

Robert Crown School
PTO Board Meeting Minutes
February 4, 2019 7:00pm

BOARD MEMBERS IN ATTENDANCE

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

COMMITTEE CHAIRS IN ATTENDANCE

Mandy Peloquin, Cristi Barry, Maria Martinez, Stephanie Knapik, Nicole Cacioppo, Rose Ready, Lulu Chapa

GUEST ROLL CALL

STAFF ROLL CALL

CALL TO ORDER

Board President Cara Mohr called the meeting to order at 7:02 p.m.

APPROVAL OF MINUTES

Approval of November 22, 2018 board meeting minutes. **Motion to approve made by Maria Martinez, seconded by Lulu Chapa. Motion carries.**

PRESIDENT'S REPORT

1. Board President Cara Mohr hosting by Mathnasium, which will be the first math night on Feb 22, 2018, from 6:00pm to 7:30pm. The RC PTO is helping to recruit volunteers and purchase refreshments for the night. Mrs. Diol is highly promoting this event.
2. Bingo Night recap: Cristi did a great job leading Bingo Night. One recommendation for next year is to get more root beer and the concessions needed signs guiding people to the appropriate place.
3. District Update: The District PTO Board meeting was held week of January 29, 2018; schools are working in good collaboration.
4. There will be open Chair positions next year; Popsicle Sales, Pumpkin Fest, Staff Appreciation and Yearbook; start considering chairing these positions. The RC PTO is looking for volunteers.
5. Shutterfly account: there's a \$50 check going to Jen Jandula.

FINANCIALS & TREASURER REPORT

1. Treasurer Jen Jandula distributed report with an overview of the school year expenses and credits to date. It is negative for the Box Tops because we purchased the iPads in November but the fund will coming in from the Box Tops. December we had cash in for \$18,000 and cash out for \$1,000. Cash sales for 2019 because we started buying items for next year. Check for Panhandlers and Shwan income coming in January as well. There was an \$850 expense out of the PE account that was for hockey sticks that had previously been approved and just

cashied recently. All schools in the district using the same Financial report. The goal for these categories is to have a starting and working budget for next year.

APPROVAL OF EXPENDITURES

1. Purchased iPad covers and dry erase boards for approximately \$50 and did not need approvals. Also purchased key chains for the Kindness Calendars; we are hoping to see more participation next year with the Kindness Calendars.
2. Seeking approval for 3rd Grade field trips for \$342.30 (to the challenger learning center). **Motion to approve by Rose Ready, seconded by Nicole Cacioppo. Motion carries.**
3. Lulu Chapa requested \$325.98 for staff dinner and Cristi will hep with desserts on February 14, 2018. Approval for \$365 is needed to also include drinks. **Motion to approve by Mindy Kosiak, seconded by Lulu Chapa. Motion carries.**
4. Seeking approval for Young Authors: includes the story teller which goes to all three Grade Schools (RC PTO pays for 1/3) and top three students and teacher go to a conference. We need to buy certificates, ribbons and metals. Approve ~\$1100. **Motion to approve by Rose Ready, seconded by Nicole Cacioppo. Motion carries.**
5. We Day (a big assembly): Looking for transportation to this event up to \$300. **Motion to approve by Nicole Cacioppo, seconded by Stephanie Knapik. Motion carries.**

STAFF LIAISON REPORTS

1. Mrs. Sharky not able to make it today. She sends her regrets.

COMMITTEE REPORTS

1. Bingo Night
 - a. Chair Cristi Barry; shared it was a fun and very organized event.
2. Birthday Books
 - a. Chair Rose Ready; we are doing good for now, we will need chapter books by April, we have plenty of the younger kids books. Cara mentioned she Scholastic can sell gently used books for a steep discount.
3. Book Fair
 - a. Chairs Katie Kittelson (absent) and Meghan Reimers (absent); Meghan has quite a bit planned; if there are any new ideas let Cara know and she will put you in touch with Meghan. Week of March 11 and we will need volunteers throughout the week and Cara is sending Sign-up Genius on February 18. Mrs. Gustafson and Mrs. Ross will do a challenge to build a fort at home and take a picture of the child reading inside it and then post pictures on the PTO Facebook page. This can have positive and negative impact; but more positive (which will also drive more RC parents to the RC PTO Facebook page). Many parents have Instagram and not Facebook. Cara will take a hashtag(#) suggestion to Gustafson. We hosted three Pizza parties in December for change wars. Literacy night will also be on March 13, we will have a Bears player here that night.
4. Box Tops
 - a. Chairs Amy Hortillosa (absent) and Mandy Peloquin; Ready for pick up on February 8, between 1:00pm and 3:00pm and Mindy will help; Cara will send an email to the staff. Contest winners will be announced by end of the month.
5. Bulletin Boards
 - a. Chair Melissa Kiekow (absent); Melissa will be putting up this week and the theme will be dinosaurs.
6. Date Night with Dad

