

Robert Crown School
PTO Board Meeting Minutes
August 26th, 2019 7:30PM

BOARD MEMBERS IN ATTENDANCE

Board President Cara Mohr presiding. Board members Marie Meyer, Maria Pridacha-Martinez, Cara Silverman, Stephanie Knapik.

COMMITTEE CHAIRS IN ATTENDANCE

Stephanie Knapik, Cara Silverman, Rose Ready, Maria Martinez, Amy Schneider, Lisa Wilk Kuklewski, Katie Lauer, Cristi Barry, Brooke Held, Kathy Dewar, Megan Jansen, Helen Helfers, Kimia Watton, Sara Alberchinski, Meghan Reimers

GUEST ROLL CALL

Amy Knee, Catherine Leslie, Cathy Araos, Erwin Araos, Julie Sharp, Mindy Kosiak, Tanya Vogel, Rachael Morales, Jamey Mallek, Kim Setterstrom, Cynthia Henrichs, Natalie Hernandez

STAFF ROLL CALL

MRS. KARRIE DIOL, PRINCIPAL

CALL TO ORDER

Board President Cara Mohr called the meeting to order at 7:33 p.m.

APPROVAL OF MINUTES

Approval of May 20th, 2019 board meeting minutes. **Motion to approve made by Marie Meyer, seconded by Kimia Watton. Motion carries.**

PRESIDENT'S REPORT

1. Introduction of board.
2. Overview of PTO and Committee Structure.
 - a. All committees are volunteers.
 - b. PTO meetings are usually the 3rd or 4th Monday of the month.
3. Some things PTO was able to provide last year:
 - a. Last year we were able to provide transportation for two field trips per grade.
 - b. Rugs for classrooms.
 - c. PTO raised close to \$44,000 last year!
4. Mrs. Diol gave speech and thanked the PTO and everyone for their help. Our school is doing amazing things regarding our children as well as our school technology, etc.

FINANCIALS & TREASURER REPORT

1. Treasurer Stephanie Knapik: Procedures will change this year with reimbursement and deposit process.

2. Forms went out to committee chairs and will be available to pick up as well.

APPROVAL OF EXPENDITURES

1. \$473.03 for 5th grade trip In Spring 2018 to Discovery Museum. **Motion to approve by for Brooke Held, seconded by Rose Ready. Motion carries.**
2. \$686.86 for Landscaping by Wauconda's Acres Group. **Motion to approve by Kathy Dewar, seconded by Katie Lauer. Motion carries.**
3. \$573.09 for Teacher Luncheon from Lou Malnatis. **Motion to approve by for Marie Meyer, seconded by Stephanie Knapik. Motion carries.**
4. \$816 for copy paper to Velocita Technologies. **Motion to approve by for Cara Silverman, seconded by Mindy Koziak. Motion carries.** Copy paper to be used for the entire school year

STAFF LIAISON REPORTS

1. Nothing to report.

COMMITTEE REPORTS

1. Bingo Night
 - a. Chair(Open): Cristi Barry, last year's chair explained the event and how seamless the event is run.
 - b. This year the event is on January 24th.
 - c. It is a district 118 event run by all the schools.
2. Birthday Books
 - a. Chair Rose Ready: We are looking for chapter books for 3rd – 5th grade.
3. Bon Voyage
 - a. A 5th grade year end event and will be held at Robert Crown this year.
4. Book Fair
 - a. Chairs Katie Kittelson (absent) and Meghan Reimers:
 - b. We have three book fairs per year.
 - c. Our first was at meet and great and made \$1100 in sales, which is down from previous years.
 - d. November 11th – 16th is the Fall Book Fair and the theme is Arctic Adventure.
 1. Shedd Aquarium has donated tickets for us to raffle off.
 - e. Scholastic balance currently is approximately \$3008.
 - f. Reward balance of 2289.32 expires September 30th.
 - g. Spring book fair is held during Family Literacy night the week of March 9-13.
5. Box Tops
 - a. Chair Kathy Dewar: New this year, Box tops are available to load digitally with an app now on your phone.
 - b. We are still able to drop off box tops to the school.
 - c. Kathy Dewar and Marie Meyer are Still in discussion whether or not we will have a contest for the classrooms due to new electronic way.
 - d. Box tops raised about \$1500 last year.
6. Bulletin Boards
 - a. Chair Melissa Kiekow (absent): Melissa made the fish bowl for the start of the year and will continue through the end of the year.
7. Date Night with Dad

