

**Robert Crown School**  
PTO Board Meeting Minutes  
September 24, 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**

Rose Ready, Christi Hebel, Stephanie Knapik, Nicole Cacioppo, Kim Foley

**GUEST ROLL CALL**

Rachael Morales, Kristin Werdell, Brooke Held, Randy and Stacey Demsetz, Cristi Barry, Emily Ricci, Jamey Mallek

**STAFF ROLL CALL**

Laurel Gustafson

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

September 24, 2018. **Motion to approve made by Kim Foley, seconded by Christi Hebel. Motion carries.**

**PRESIDENT'S REPORT**

1. Board President Cara Mohr thanked Helen and Kimia for popcorn day on Friday (made 600 bags for lunch and an additional 620 bags for Date Night with Dad). Also thanked Katie Kittelson for setting up Room Moms and Jessica Schachelmayer for setting up Schwans and Susana Sancen for Date Night with Dad.
2. The PTO completed several drives in September: finished Spirit Wear, PTO Membership and Yearbook. All very successful.
3. We still don't have a school supply drive Chair. It's a district run program and we used a new vendor this year. The order goes home to the kids vs. distributing at school. \$469 were raised.
4. PBIS, Stephanie Knapik is the new Chair person in response to the school asking the PTO to take a bigger part in the PBIS program.
5. Future of the Newsletter: In the past, there was a paper copy that was distributed to the home. Then it became an electronic newsletter that went home by email. Going forward, there will be one newsletter going to the home from school and PTO together. The PTO will take the lead in letting the teachers know of PTO events to share each month.

6. Multipurpose Room update: We're about 90% complete. The remote is still not working. The PTO will purchase a DVD player to go in the room as soon as we have the technical requirements.
7. Two new partnerships: Oriental Trading Company (Fun Express) anytime we make a purchase, we get 20% off. Purchases over \$125 receive free shipping.. Gordon's in Palatine is the second partner. If \$100 is spent in the first purchase within the month we get \$10 off.
8. Acknowledging Mrs. Gustafson's note thanking the PTO for the rugs.

## FINANCIALS & TREASURER REPORT

1. Board Treasurer Jen Jandula reported August spend with a balance of \$4,611.07. Items listed this month were Meet and Greet, Back to School Luncheon, Rugs, Holiday Shopping (spending up to \$1000), Spirit Wear and various supplies.
2. JJ Twigs event generated \$238.47 and an additional \$100 was donated.
3. Finalizing Date Night with Dad income, Yearbook, Membership, Restaurant Benefit Checks and Supply orders in October.

## APPROVAL OF EXPENDITURES

1. It was stated that Assembly One is required by the State of Illinois, (Safe Touch, Bad Touch), second year of a 3-year deal currently in place for \$1,000. We are looking to pay at the end of October. **Motion to approve by Christi Hebel, seconded by Brooke Held.**
2. Update: Rugs for 3<sup>rd</sup> Grade will come in closer to \$750. No motion required as it was executed in August PTO Board Meeting.

## STAFF LIAISON REPORTS

1. Mrs. Gustafson shared the Teacher's gratitude for the rugs. For Pumpkin Fest, the teachers are putting together at least three baskets from the rooms/grades.

## COMMITTEE REPORTS

1. Bingo Night
  - a. Chair person is needed. It is a district event on February 1, 2019, at Wauconda High School. Anyone interested should contact Cara Mohr.
2. Birthday Books
  - a. Chair Rose Ready; Have collected enough books for September and October. There are a few extra books from October, but need books for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades.
3. Book Fair
  - a. Chairs Katie Kittelson (absent) and Meghan Reimers (absent); Coming up in November. Chairs will meet at the beginning of October to start planning. Volunteers are needed for this event.
4. Box Tops
  - a. Chairs Amy Hortillosa (absent) and Mandy Peloquin (absent); No news to report.
5. Bulletin Boards
  - a. Chair Melissa Kiekow (absent); Taking down the ball gum machine and putting up art by October 1<sup>st</sup>.
6. Date Night with Dad
  - a. Chair Susana Sancen. Event attendees increased from last year. Improvements for next year: communicate in flyers that there are to be no chairs in the front rows of the movie viewing.
7. Date Night with Mom

