

Robert Crown School
PTO Board Meeting Minutes
October 22, 2018 7:00pm

BOARD MEMBERS IN ATTENDANCE

Board President Cara Mohr presiding. Board members Marie Meyer, Mindy Kosiak, Jen Jandula (absent) and Susana Sancen.

COMMITTEE CHAIRS IN ATTENDANCE

Kim Foley, Maria Martinez, Laurie Braunschweig, Helen Heifers

GUEST ROLL CALL

Rachael Morales, Jamey Mallek, Lisa Wilk

STAFF ROLL CALL

Katie Dryden

CALL TO ORDER

Board President Cara Mohr called the meeting to order at 7:06 p.m.

APPROVAL OF MINUTES

Approval of September 24, 2018 board meeting minutes. **Motion to approve made by Marie Meyer, seconded by Laurie Braunschweig. Motion carries.**

PRESIDENT'S REPORT

1. Board President Cara Mohr thanked Kim Foley for a great job managing Pumpkin Fest.
2. Update on future of the newsletter: A PTO page will be included as part of the school monthly newsletter, starting in November.
3. Bingo Night: Cristi Barry is the new Committee Chair.
4. Cara handed out a contact sheet for all Committee Chairs.
5. The check for school supply kits is expected to arrive this week (week of October 22).
6. There is now a new Robert Crown PTO storefront account with Shutterfly, like the Schwans account. The PTO will receive 13% of each sale that is made through this account. The PTO will post the information on Facebook to promote the use of this storefront during the holidays.
7. Received and shared thank you notes to the PTO from RC Staff: thank you from Mrs. Ziegler for the rugs in her class room and thank you from Mrs. Gustafson for dinner from Main Street Tacos during last week's conferences.

FINANCIALS & TREASURER REPORT

1. Board Treasurer Jen Jandula is absent. President Cara Mohr provides updates.

2. Finance Manager system (created by Jen Jandula) is a report where each PTO transaction will be itemized for tracking purposes. Once all information is entered, the report will be shared with the PTO members.

APPROVAL OF EXPENDITURES

1. The PTO covers the cost of Robert Crown field trip transportation. In years past, we receive one combined bill towards the end of the year that is difficult to track/itemize. Going forward, the company will provide monthly invoices to be paid immediately. We should expect to see our first monthly invoice in November. Approval for a 5th grade field trip to Richardson's for \$630.16. Approval for a 2nd grade field trip to Stade's for \$584.70. **Motion to approve by Lisa Wilk, seconded by Helen Heifers. Motion carries.**
2. Request to purchase additional rugs for 4th and 5th grade classes for a total of \$1,715.80. These will be ordered within the next week (October 22 – 29 through Amazon. **Motion to approve by Laurie Braunschweig, seconded by Maria Martinez. Motion carries.**
3. Request to purchase 10 to 12 new iPads for use in the library. These will be kept in the library and mostly used by Kindergarten classes, but will also be used for data assessment tools, as square readers for PTO events, Lexia, Raz Kids, and other phonics programs. Cara Mohr will confirm with Kindergarten classes that the current iPads are in working order for daily activities. Mrs. Karrie Diol provided an estimate spend of \$3,390 to \$3,708. Before a purchase is made, the iPad model needed must be identified. **Motion to check prices (three individuals will be checking) and potentially find better price than \$309 in November and allocate a \$1,500 reimbursement from Box Tops back to PTO funds, made by Mindy Kosiak and seconded by Maria Martinez.**

STAFF LIAISON REPORTS

1. Mrs. Katie Dryden shared her appreciation for being provided the rugs and the gaming chairs.

COMMITTEE REPORTS

1. Bingo Night
 - a. Chair Cristi Barry (absent) is new chair person. Nothing to report.
2. Birthday Books
 - a. Chair Rose Ready (absent); Okay for November for chapter books for older grades. But need another push for 3rd to 5th grades. Ideas were shared to incentivize 5th graders to bring your old books on literacy night to donate. Add signage on the clearance table to donate to the birthday books during November's book fair.
3. Book Fair
 - a. Chairs Katie Kittelson (absent) and Meghan Reimers (absent); Volunteer sign up is out for Book Fair. All classes will be attending the book fair during regular schedules, except for the Friday classes. Cara and Katie will be discussing Family Night, which is Wednesday of that week.
4. Box Tops
 - a. Chairs Amy Hortillosa (absent) and Mandy Peloquin (absent); Competition will not be until winter, but first collection is November 1, and those were sent in already. Checks are expected to be returned within a month of being received.
5. Bulletin Boards
 - a. Chair Melissa Kiekow (absent); no report.
6. Date Night with Dad
 - a. Chair Susana Sancen. Reported the following revenue, expenses and profit from Date Night with Dad: total ticket sales and concessions = \$3851.75, total expenses = \$922.22, and total profit = \$2929.53

