

Robert Crown School
PTO Board Meeting Minutes
March 18, 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, Maria Martinez

GUEST ROLL CALL

Rachael Morales, Jamey Mallek, Kathy Dewar

STAFF ROLL CALL

Mrs. Shannon Mooney

CALL TO ORDER

Board President Cara Mohr called the meeting to order at 7:03 p.m.

APPROVAL OF MINUTES

Approval of February 25, 2019 board meeting minutes. **Motion to approve with change from 17,000 box tops to 1,700 made by Mindy Kosiak, seconded by Marie Meyer. Motion carries.**

PRESIDENT'S REPORT

1. Board President Cara Mohr provided the following recaps: Almost there to provide budgets for each committee/event; Mtg with Diol on week of April 22 to discuss what we should do with the lump sum; prior to that Cara and Jen are meeting to see where we are and to identify what we can give back. If the chairs have ideas and requests these need to be brought up prior to.

FINANCIALS & TREASURER REPORT

1. Treasurer Jen Jandula ice cream sales of \$283 and popcorn sales of \$298. Paid invoice to Scholastic \$7,300. Fundraiser invoice \$2,700 to Goodies Popcorn. The deposits will be on next month's report. A couple of small things such as holiday shop deals, staff appreciation meal for conferences. A big one we anticipate is the Scholastic invoice from last week is coming (usually less than the fall Book Fair).
2. Cara mentioned that first grade is going to Brookfield Zoo; Childhood Victories and Bon Voyage and The Young Authors will be coming out in March and Spirit Wear earnings will be coming in.

APPROVAL OF EXPENDITURES

1. \$691.60 for the 2nd grade to Kohls Museum. **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 several birthday books in the box. Cara informed us that there are \$55 worth of books which is 22 books from Scholastic Dollars. We get a choice of getting Scholastic Dollars or getting the cash back; the Scholastic Dollars is double the value. We need more for May.
3. Book Fair
 - a. Chairs Katie Kittelson (absent) and Meghan Reimers (absent): It was a great success and a huge thank you to Meghan. The All for Books program where you can send \$202.76 from the 177 new books for the library. Meghan/Jen do not yet have all the numbers but the PTO profit is \$3,500. Total it brought in at least \$15,000.
4. Box Tops
 - a. Chairs Amy Hortillosa and Mandy Peloquin (absent): No news to report.
5. Bulletin Boards
 - a. Chair Melissa Kiekow (absent): Melissa will be doing Glow Nigh with Mom.
6. Date Night with Dad
 - a. Chair Susana Sancen. We will check on the amount that we raised and report back at April 29 meeting. Event closed.
7. Date Night with Mom
 - a. Chair Susana Sancen. The Save-the-Date flyer will be going out this week to homes. Mrs. Hansen suggested sending a concise email to the staff with bullets and dates on what they can do to help (i.e., reminding parents and students). Cara will place a bin in the office for collection of the forms. Cara can also notify FMLS for additional student volunteers (we will ask for 10 now and more if needed when we get closer to event). Kohls Cares will be able to pay \$1,000 for any event in April; thus, Cara will make a cold call and take donuts to the store so they can choose our event to volunteer.
8. District and Community Relations
 - a. Chair Maria Martinez: No news to report.
9. Fundraising
 - a. Chair Nicole Cacioppo (absent): We might still have pizza orders in the freezer.
10. Holiday Shop
 - a. Chair Cara Mohr: No news to report. Event closed.
11. Kindergarten Step Up
 - a. Chair Stacey Tyrken (absent): Will be happening in May. She will start coordinating between 1st and 2nd Grades.
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): No news to report.
- 15. PBIS
 - a. Chair Stephanie Knapik: Looking forward to event May 15. Next PBIS meeting is April 3.
- 16. Popsicle Sales
 - a. Chair Christy Goodale (absent): It's this week on Friday and they still need one more volunteer.
- 17. Popcorn Sales
 - a. Chairs Kimia Walton (absent) and Helen Heifers (absent): There will be another one in April and looking and finalizing the items for that event.
- 18. Pumpkin Fest
 - a. Chair Kim Foley (absent): No news to report. Event closed.
- 19. Restaurant Benefit Nights
 - a. \$50 from El Norteno and \$50 from Jandis. Next month is Deacon's for the entire month of April for both dine in and carry on (but you have to show the flyer). Marie will check to see if they will accept if they can see it on the phone from an image.
- 20. Room Parents
 - a. Chair Katie Kittelson (absent): Communication will be going out first week of April about Staff Appreciation.
- 21. Schwans Cares
 - a. Chair Jessica Schachelmayer (absent): No news to report.
- 22. Spirit Wear
 - a. Chair Tara Simonelli (absent): The merchandise is not as great as the items in the fall. Those will be looked at going forward. All the "Future Bulldog" shirts are gone, but most were sold at the Kindergarten Registrations.
- 23. Staff Appreciation
 - a. Chair Lulu Chapa (absent): Exploring a "farmers market" idea on a Monday and then will look for local places that will donate and the teachers get to pick what they want. Or, instead of the PTO providing more food items, it was discussed that they can possibly find items the teachers can use (lunch bins) and other items that the teachers don't already have.
- 24. Track-a-Thon
 - a. Chair Cara Silverman and Christi Hebel (absent): Will be on May 1 with a rain date of May 8 and flyers will be going home on Thursday. Instead of a medal this year it will possibly be a squishy or a keychain for the kids. There will also be t-shirt for volunteers and parents can run with their kids.
- 25. Volunteer Coordinator/Sign-up Genius
 - a. Chair Christi Hebel (absent): No news to report.
- 26. Yearbook
 - a. Chairs Val Ruiz (absent) and Colleen Beyer (absent): Cara will finish taking pictures.

NEW BUSINESS

Board President reported:

1. Admin Day is Wednesday, April 24; keep the ladies up front in mind; this is Liz's last year.
2. Next PTO meeting is April 29 held at Deacon's instead of RC Library.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Mindy Kosiak, seconded Jamey Mallek. Motion carries. Meeting adjourned at 8:42 p.m.