- a. Chair Susana Sancen. No news to report.
8. District and Community Relations
  - a. Maria Martinez (absent) is new Chair; No news to report.
9. Fundraising
  - a. Chair Nicole Cacioppo; Currently collecting all forms and separating for prizes. The final membership form collection will be submitted September 26<sup>th</sup>.
10. Holiday Shop
  - a. Chair Cara Mohr; Holiday Shop items are being purchased. Three co-chairs were identified. Planning is at 75% complete. Sunday, October 14, everyone can get 10% off at the Dollar Store. Sorting will take place in November. Menards offers 10 free Holiday Bags if a form for reimbursement check is sent. Marie will Post on Facebook to purchase bags for donations. Kim Foley suggested Organza bags for purchase or donation.
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); Is about 90% complete in entering all membership information, has logged all checks and submitted to district September 24<sup>th</sup>. The submission totaled approximately \$5,000. Will look to compare this amount to last year's submission and report at the next PTO Board meeting.
14. Nomination Coordinator
  - a. Chair Jessica Schachelmayer (absent); No update.
15. PBIS
  - a. Chair Stephanie Knapik; All chalk was been sorted for September 28<sup>th</sup> Chalk the Walk Event.
  - b. Researched Jim Basketball Jones, which has 4.5 out of 5 Star rating to talk at the May school assembly about character building and anti-bullying and uses positive behavior and positive reinforcement. Bulldog B's can be turned in on October 9<sup>th</sup> (K – 2<sup>nd</sup> Grades) and October 16<sup>th</sup> (3<sup>rd</sup> – 5<sup>th</sup> Grades) and will be held before school 8:45 am to 9:15 am. Bundles will need to be put in qty's of 10's or the child will be turned away. The teachers will help with this. Will also explore other experiences that the older kids can pay for, like Principal for a Day and Lunch with the Principal.
16. Popsicle Sales
  - a. Chair Christy Goodale; Popsicles have been ordered for the next few months and they are cheaper than prior year.
17. Popcorn Sales
  - a. Chair Kimia Walton (absent); Only received three boxes of five from the order that was placed. Waiting for the remainder of the boxes.
18. Pumpkin Fest
  - a. Chair Kim Foley; If there are any suggestions or ideas, please share with Kim. Pumpkin Fest is not a PTO event, but we support the school. There will be about a dozen higher-end gift bags (different themes) this year. Looking for a few small donations either from the PTO or any other volunteers because we don't have a budget for this even. The school has asked if the funds from the raffles can be used to support PBIS.
    - i. There will be a vendor table selling caramel apples; three different kinds as well as a few other products that the vendor will be selling, i.e., pretzel rods.
    - ii. Cara will find out if there will be a Selfie station included this year.
19. Restaurant Benefit Nights

- a. Chair Laurie Branunschweig (absent); Waiting on check for Wauconda Café, JJ Twig's is in September, Culvers will be in October and December is Whisk.
20. Room Parents
- a. Chair Katie Kittelson (absent); No news to report.
21. Schwans Cares
- a. Chair Jessica Schachelmayer (absent); Until October 15<sup>th</sup>, we can receive 20% back on your order; after that and until Jan 15<sup>th</sup> we can still receive 5%. We've raised approximately \$170 to date. Exploring the idea of doing a flyer to further promote.
22. Spirit Wear
- a. Chair Tara Simonelli (absent); No report this month as numbers are still being compared. Will follow up to get a date of delivery.
23. Staff Appreciation
- a. Chair Lulu Chapa (absent); Mindy Kosiek reports that Ice Cream provided in September. Will be getting Eduardo's for dinner on the first night of Parent/Teacher Conferences. Teacher count is 70.
24. Track-a-Thon
- a. Chair Cara Silverman (absent) and Christi Hebel; Looking for a new t-shirt design instead of simply changing the year. If anyone finds a new design, please send to Christi Hebel. Cara Mohr suggested finding Corporate Sponsors, possibly Dicks Sports? Chairs will investigate this.
25. Volunteer Coordinator/Sign-up Genius
- a. Chair Christi Hebel; Please contact Christi if anyone needs help with setting up a Sign-Up Genius and sending out volunteer communications (please write the communication you need to send out and provide to Christi).
26. Yearbook
- a. Chairs Val Ruiz (absent) and Colleen Beyer (absent); Cara Mohr reports that orders are closed as of September 7<sup>th</sup>. Next month will have a report. Fifth graders can submit a drawing that will be in the front and back cover of the yearbook and drawings are due back on October 12<sup>th</sup> (the staff will vote during conferences).

## **NEW BUSINESS**

Board President reported:

1. Most of the PTO requests come from the school, however, occasionally a member will submit a request. It was suggested for the PTO to purchase uniform baskets or carts for lunch bags in the rooms. The PTO will research and get back with feedback/answer to the next meeting. Member Cara Silverman submitted the suggestion.

## **ADJOURNMENT**

**Board president Cara Mohr entertained a motion to adjourn. Motion made by Marie Meyer, seconded by Rose Ready. Motion carries. Meeting adjourned at 8:23 p.m.**