

Robert Crown School
PTO Board Meeting Minutes
October 28th, 2019 7:00PM

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, Katie Lauer, Cristi Barry, Brooke Held, Kathy Dewar, Sara Alberchinski, Tanya Vogel

GUEST ROLL CALL

N/A

STAFF ROLL CALL

MRS. WHITFIELD

CALL TO ORDER

Board President Cara Mohr called the meeting to order at 7:07 p.m.

APPROVAL OF MINUTES

Approval of September 23rd, 2019 board meeting minutes. **Motion to approve made by Marie Meyer, seconded by Rose Ready. Motion carries.**

PRESIDENT'S REPORT

1. Looking into school projects; first on our list was the stairwells but the quotes came in too high. The bathrooms on the first floor by main entrance are in major need of an update. We will be updating the BATHROOMS!
 - a. Girls and boy's bathrooms in the front hallway.
 - b. Will include new tile or epoxy flooring.
 - c. Stalls, toilets, sinks, and painting.
 - i. Painting will come last.
 - d. This renovation will take place either during Christmas break or Spring break.
 - e. We had "budgeted about 18,000 for a school project" and this project should come in around \$10,000 to \$15,000.
 - f. Stencils have also been approved for the bathrooms and stalls and we have the go ahead to do them right away.
 - g. Mrs. Diol received samples today for the bathrooms and we will be going with light colors, think creams and greens.
 - h. We will also be purchasing fancy rugs for the front hallway.
 - i. We will keep brown rugs for the winter and for the high foot traffic area.
2. Holiday Shop and Book Fair are coming up.

- a. Both events are five day events and are during the day when many parents are working. We will need a lot of volunteers for these events.
 - b. Book Fair is November 11-15th and Holiday Shop is December 9th – 13th.
 - c. Book Fair Co-Chair position is open.
3. Items were left in the kitchen after Date Nigh with Dad (Nacho Spoon) and Pumpkin Fest (drinks in cooler). Mrs. Diol discussed this with the PTO and Cara Mohr will be putting together a checklist for all chair people to use. This will be completed before Book Fair Family Night.
 4. District PTO Update.
 - a. Membership check came in 3,585.
 - b. Slightly down from previous years, considering adding a half sheet next year to remind people the \$5 goes to the district and not the school.

FINANCIALS & TREASURER REPORT - FINANCE MANAGER REPORTS WERE AVAILABLE FOR VIEWING

1. Treasurer Stephanie Knapik: Date Night with Dad profit is about \$3600.
2. Popcorn sales this month are about \$325.
3. Yearbook sales are about \$5400.

APPROVAL OF EXPENDITURES

1. Up to \$200 for Chess sets for Mrs. Whitfield's club. **Motion to approve by for Katie Lauer, seconded by Marie Meyer. Motion carries.**
2. \$772 for transportation for 1st grade field trip to Royal Oaks. **Motion to approve by Brooke Held, seconded by Sara Alberchinski. Motion carries.**
3. \$572.30 for Goebbert's Farm for 2nd grade. We are covering approximately \$55 for the mistake of the one bus which went to the wrong address. Audience asked for discussion about who should cover this mistake. Those in attendance did not believe the PTO should cover the mistake and would like further discussion with the school. **Motion is tabled to bring this issue to Mrs. Diol.**

STAFF LIAISON REPORTS

1. Mrs. Whitfield, 3rd grade teacher is interested in forming a Chess Club. Mrs. Diol has given the go ahead to pursue this club.
 - a. Looking for 12 chess sets to start up which costs \$16 per set.
 - b. It is a first come first serve club and only 24 kids would be able to join at first.
 - c. This club would start out for 4th and 5th graders with the possibility of 3rd grade joining next year.
 - d. The club would be in the mornings, about 45 minutes before school.
 - e. The sign-up process would include the teachers asking students who may be interested, and send home the information. Then the teachers will send the information back to Mrs. Whitfield right away.
 - f. Brooke Held asked if opening to only 5th graders would be an option but Mrs. Whitfield explained 4th graders would be helpful in helping teach the following year.
 - g. Club will start up in January.

COMMITTEE REPORTS

1. Bingo Night

- a. Chair Tanya and Amy: Wauconda Grade School will be the “leader” this year and will let the chairs know what the positions are that need to be filled.
 - b. Each school does provide two baskets besides the holiday items provided by Cara Mohr from Holiday Shop.
2. Birthday Books
 - a. Chair Rose Ready: We have a lot of brand new books in and the teachers’ lounge is organized and going well!
 - b. Considering a push at Literacy Night in spring for more books.
3. Bon Voyage
 - a. Nothing to report.
4. Book Fair
 - a. Chair Meghan Reimers (absent):
 - b. Cara Silverman reported:
 - c. Fliers will be sent home this week.
 - d. November 5th-8th will be change wars.
 - e. Thursday the 14th will be family night. McTeacher Night Is the same night as well as the Art Show.
 - f. My Flavor it will be there as well as we are having an arctic theme.
 - g. Marie will post regarding sign up list and information.
5. Box Tops
 - a. Chair Kathy Dewar: Will submit box tops around May.
 - b. YTD is about \$104.
 - c. Possibly considering setting up a box at the locations that accept the receipts to have people donate the receipts for us to scan.
 - d. High School kids are looking for service hours If we need help with cutting box tops and taping to paper.
6. Bulletin Boards
 - a. Chair Melissa Kiekow (absent):
 - b. No news to report.
7. Date Night with Dad
 - a. Chair Maria Martinez and Lisa Wilk(absent):
 - b. No news to report.
8. Date Night with Mom
 - a. Chair Maria Martinez and Lisa Wilk:
 - b. In the beginning stages of planning, will need to find a DJ.
9. District and Community Relations
 - a. Chair Maria Martinez:
 - b. Candy Buy Back program is coming up. I will be bringing the candy to the office on 11/7.
10. Fundraising
 - a. No Report.
11. Holiday Shop
 - a. Chair Cara Mohr:
 - b. Classes are all scheduled.
 - c. Candy Cane sales will be coming up and possibly have Katie and Sara help out with that event.
 - d. Set up and tear down help will be needed.

