

Robert Crown PTO Meeting Minutes
August 21, 2017
Robert Crown Library

In Attendance: Katie Kittleson, Cara Mohr, Jessica Schachelmayer, Jen Jandula, Jill Morino, Helen Helfers, Maria Martinez, Kim Nonnweiler, Steph Aquino, Melvin Hinton, Kristin Seneker, Amanda Guzick, Kevin Olsen, Jennifer Hudock, Valentina Ruiz, Sara Alberchinski, Kimia Watton

1. Call to Order and Establish Quorum
 - a. 6:31 pm
2. Welcome and Introductions
 - a. Meetings this year will alternate between 6:30 pm in the Robert Crown Cafeteria and 11:30 am in the Robert Crown Conference Room
3. PTO Bylaws and Amendments
 - a. Bylaws are on the PTO website, all meetings follow Robert's Rules
4. Treasurer's Report
 - a. Currently in process of transition between prior and current Treasurer, detailed report will be presented at the upcoming PTO meeting in September
 - b. Generally, the initial balance for the year is \$12,000
 - c. In 2016-2017, the RC PTO raised approximately \$30,000, which was used to purchase new entryway and conference room furniture, new carpet for the library, technology including iPads and wireless mice, support field trips and assemblies such as Young Authors/Erin's Law presentations.
5. Membership
 - a. Required to vote at meetings and run for PTO board position, \$6 annual cost
 - b. Directory will no longer be assembled due to significant amount of manpower which still did not offer a complete listing of all students in the school
 - c. Membership money goes to District PTO to pay for district PTO expenses including insurance, attorney, storage unit, etc.
 - d. Families can participate in PTO Partnership, this optional donation goes directly to Robert Crown. Robert Crown donations have been incentivized with \$25 receiving a RC keychain, \$50 a RC water bottle, \$100 RC blanket, and \$200 all three prizes.
6. Committee Involvement and Volunteering
 - a. No longer have a volunteer "coordinator" position, volunteers will be acquired by each event chairperson.
 - b. General Volunteer sign up on Sign Up Genius
 - c. Chairpersons will need to complete a Reimbursement Form for expenses, with any purchases over \$100 requiring permission from Katie/President
7. Calendar and Events
 - a. Popcorn/Popsicles-popsicles will be sold instead of ice cream due to allergy and nutrition guidelines. \$.50 each. Sold during lunchtime 11:15-1:10. First sale 8/25. Reach out to chair Christy Goodale if interested in volunteering.

- b. 3 Class parties-Head room parent and 3 volunteers/party. Room parent coordinator is Cinda Hansen.
 - c. Monthly Staff Appreciation/Conference Dinners-Chair Jill Morino
 - d. Birthday Books-Last Monday of each month 9:30-10:30
 - e. Date Night with Dad-This year we will offer a “double” feature, 1 movie for younger/1 movie for older students. September 23. Tickets will be sold ahead of time as wristbands. Jessica Schachelmayer and Susana Sancen co-chairs
 - f. Pumpkinfest-This is a school sponsored event with PTO assistance. Proceeds go to PBIS rewards. PTO helps with putting together silent auction baskets.
 - g. Fall Book Fair-Wild West Theme this year-Grandparents encouraged to attend, Dinner at McDonalds’ with Mrs. Diol serving. Mrs. Bermann holding Art Show at the same time as book fair this year.
 - h. Holiday Shop-December-Cara Mohr chairing event. Volunteers needed.
 - i. Spring Book Fair combined with Family Literacy Night-Theme “Paws for Books”
 - j. Date Night with Mom-Last Year kicked off “Glow Night with Mom” Nighttime event to replace “Muffins with Mom” Tickets sold in advance. Very well attended.
 - k. Trackathon-Students run tracks to earn miles/money. Profits benefit the PE department. This year, PTO will hold a tshirt contest design, and sell tshirts.
 - l. Spirit Days-Children to wear Bulldogs/purple/yellow on Fridays
 - m. NEW-Restaurant Benefit-Wauconda Cafe will give 10% to RCPTO on all sales throughout the school year.
 - n. Spirit Wear-New vendor this year. We will no longer carry stock. Current stock will be sold at Pumpkinfest. Spirit Wear will be sold 2 times/year, August and January. If interested at other times, can go to the store in Barrington.
 - o. Box Top Collection-Collect Box Tops all year. 2 week incentive program in February with student contest. Mailbox collection in front entryway of school.
 - p. February Fundraiser-Poppin’ popcorn. Moving to reduce number of catalog fundraisers. Popcorn was the best selling fundraiser of 2016-17, with a profit of \$7000. Much higher profit than other fundraisers; American-wrapping paper-\$3000, Otis Spunkmeyer cookies-\$1900
 - q. NEW-Kindergarten Family Night-September 10th
 - r. Shamrock Gym Night will be discontinued due to limited volunteer sign up 2 consecutive years.
8. Room Parent Information
- a. If interested in being a Head Room Parent, please let teacher know. Head Room Parents will be notified by Cinda Hansen
 - b. Head Room Parent Meeting September 13 at 7 pm in cafeteria
 - c. Class parties, Halloween (10/30), Holiday (2/20), Valentines (2/14)
 - d. Party times moved up to 2:15-3:15 to allow for parents to leave before buses, please do not park in the bus lanes.
9. Fundraisers
- a. Pop Tops
 - b. Box Tops-\$3000, goal of \$30,000 tops

- c. Gift Card Program Nov/Dec/April
 - d. Schwan's Cards
 - e. District PTO Bingo Night
10. Additional Business/Updates
- a. Front sign damaged in lightning storm and not working-repairman have been contacted
 - b. School Supply Kit Company sending reimbursement for incomplete kit orders
11. Reminders
- a. Yearbooks-Can purchase now through 9/8 for \$21
 - b. SpiritWear-Sale through September 3, with delivery at the end of September/October
12. New Business
- a. Library requested "BookFlix" program \$1369.00 online library resource 1st Jill Morino, 2nd Jess Schachelmayer
13. Closing Comments
- a. Meeting adjourned 7:21 pm