

Robert Crown PTO Meeting Minutes
March 19th, 2018
Robert Crown Conference Room

In Attendance: Katie Kittleson, Cara Mohr, Jessica Schachelmayer, Jen Jandula (late arrival)

1. Call to Order and Establish Quorum
 - a. 12:36 pm
2. Approve Minutes; Cara Mohr, Katie Kittleson
3. Treasurer's Report
 - a. We are now able to print a report. Issues continue with the new system. RC has a significantly higher number of transactions compared to the other schools, each item needs to be placed into a category. Input that was put in, was not retained by the system. Due to the issues, Katie and Jen have started a Google Sheet with a TAB for each event for the financials. Current balance is approximately \$55,000. Transportation is owed \$6,000. Priority for funds raised is the upgrading of the cafeteria for a multi-purpose center, which Mrs. Diol is estimating at \$15,000-20,000. Additional monies raised will go towards classroom materials.
4. Book Fair
 - a. Sold \$14,000, up by \$100 from last year. Able to purchase \$1450 in new books for the library, approximately 200 books. For the school year, approximately 450-500 books from PTO.
5. Fundraiser
 - a. \$2400 Box Tops, that money goes directly to the school
 - b. \$2115 No Hassle
 - c. \$720 Pizza sales
 - d. \$2500 Popcorn Sales
 - e. Total Spring Fundraiser \$5335.00, up \$2300 from Otis Sale last spring
6. PTO Elections/Chairpersons for 2018-2019 school year
 - a. Jessica Schachelmayer stepping down from Secretary, Katie Kittleson undecided at this time. Most chair positions filled.
7. Glow Night with Mom
 - a. April 27th from 6-8 pm
 - b. DJ Deposit has been made
 - c. Sign Up Genius emailed out, added to Facebook. NHS and NJHS have been contacted
 - d. Cara doing flyers, Jess in charge of Ticket Order Data Entry, posters and face paint, Jen making deposits with bank
 - e. Mrs. Pages will do Volunteer Coordinating
8. Trackathon
 - a. Wednesday May 2
 - b. Flyers going out Wednesday to kick off event
 - c. Google Doc went out to staff for sign up, Sign Up Genius updated with teacher times

- d. Popsicles purchased-freezer is full
- e. Informational packet going home with collection envelope/t-shirt order form
- f. Track winners will participate in pie in the face and duct tape contest

9. Administrative Assistants Day

- a. PTO to provide office secretaries with dinner and a small gift
- b. Facebook post to have students make cards

10. Recycle Drive

- a. New-April 23 through the 27th in honor of Earth Day
- b. Donate gently used RC Spirit Wear and Chapter Books

13. Reminders

- a. District PTO Board Meeting 4/22

14. New Business

- a. No new business

Closing Comments and Adjournment

- a. Meeting adjourned 2:06 PM