- a. Chair Susana Sancen. No news to report. Event closed.
- 7. Date Night with Mom
 - a. Chair Susana Sancen. No report at this time.
- 8. District and Community Relations
 - a. Chair Maria Martinez; Cara reported school supply kits company will be going out of business so we will need to look for another company. Cristi reported a way her school is able to save on waste. Cara will mention this idea to her school. This year we are going with EPI, all online and brand names also offered. By signing with them, they provide 50 customized t-shirts to the school. There will be a flyer that is distributed.
- 9. Fundraising
 - a. Chair Nicole Cacioppo; We will continue to take forms through Monday, February 11. We have volunteers (4) for pick up.
- 10. Holiday Shop
 - a. Chair Cara Mohr; Final income was \$18,331. Expenses were about \$6,200 total profit was \$12,131.
- 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 news to report.
- 14. Nomination Coordinator
 - a. Chair Jessica Schachelmayer (absent); Cara reported Jessica has the nomination forms coming out.
- 15. PBIS
 - a. Chair Stephanie Knapik; Waiting to hear from Sam Stone about next two dates in February.
- 16. Popsicle Sales
 - a. Chair Christy Goodale (absent); \$283.42 sales.
- 17. Popcorn Sales
 - a. Chairs Kimia Walton (absent) and Helen Heifers (absent); Popcorn sale is February 22.
- 18. Pumpkin Fest
 - a. Chair Kim Foley (absent); No news to report. Event closed.
- 19. Restaurant Benefit Nights
 - a. Chair Laurie Braunschweig (absent): J&D Bar and Grill will be the next benefit location.
- 20. Room Parents
 - a. Chair Katie Kittelson (absent); Valentine's parties coming up next week. Katie sent email on February 4 with times for parents to join. Room parents may enter 20 minutes early. AM parties are 10:15am to 11:15am and PM parties are 2:15pm to 3:15pm. We need pictures from the parties! We will take into consideration assigning one person to walk around and take pictures for next year. Deadline for pictures from Room Parents is February 28.
- 21. Schwans Cares
 - a. Chair Jessica Schachelmayer (absent); We just made over \$400, but Schwans has cancelled the school program. If there are any suggestions, contact Cara.
- 22. Spirit Wear
 - a. Chair Tara Simonelli (absent); Cara reported March 1 to 15 with delivery of April 15 to 19. Tara is working with them to see if we can do anything during Literacy Night and promote that evening.

Another suggestion is to buy a bulk sale; possibly for “Meet and Greet” to see if we can focus on small kids sizes.

23. Staff Appreciation

- a. Chair Lulu Chapa; See Lulu’s notes above in Approval of Expenditure’s section above.

24. Track-a-Thon

- a. Chair Cara Silverman (absent) and Christi Hebel (absent); They are starting to plan it.

25. Volunteer Coordinator/Sign-up Genius

- a. Chair Christi Hebel (absent); Trying to see how we can keep the signups this year without deleting them and not be too overwhelming.

26. Yearbook

- a. Chairs Val Ruiz (absent) and Colleen Beyer (absent); Valentine’s pics by February 28.

NEW BUSINESS

Board President reported:

1. Bon Voyage May 10 planning meetings will be starting from all three grade schools and provide a rep event. The RC PTO just finds a rep and upfront the money and then they pay us back. This year will be Cara and two others will be the reps.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Maria Martinez, seconded Mindy. Motion carries. Meeting adjourned at 8:15 p.m.