is Becky Sears; Katie Kittelson is our district representative. We have received about 200 memberships to date. As Cara Mohr receives the forms, she provides to Becky. September 7 is the deadline and the checks will clear after the deadline.
- 14. Nomination Coordinator
  - a. Chair Jessica Schachelmayer (absent); no updates
- 15. Popsicle Sales
  - a. Chair Christy Goodale. Every other month in school from 11:15am to 1:15pm
- 16. Popcorn Sales
  - a. Chair Helen Helfers and Kimia Walton; Every other month in school from 9:30am to 1:15pm.
- 17. Pumpkin Fest
  - a. Chair Kim Foley. A RC School event that the PTO supports. Held Saturday, October 13, 2018, from 10:00am – 2:00pm
- 18. Restaurant Benefit Nights
  - a. Chair Laurie Branunschweig (absent); Mindy Kosiek reports When you mention you are a RC Family and you dine in or carry out, the restaurants listed give you 10% and a percentage profit back to RC School.
- 19. Room Parents
  - a. Chair Katie Kittelson; If more than one parent volunteered, selecting out of a hat. Wednesday, September 12 is room parent meeting.
- 20. Schwans Cares
  - a. Chair Jessica Schachelmayer; Order online and food gets delivered to your house. A 40-day fundraiser 2-15% back to RC School.
- 21. Spirit Wear
  - a. Chair Tara Simonelli (absent); A new selection of Spirit Wear is available. It will be posted on Facebook. The company provided the flyers but not all information was provided, thus, you do need to put Robert Crown School when ordering.
- 22. Staff Appreciation
  - a. Chair Lulu Chapa; This is the last year Lulu is chairing, she has been doing for three years. You pick a month and you can make it a theme (lottery tickets, cookies, Star Wars, etc.), we need to sign-up and we have \$100 from the PTO funds. We usually plan for 90 to 100 people.
- 23. Track-a-Thon
  - a. Chair Cara Silverman and Christi Hebel (absent); raise money for our PE department and kids get to collect amount from neighbors, family, etc. Every class participates and run/walks for 30 minutes.
- 24. Volunteer Coordinator/Sign-up Genius
  - a. Chair Christi Hebel (absent); no update
- 25. Yearbook
  - a. Chairs Val Ruiz and Colleen Beyer; Orders are now being taken until September 7.

## **NEW BUSINESS**

Board President reported:

1. A successful Meet and Greet; raised funds of \$75 from My Flavor it.
2. Completing setup of audio system and will be up and running soon.
3. September 27 will be District-Wide Spirit Day. Promoting to wear purple and yellow at RC School.
4. Volunteer of the month drawing: Nicole Cacioppo (fundraising Chair).

## **ADJOURNMENT**

**Board president Cara Mohr entertained a motion to adjourn. Motion made by Lisa Wilk, seconded by Maria Martinez. Motion carries. Meeting adjourned at 8:10 p.m.**