

**Robert Crown School**  
PTO Board Meeting Minutes  
September 23rd, 2019 7:00PM

**BOARD MEMBERS IN ATTENDANCE**

Board President Cara Mohr presiding. Board members Marie Meyer, Cara Silverman, Stephanie Knapik.

**COMMITTEE CHAIRS IN ATTENDANCE**

Stephanie Knapik, Cara Silverman, Rose Ready, Amy Schneider, Lisa Wilk Kuklewski, Brooke Held, Kathy Dewar, Megan Jansen, Sara Alberchinski, Amy Erickson, Tanya Vogel

**GUEST ROLL CALL**

Jamey Mallek, Rachel Morales, Cathy Araos, Lindsay Miller, Natalie Hernandez

**STAFF ROLL CALL**

N/A

**CALL TO ORDER**

Board President Cara Mohr called the meeting to order at 7:04p.m.

**APPROVAL OF MINUTES**

Approval of August 26th, 2019 board meeting minutes. **Motion to approve made by Jamey Mallek, seconded by Rose Ready. Motion carries.**

**PRESIDENT'S REPORT**

1. Introduction of board for any new attendees.
2. 2nd Annual Chalk the Walk was Friday. This was to help PBIS efforts. Cool drawings and we got a drone flyover by Mike Silverman to take pictures. Nicole Hill (new PBIS chair) did a great job.
3. Fall Events are coming up - Date Night, Track-A-Thon, Pumpkinfest all coming up. Great job to committee chairs.
4. District PTO Meeting - this year Robert Crown is the secretary on the board. We are now in charge of the school supply kits and the purchasing for the district. Considering resigning for the next year. EPI was used last year.

**FINANCIALS & TREASURER REPORT**

1. Treasurer Stephanie Knapik provided copies of the financials. Made \$353.80 on the latest popsicle sales.
2. Meet & Greet Totals: \$330.38 for Spirit Wear, My Flavor-It Place \$80 - including Book Fair we made nearly \$1500.
3. 319.54 from JJ Twigs Restaurant Benefit Night in September.

**APPROVAL OF EXPENDITURES**

1. Field Trip Transportation - 1st Grade Royal Oaks, 5th Grade Richardson's, 4th Grade College of Lake County, 2nd Grade - Goebberts Farm. We won't have totals until the October meeting.
  - a. Cara Mohr informed the group that we have under budgeted for field trip transportation in past years - we will need to reconsider a higher budget allocated for next year.
2. Young Authors -Angie Liptak has requested PTO's assistance to fund the program again this year. We bring in an author to present to students that participate (cost of the author is divided evenly between the 3 grade schools). We give ribbons and medals to anyone that participates as well. She provided a breakout of estimated expenses. She gave a range of \$1535-1600 for this year. We will make a motion up to \$1600 to approve so we don't come in under. **Motion made by Brooke Held, seconded by Rachel Morales.** Motion carries.

## STAFF LIAISON REPORTS

1. N/A

## COMMITTEE REPORTS

1. Bingo Night
  - a. New chairpeople, Tanya and Amy were introduced. No report.
2. Birthday Books
  - a. Rose Ready: we've gotten a lot of books in and will be set for this month and next month. We have Scholastic Dollars that have to be spent by the end of the month from our Book Fair chairperson, Megan Reimers.
3. Bon Voyage
  - a. No report.
4. Book Fair
  - a. No report.
5. Box Tops
  - a. Chair Kathy Dewar: we are still collecting cut Box Tops. We are pushing the app to scan and collect money for the school.
  - b. We will likely still do a contest in February.
6. Bulletin Boards
  - a. They are updated in the entryway.
7. Date Night with Dad
  - a. Lisk Wilk gave an update: event is this Friday.
  - b. So far we have 542 tickets sold between the two events. Slightly lower than last year but close. \$2145 approximately in sales.
  - c. Still looking for volunteers for the set up and the actual event and clean up.
  - d. Bracelets will be in teacher mailboxes on Wednesday morning. They will go home by family and not by child.
  - e. We will add a lawn chair area based on last year's event feedback to avoid view obstruction.
8. Date Night with Mom
  - a. No report.
9. District and Community Relations
  - a. Cara Mohr: we will be participating in the candy buy back program again this year after Halloween from the local orthodontist Conlon and Thompson. Bring in between November 1-7. Candy is mailed to the troops overseas. We get paid \$1 per pound.

## 10. Fundraising

- a. Cara Mohr solicited ideas for this year's fundraising.
  - i. Member suggested Dutch Mills which is an online program. She had done before. Orders can be done with the kids or online mail to home. Flower Power is another company.
  - ii. Member suggested Mix Bag fundraiser. It's a "lower budget 31 bag" type. Those in attendance seemed to prefer Mixed Bags over flower bulbs.