7. Date Night with Mom
 - a. Chair Susana Sancen. No news to report.
8. District and Community Relations
 - a. Maria Martinez is Chair; We will be collecting Halloween candy for candy buy-back and clothes for the Textile Program for recycling textiles.
9. Fundraising
 - a. Chair Nicole Cacioppo (absent); Tabulating membership by end of November.
10. Holiday Shop
 - a. Chair Cara Mohr; Cara and Becky Sears started shopping at different Dollar Store locations.
11. Kindergarten Step Up
 - a. Chair Stacey Tyrken (absent); No news to report.
12. Landscaping
 - a. Chair Cara Mohr; No news to report.
13. PTO Membership-District and Data Entry
 - a. Chair Becky Sears (absent); no report.
14. Nomination Coordinator
 - a. Chair Jessica Schachelmayer (absent); No report.
15. PBIS
 - a. Chair Stephanie Knapik (absent); Successful PBIS event; every child that wanted to spend their bulldog B's did so. Another assembly coming up in November (half the expense is approved, and the other half will be paid the day of the event). Chalk the Walk was a success and Mrs. Dryden stated all the kids loved it. Stephanie is in the process of researching an assembly in May that can be outside for the whole school to attend. \$819 dollars were earned from the raffle baskets during Pumpkin Fest for PBIS funds.
16. Popsicle Sales
 - a. Chair Christy Goodale (absent); Second popsicle sale of the year is Friday, October 26.
17. Popcorn Sales
 - a. Chairs Kimia Walton (absent) and Helen Heifers; We received the new popcorn bags. All the kids watch a movie the day before winter break and we need to purchase popcorn from Dollar Store or find another solution to pop this day because it is not feasible to accomplish this quantity with the current popcorn machine. It is highly recommended that the PTO board invest in buying another machine.
18. Pumpkin Fest
 - a. Chair Kim Foley; A successful event. \$4,100 in revenue and expenses tracked to date are \$400. Mrs. Gustafson was a great help with baskets. All taffy apples were sold.
19. Restaurant Benefit Nights
 - a. Chair Laurie Braunschweig is Chair: JJTwigs \$328 collected, \$170 for Culvers, Wauconda Café is pending check. Scheduled for November 7 is Pan Handlers, December 5 is Whisk and no January is scheduled. Discussed doing an adult night vs. family nights.
20. Room Parents
 - a. Chair Katie Kittelson (absent); Halloween parties next week. We should consider having the runners again this year.
21. Schwans Cares
 - a. Chair Jessica Schachelmayer (absent); Still can receive 5% until mid-January. Marie will be adding another Facebook post for Thanksgiving.
22. Spirit Wear
 - a. Chair Tara Simonelli (absent); Tara did a great job delivering the spirit wear. Another sale November 2 – 16, and flyer will go out soon. Spirit wear is scheduled to come in December 20, but not guaranteed.

23. Staff Appreciation

- a. Chair Lulu Chapa (absent); Rachel Morales and Jamey Mallek coordinated in October and did a great job.

24. Track-a-Thon

- a. Chair Cara Silverman (absent) and Christi Hebel (absent); no report.

25. Volunteer Coordinator/Sign-up Genius

- a. Chair Christi Hebel (absent); The paid version has been cancelled. We will alternate as needed and based per event.

26. Yearbook

- a. Chairs Val Ruiz (absent) and Colleen Beyer (absent); A total of 37 5th graders turned in drawing competition for yearbook cover. We need room Moms taking pictures during the parties with a real camera. The Yearbook total sales are \$9,335, but this is income, not profit. Katie Dryden recommended the yearbooks have a couple of extra blank pages at the end for the kid's signatures.

NEW BUSINESS

Board President reported:

1. The PTO is looking to purchase a "hamper-like" organizer for all the collection bins in the front of the school.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Rachel Morales, seconded by Jamey Mallek. Motion carries. Meeting adjourned at 8:30 p.m.