- e. Set up is the December 4th and 5th during school hours but willing to stay after school if volunteers are available.
 - f. Cara Silverman volunteered to print the labels for Cara Mohr and need them back the week before Thanksgiving.
 - g. Kindergarten and 1st grade teachers would like for us as the PTO to send more detailed information out.
 - h. November 18th a sign up genius will go out for volunteers.
 - i. We will be pushing for gift bags, approximately 5000 are needed.
 - j. Brooke Held gave an idea to ask for Holiday bags after the holidays for a push for the following year.
 - k. Family shopping day will be the afternoon of December 13th around 1pm.
12. Kindergarten Step Up
- a. Chair Katie Kittelson (absent):
 - b. No news to report.
13. Landscaping
- a. Chair Cara Mohr:
 - b. No news to report.
14. PTO Membership-District and Data Entry
- a. Chair Becky Sears (absent):
 - b. No news to report.
15. Nomination Coordinator
- a. Chair Jessica Schachelmayer (absent):
 - b. No news to report.
16. PBIS
- a. Nicole(absent) November 13th is the next PBIS meeting.
 - b. If we reach the RCS bathroom behavior goal the school is looking to purchase games for a school wide game day which they would like PTO to consider purchasing.
17. Popsicle Sales
- a. Chair Sara Alberchinski and Katie Lauer:
 - b. \$292.33 was the total sale from October.
18. Popcorn Sales
- a. Chairs Kimia Walton(absent) and Helen Heifers(absent):
 - b. Next popcorn date is November 22nd.
19. Pumpkin Fest
- a. Chair Amy Schneider(absent) and Megan Jansen(absent):
 - b. Event was a huge success.
 - c. Silent auction made the event.
 - d. Typically, we profit about 2500, and we profited about 6,000.
 - e. Cristi Barry suggested doing a teacher raffle for a silent auction item.
 - i. The chairs wanted to keep the teacher item separate as the auction items are more for the adults.
 - f. Some of the funds will be going towards music dept, and some towards PBIS.
20. Restaurant Benefit Nights
- a. Chair Laurie Braunschwig: (absent):
 - b. Sept JJ Twigs \$350
 - c. Culvers \$150

- d. November 6th is Whisk Bakery 7:30am-5pm and Word of Mouth Resale 10-5pm.
- e. December is Panhandlers.

21. Room Parents

- a. Chair Cristi Barry and Stephanie Knapik:
- b. All classrooms are covered with room parents.
- c. Cristi Barry will be coming to help with check in.
- d. There will not be a hold this year in the cafeteria, parents can come at 1:30pm and go straight to the classrooms.
- e. Final answer for no parade on Facebook will be by 11:30am.

22. Spirit Wear

- a. Chair Tara Simonelli (absent) and Christi Hebel (absent):
- b. Waiting on check for fall sale.
- c. Holiday sale starts this Friday through November 15th and will be in for the holidays.
- d. We are able to make the items a surprise if the spirit wear purchase is a gift.

23. Staff Appreciation

- a. Chair Brooke Held:
- b. Teacher dinner went well and had a lot of pop left over from Pumpkin fest to offset costs.
- c. Week of November 11th for next staff appreciation.
- d. Cannot do Monday as there will be a breakfast event.

24. Track-a-Thon

- a. Chair Cara Silverman and Christi Hebel (absent):
- b. Numbers are still being input but we are somewhere between \$2500 and \$3000.
- c. Water bottle sales were about \$865, with about a \$300-dollar profit.

25. Volunteer Coordinator/Sign-up Genius

- a. Chair Christi Hebel (absent):
- b. No news to report.

26. Yearbook

- a. Chairs Maria Martinez and Lisa Wilk (absent):
- b. Yearbook cover winner has been announced, Nolan Danielson from Mrs. Dryden's class for first place and Stella Lenox from Mrs. Sharkey's class for second place.
- c. Will be sending in the cover shortly.
- d. All room parents have been given access to upload their party photos.

NEW BUSINESS

Board President reported:

1. District is looking to plan an allergy committee with approximately 3 meeting dates.
2. Marie Meyer brought up a "toy idea," for classrooms to use for their prizes or any giveaways for teachers.
 - a. Find out from teachers if there is an interest in this and once a quarter etc and teachers can come pick out a select number of items.
 - b. Marie will email Mrs. Diol to okay talking to the teachers about this and start after Thanksgiving.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Cara Silverman, seconded Stephanie Knapik. Motion carries. Meeting adjourned at 8:58 p.m.

Minutes submitted by: Maria Pridacha-Martinez