- a. Chair Maria Martinez and Lisa Wilk:
 - b. Movies have been picked, Movie 1 is Secret Life of Pets 2 and Movie 2 is Pokémon Detective Pikachu.
 - c. Order forms will be going out this week.
8. Date Night with Mom
- a. Chair Maria Martinez and Lisa Wilk: No news to report.
9. District and Community Relations
- a. Chair Maria Martinez: No news to report.
10. Fundraising
- a. Open Position
 - b. Cara Mohr researching catalog fundraising options for Jan/Feb. 2020.
 - c. Looking into Market Day, which is now ALL online and will be shipped straight home.
 - d. Schwan's has stopped offering fundraising.
11. Holiday Shop
- a. Chair Cara Mohr: The week of December 9th, weeklong event.
 - b. All children participate and can shop or window shop.
 - c. All items are priced between \$1 - \$6.
 - d. Looking for help shopping throughout the year for Holiday Shop items and coordinating schedules.
12. Kindergarten Step Up
- a. Chair Katie Kittelson (absent): No news to report.
13. Landscaping
- a. Chair Cara Mohr: No news to report.
 - b. Helen Helfers mentioned having girl scouts volunteer working on landscaping.
 - c. We cover costs of the initial landscaping, putting in the mulch and florals, etc.
14. PTO Membership-District and Data Entry
- a. Chair Becky Sears (absent): Memberships due September 6th and Becky be inputting all the RC families into a spreadsheet.
15. Nomination Coordinator
- a. Chair Jessica Schachelmayer (absent): No news to report.
16. PBIS
- a. Open Position
 - b. Cathy Henry is in charge of PBIS on the school side.
 - c. Cara Mohr planning Chalk the Walk for Sept. 20 and All-District Spirit Day to coincide with WHS Homecoming.
17. Popsicle Sales
- a. Chair Sara Alberchinski and Katie Lauer: Just had first sale and everything went great!
 - b. Will need 5-6 volunteers per date.
 - c. Marie Meyer reported that more popsicles will be purchased for future sales now that storage space won't be an issue.
18. Popcorn Sales
- a. Chairs Kimia Walton and Helen Heifers: Always looking for volunteers.
 - b. Popping starts around 9:30am and need volunteers for popping shifts as well as selling shifts.
 - c. Helen Heifers mentioned bringing in two smaller popcorn machines in the future as it is much more time efficient.
19. Pumpkin Fest

- a. Chair Amy Schneider and Megan Jansen: Just met with Cara Mohr to go over the event.
- b. This event has been around for over 20 years!
- c. The date for this year is October 12th 10am – 2pm.
- d. Teachers and volunteers are involved!
- e. We will have a silent auction and as well as raffle gift baskets! Money earned will be going back to the music department for instructional materials and PBIS efforts will continue to be supported.

20. Restaurant Benefit Nights

- a. Chair Laurie Braunschwig: (absent)
- b. This is Laurie's last year at Robert Crown so the position will be open next year.
- c. September 4th restaurant night will be at JTWigs and will run ALL DAY, Dine in or carry out. We will receive 15% of sales back to Robert Crown.
- d. October 2nd restaurant night will be at Culvers in Island Lake, 4-10pm and is available inside or via drive through.

21. Room Parents

- a. Chair Cristi Barry and Stephanie Knapik: September 11th at 7pm room parent meeting will be held in the library!
- b. There are three parties ran by the room parent and volunteers, Halloween, Winter, and Valentine's Day.
- c. Once all sign-up sheets are in from the teachers, Cristi and Stephanie will finalize room mom list.

22. Spirit Wear

- a. Chair Tara Simonelli (absent) and Christi Hebel (absent): Sales are currently open!

23. Staff Appreciation

- a. Chair Brooke Held: Sign-ups are open to sign up for a month.
- b. Brooke circulated sign ups at the meeting. Cara Mohr reported that Carey McHugh from the School Board will be hosting September's staff appreciation.

24. Track-a-Thon

- a. Chair Cara Silverman and Christi Hebel (absent): New this year the event will be moved to the fall!
- b. The date of the event will be Tuesday, October 8th with a rain date of October 15th.
- c. We will need volunteers to help run the tracks.
- d. Instead of shirts this year we will be selling water bottle sales and changing some things up from last years.

25. Volunteer Coordinator/Sign-up Genius

- a. Chair Christi Hebel (absent): No news to report.
- b. Cara Mohr reminded attendees to turn in volunteer sheets by September 6th so Christi can input addresses into Sign up Genius at that time.

26. Yearbook

- a. Chairs Maria Martinez and Lisa Wilk: We are using a new company, Interstate, this year with slightly different procedures.
- b. Yearbook sales will end September 6th.
- c. On-line sales and manual ones are being accepted this year.

NEW BUSINESS

Board President reported:

1. If you are interested in an open chair position, please reach out.
2. September 20th is a District wide spirit date and Chalk the Walk.
3. Meeting concluded with ice breaker trivia game and spirit wear giveaway.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Marie Meyer, seconded Cara Silverman. Motion carries. Meeting adjourned at 8:35 p.m.

Minutes submitted by: Maria Pridacha-Martinez