

**Robert Crown School**  
PTO Board Meeting Minutes  
November 28, 2018 7:00pm

**BOARD MEMBERS IN ATTENDANCE**

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

**COMMITTEE CHAIRS IN ATTENDANCE**

Amy Hortillosa, Mandy Peloquin, Cristi Barry,

**GUEST ROLL CALL**

Stephanie Knapik

**STAFF ROLL CALL**

Mrs. Suzy Lindblom

**CALL TO ORDER**

Board President Cara Mohr called the meeting to order at 7:09 p.m.

**APPROVAL OF MINUTES**

Approval of October 22, 2018 board meeting minutes. **Motion to approve made by Mandy Peloquin, seconded by Marie Meyer. Motion carries.**

**PRESIDENT'S REPORT**

1. Board President Cara Mohr thanked Meghan Reimers; Book Fair profits were comparable to the past. \$1,800 worth of books to Library plus additional monies going to the class.
2. The District PTO partnership money was shared; it was \$4,100 above and beyond for only RCS.
3. The RCS PTO need to start keeping meeting agendas and minutes for seven years (start placing hard copies in the PTO files), including any order forms or documents that are presented at these meetings. Starting as of August to date.
4. Shutterfly - reminder that everyone can order through Robert Crown and get the discount.

**FINANCIALS & TREASURER REPORT**

1. Started the month at \$7,906.08 and ended at \$18,434.38. Yearbook was a huge deposit of \$9,377. Pumpkin Fest deposit was \$3,799.73. A couple of assemblies for the late show were charged for \$1,495. Upcoming expenses include Holiday Shop, Field Trip Bus Transport, Yearbook and Assembly. Change Wars was approximately \$1,900.

**APPROVAL OF EXPENDITURES**

1. Lifetouch guaranteeing 376 yearbooks but our order is closer to 500. **Motion to approve by Marie Meyer, seconded by Mandy Peloquin. Motion carries.**
2. Agreed to pay for two field trips per grade level and transportation for \$486.42. **Motion to approve by Marie Meyer, seconded by Mrs. Suzy Lindblom. Motion carries.**

3. Cafeteria is finally finished and working.
4. RCS PTO purchased six iPads for under \$1,500. Decision needs to be made on the purchase of four to six additional iPads. Cara would like to wait until after Holiday Shop and based on profit, decision can be made on how to make the purchase.

#### STAFF LIAISON REPORTS

1. Mrs. Suzy Lindblom shared the RCS teachers are very thankful to the PTO.

#### COMMITTEE REPORTS

1. Bingo Night
  - a. Chair Cristi Barry; Meeting is December 5.
2. Birthday Books
  - a. Chair Rose Ready (absent); Collected quite a few books for Book Fair and we have received a good amount of the chapter books.
3. Book Fair
  - a. Chairs Katie Kittelson (absent) and Meghan Reimers (absent); McNight Teacher event was great and in three hours over \$1,000 was raised. Six kids received Kindles. Ms. Dryden's classroom won Change Wars and they decided on Pizza at 3pm on December 5 and Mrs. Whitfield's classroom won second place. Mindy will be in charge of ordering the food.
4. Box Tops
  - a. Chairs Amy Hortillosa (absent) and Mandy Peloquin (absent); The chairs will be submitting the existing box tops by mail soon. The collection will be held in February, but we will start sending the reminders home and post on Facebook reminders as well to start collecting.
5. Bulletin Boards
  - a. Chair Melissa Kiekow (absent); no report.
6. Date Night with Dad
  - a. Chair Susana Sancen. No news to report. Event closed.
7. Date Night with Mom
  - a. Chair Susana Sancen. We will be collecting ideas in the next coming months.
8. District and Community Relations
  - a. Maria Martinez is Chair; Collected under \$200. RCS did not win the textile green program.
9. Fundraising
  - a. Chair Nicole Cacioppo (absent); Popping popcorn will be coming at the end of January.
10. Holiday Shop
  - a. Chair Cara Mohr; We still need to get gift bags. We need to spread the word that we need more. We average about 7 gifts per child and we have over 900 kids. Oriental Trading and Paper Mart have great deals. Cara will be communicating to the school that we need the hallway cleared and bins will be arriving.
  - b. Becky Sears is sorting all of the gift tags to provide to the kids to fill out prior to coming to shop. And Mrs. Bulgarelli recommended the tags get photo copied that way, we still have a list if they don't come home. During the event, the volunteers will also be reminded at each session. Our candy cane sale is December 7. Half of the canes have been donated by Jewel and Cara is working on getting the others volunteered. Dress-up week is also coming. More details to come.
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); see President's report for details.
- 14. Nomination Coordinator
  - a. Chair Jessica Schachelmayer (absent); No report.
- 15. PBIS
  - a. Chair Stephanie Knapik; PBIS is going by class versus the entire school. Jim Basketball Jones is booked in May. Movie and Popcorn day is December 20; Stephanie will call to get donated paper bags and serving cups for each class. Stephanie will call the movie theater to see if it can be deposited.
- 16. Popsicle Sales
  - a. Chair Christy Goodale (absent); \$356 was deposited.
- 17. Popcorn Sales
  - a. Chairs Kimia Walton (absent) and Helen Heifers (absent); Popcorn sale is November 30.
- 18. Pumpkin Fest
  - a. Chair Kim Foley (absent); Cara and Jen will be meeting regarding deposits.
- 19. Restaurant Benefit Nights
  - a. Chair Laurie Braunschweig (absent): \$100 from Panhandlers and will bring in on Friday. Spring restaurants are being decided.
- 20. Room Parents
  - a. Chair Katie Kittelson (absent); Dec 21 for the winter parties. Katie sending home letters giving room Moms instructions to coordinate for teacher gifts.
- 21. Schwans Cares
  - a. Chair Jessica Schachelmayer (absent); We received \$300. This ends in mid-January and we are currently at \$416 and our goal is \$500. Still can receive 5% until mid-January.
- 22. Spirit Wear
  - a. Chair Tara Simonelli (absent); The sale ran from November 2 to 16 and 25 orders came in. Check was received for the fall sale at \$651.99.
- 23. Staff Appreciation
  - a. Chair Lulu Chapa (absent); Kelly and Brooke did a great job and everyone is lined up for each month. Let's check to see if we can do it on a date that works for December.
- 24. Track-a-Thon
  - a. Chair Cara Silverman (absent) and Christi Hebel (absent); They're looking to get donations this year from appropriate companies that can donate t-shirts or other items.
- 25. Volunteer Coordinator/Sign-up Genius
  - a. Chair Christi Hebel (absent); She sent out the Holiday Shop volunteer sheet.
- 26. Yearbook
  - a. Chairs Val Ruiz (absent) and Colleen Beyer (absent); Sent cover to Lifetouch and did pages 1 to 16. There are not many pics of the Halloween pictures and we need to get them in before the Holiday party.

**NEW BUSINESS**

Board President reported:

- 1. No new business to report.

**ADJOURNMENT**

**Board president Cara Mohr entertained a motion to adjourn. Motion made by Mind Kosiak, seconded Stephanie. Motion carries. Meeting adjourned at 8:21 p.m.**