## 11. Holiday Shop

- a. No report

## 12. Kindergarten Step Up

- a. No report

## 13. Landscaping

- a. Cara Mohr: member suggested last month that we reach out to Girl Scout troops to maintain landscaping. Two troops responded that they may be interested in this project. If they could handle it may save us \$600 budgeted and allows kids to get involved in their school.
  - i. Cathy Araos mentioned there is also a Green Club at the High School.

## 14. PTO Membership-District and Data Entry

- a. Cara Mohr: drive was complete on September 6th. We should know totals in October.

## 15. Nomination Coordinator

- a. No report

## 16. PBIS

- a. Chalk the Walk was great - last Friday.
- b. Assembly is October 9th - Jim "Basketball" Jones will come back and do two shows. Everyone loved him and teachers wanted him back again.

## 17. Popsicle Sales

- a. Sara Alberchinski: we will be ordering 7-8 cases for next month's sale on October 25th.

## 18. Popcorn Sales

- a. Marie Meyer: we could still use some help on Friday's popcorn sale and poppers for the afternoon shift leading up to the movie night.

## 19. Pumpkin Fest

- a. Amy Schneider and Megan Jansen: met with Mrs. Diol to go over the event and make sure all is handled because it's a school function. Date is October 12th, 10a-2p.
  - i. Mrs. Diol said they want to bring in Pony Rides, more activities and possibly some things moving outside. Also considering a balloon entryway and the popcorn truck.
  - ii. Chairs want to do a teacher raffle this year. Teachers donate their time and kids can put tickets in to bid on certificates from them. Mrs. Diol was checking with the staff.
  - iii. Silent Auction is coming along slowly but surely. Lots of emails coming back. Megan reported the list of what's been donated so far. Taking more donations for the baskets to be put together.
  - iv. Cake Walk donations are needed for the big event. 17 donations so far on the list. They need about 50. If you're not available to volunteer that day it is a great way to get involved.
  - v. Day of the event, it's hard to get volunteers. We need some people signing up to sell tickets and run the kitchen. They will also need Friday set up help and get decorated pumpkins from the kids on the wall.

## 20. Restaurant Benefit Nights

- a. Marie Meyer: October 2<sup>nd</sup> restaurant night will be at Culvers in Island Lake, 4-10pm and is available inside or via drive through - 15% will go to RCS PTO.

21. Room Parents

- a. No report

22. Spirit Wear

- a. Cara Mohr: all of Fall sale orders will be in between September 30 and October 4. All our orders totaled \$4557. Great sale.

23. Staff Appreciation

- a. Brooke Held: today was the first Staff Appreciation day with a Fall theme and was sponsored by Carey McHugh and family.
  - i. October is done during conferences. Dinner will be Rosati's pastas and salads. There will be a sign up for Italian desserts. Brooke will reach out to Christi Hebel to do a Sign Up Genius.

24. Track-a-Thon

- a. Cara Silverman: October 8th is coming up!
  - i. Donations have been coming in.
  - ii. Water bottles are for sale this year since T-shirts just were done in May. Orders due September 27th.
  - iii. New prizes this year. Top lap runners boy and girls will get trophies. Average laps ran will get prizes including teachers. The one classroom who earns the most money per student will get a classroom party of their choice (pizza, ice cream, etc).
  - iv. Volunteers are needed. Sign Up Genius is out. Cara will be opening up the Kindergarten sign up slots to include more.

25. Volunteer Coordinator/Sign-up Genius

- a. No report.

26. Yearbook

- a. Lisa Wilk: Sales ended September 6th. 567 total yearbooks were sold. \$11,907 is the total before profit. Number of yearbooks sold is up from previous years.
- b. Cover contest will be coming up in October. 5th graders will enter and the staff will vote on it. The yearbook cover options will be hung up during staff dinner (teacher appreciation).

**NEW BUSINESS**

Board President reported:

- 1. Red Ribbon Week is October 21-25. The theme this year "Send a Message. Stay Drug Free." Every day is a dress up day. Suggestions are welcome for dress up days. We are also looking for an activity for the kids as a "feel good". Brooke Held suggested sticky notes on lockers. Megan Jansen suggested Kindness Challenge.

**ADJOURNMENT**

**Board president Cara Mohr entertained a motion to adjourn. Motion made by Rachel Morales, seconded by Amy Erickson. Motion carries. Meeting adjourned at 8:29 p.m.**

Minutes submitted by: Marie Meyer