

Robert Crown School
PTO Board Meeting Minutes
April 29, 2019 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

Stephanie Knapik, Cara Silverman, Rose Ready, Christi Hebel, Maria Pridacha-Martinez

GUEST ROLL CALL

Kathy Dewar, Lisa Wilk

STAFF ROLL CALL

No attendance.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of March 18, 2019 board meeting minutes. **Motion to approve made by Maria Martinez, seconded by Jen Jandula. Motion carries.**

PRESIDENT'S REPORT

1. Board President Cara Mohr provided the following recaps:
 - a. A total amount of ~\$18,000 has been raised this school year and the PTO Board has provided recommendations to the school on what to purchase.
 - b. Mrs. Diol would like to do a stair project: replace the existing mats and paint these purple. We're waiting for an official quote (most likely will not be able to do all three stairs).
 - c. Updating the bathrooms were also a recommendation from the PTO and discussed; Cara will get an update on this.
 - d. Another recommendations was paint for the front hallway and new rugs; Cara will discuss further with Mrs. Diol.
 - e. A total of six iPads were purchased back in November and we can now purchase the additional six that includes the cases for \$1,600.
 - f. At the beginning of the year, it was suggested we provide teachers containers for their student lunch bags. The PTO has decided not to make this part of the staff appreciation week gift and instead providing them to all teachers. Cost is estimated at \$52 per cart for a total of 40 classes, totaling \$1,872.

FINANCIALS & TREASURER REPORT

1. Expenses logged this month: Teacher's breakfast, Literacy Night, Little Caesar's, Lava Lamps from FIVE Below, Field Trip Transport for 2nd and 4th Grade field trips, PBIS, Young Authors for medals for winners
2. Income logged this month: No hassle fundraiser, Spirit Wear, Panhandlers income of \$1,881, Poppin Popcorn,
3. Next month we will log profits for Book Fair \$3,743 and Glow Night \$3,620 (or \$4,620 including the Kohls Cares donation)

APPROVAL OF EXPENDITURES

1. Request for 3rd Grade: \$343.76 for transportation for field trip. **Motion to approve by for Marie Meyer, seconded by Cara Silverman. Motion carries.**
2. Request for 4th Grade: \$490.84 for transportation for field trip. **Motion to approve by for Marie Meyer, seconded by Lisa Wilk. Motion carries.**
3. Request for 6 iPads and cases not to exceed \$1,600, may be less. **Motion to approve by for Maria Martinez, seconded by Rose Ready. Motion carries.**

STAFF LIAISON REPORTS

1. Nothing to report.

COMMITTEE REPORTS

1. Bingo Night
 - a. Chair Cristi Barry (absent): No news to report. Event closed.
2. Birthday Books
 - a. Chair Rose Ready: we have a lot of books this month, we are good for May and June. We will need books for Julie and August. We are looking for older child aged books. We will put out a note to the teachers they should put them in the box.
3. Book Fair
 - a. Chairs Katie Kittelson (absent) and Meghan Reimers (absent): Next year's Fall Book Fair is week of Nov 11 and Spring Book Fair is week of March 9 and Literacy Night is March 12. Confirming Mini Book Fair is in August.
4. Bon Voyage
 - a. Will be finalizing everything next week.
5. Box Tops
 - a. Chairs Amy Hortillosa (absent) and Mandy Peloquin (absent): Position will be open next year.
6. Bulletin Boards
 - a. Chair Melissa Kiekow (absent): No news to report.
7. Date Night with Dad
 - a. Chair Susana Sancen. Ticket sales were \$3,851 not including items sold that night (did not track that total) and expenses were \$948.
8. Date Night with Mom
 - a. Chair Susana Sancen: Total Income is \$4,901.50 (up \$294 from last year) and total Expenses are \$1,280.77 (down \$40 from last year) which brings us to a profit of \$3,620.73 OR \$4,620.73 if you count \$1,000 from Kohls Cares. Due to the hard cut-off implemented this year, we sold 49 less tickets than last year (worth \$392 in Income) BUT still raised more money.
9. District and Community Relations
 - a. Chair Maria Martinez: Will be looking into textile program next year.

10. Fundraising
 - a. Chair Nicole Cacioppo (absent): no news to report.
11. Holiday Shop
 - a. Chair Cara Mohr: No news to report. Event closed.
12. Kindergarten Step Up
 - a. Chair Stacey Tyrken (absent): Event will be held on May 23rd (AM and PM). Brooke will volunteer in the morning. And Maria and Marie will volunteer in the afternoon.
13. Landscaping
 - a. Chair Cara Mohr: We are ready for next year.
14. PTO Membership-District and Data Entry
 - a. Chair Becky Sears (absent): No news to report.
15. Nomination Coordinator
 - a. Chair Jessica Schachelmayer (absent): Election went out this week. Maria Martinez will fill the PTO Secretary position.
16. PBIS
 - a. Chair Stephanie Knapik: Event scheduled on Wednesday, May 15 at 12:30 pm and 2:00 pm. Will need to start planning assembly for the Fall. With the money left over from the PBIS committee, popsicles will be provided on May 24th after the assembly ends.
17. Popsicle Sales
 - a. Chair Christy Goodale (absent): No more popsicle days for the year. Popsicle Sales Chair position will be open next year.
18. Popcorn Sales
 - a. Chairs Kimia Walton (absent) and Helen Heifers (absent): Last popcorn date is May 10.
19. Pumpkin Fest
 - a. Chair Kim Foley (absent): Amy Schnider and Meghan Jansen will be chairing this committee next year.
20. Restaurant Benefit Nights
 - a. May 7 is Fratello's restaurant night.
21. Room Parents
 - a. Chair Katie Kittelson (absent): Communication went out about Teacher Appreciation night.
22. Schwans Cares
 - a. Chair Jessica Schachelmayer (absent): Received a check for \$10.50 from last month.
23. Spirit Wear
 - a. Chair Tara Simonelli (absent): Still waiting for check. Cara met with two new companies, but likely that Cara will decide to go with the same company for next year.
24. Staff Appreciation
 - a. Chair Lulu Chapa (absent): Brook will take over staff appreciation next year. Monday, May 6 is RC's Market Day for the Teachers. Wednesday, May 8th is going to be cake and coffee day, Cara will do the coffee corner. Friday, May 10 Brook will have tumblers with two lemonade packets and a card.
25. Track-a-Thon
 - a. Chair Cara Silverman and Christi Hebel: Event has now been scheduled to May 8 due to rain day May 1 (K to 4th Grade) still all day and May 9 for 5th Grade from 9:00 a.m. to 10:05 a.m. May 10th is the final day for declarations. T-Shirt sales are down this year.
26. Volunteer Coordinator/Sign-up Genius
 - a. Chair Christi Hebel: We need the dates for the events as soon as possible to start setting up.
27. Yearbook
 - a. Chairs Val Ruiz (absent) and Colleen Beyer (absent): The Yearbooks will be distributed on May 30.

NEW BUSINESS

Board President reported: no news to report, all was covered in above topics.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Marie Meyer, seconded Maria Martinez. Motion carries. Meeting adjourned at 8:46 pm.