

Robert Crown School

PTO Board Meeting Minutes

November 25th, 2019 8:00PM

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, Lisa Wilk Kuklewski, Nicole Hill, Amy Erickson, Sara Alberchinski

GUEST ROLL CALL

Cynthia Henrichs

STAFF ROLL CALL

CALL TO ORDER

Board President Cara Mohr called the meeting to order at 7:02 p.m.

APPROVAL OF MINUTES

Approval of October 26th, 2019 board meeting minutes. **Motion to approve made by Marie Meyer, seconded by Cara Silverman. Motion carries.**

PRESIDENT'S REPORT

1. Bathroom renovation -
 - a. Mrs. Diol has the samples already.
 - b. Renovation is looking to be during Spring Break rather than winter break.
2. Chess Club Update
 - a. Marie Meyer delivered 12 chess sets to Mrs. Whitfield and the information will be going out after the holiday break.
3. Audit
 - a. Anything with a ticket slip such as Date night with mom, Date night with dad, Yearbook, and Track a Thon events need to be put into the box in the PTO closet. These items need to be saved for 7 years.

FINANCIALS & TREASURER REPORT

Treasurer Stephanie Knapik: **Finance manager reports were available for viewing.**

1. Total balance currently 55,151.71

APPROVAL OF EXPENDITURES

1. \$516.40 for 2nd grade transportation. School will cover the \$55 for the transportation error from Goeberts Farm. **Motion to approve by for Rose Ready, seconded by Sara Alberchinski. Motion carries.**
2. \$1,760 for Movie license for the school to use, movie license will not need to renewed for another 5 years. **Motion to approve by Lisa Wilk, seconded by Stephanie Knapik. Motion carries.**

STAFF LIAISON REPORTS

Nothing to report.

COMMITTEE REPORTS

1. Bingo Night
 - a. Chair Tanya Vogel(absent) and Amy Erickson:
 - b. Just received an email for the first meeting December 4th.
1. Birthday Books
 - a. Chair Rose Ready:
 - b. We have a great amount of books still and kids are happy!
2. Bon Voyage
 - a. No news to report.
3. Book Fair
 - a. Chair Meghan Reimers(absent):
 - b. Cara Silverman reported Book Fair was a success and we exceeding last years sales by a couple of thousand.
4. Box Tops
 - a. Chair Kathy Dewar(absent):
 - b. Marie Meyer reported that Kathy sent out an email regarding setting up a box to donate receipts at stores that offer the scannable box tops.
 - c. Also will have a post on Facebook to have parents/kids bring in receipts that have box tops on them for us to scan in. Will set up a box in the front lobby.
 - d. Cara mentioned Mindy has spreadsheets with formulas on how to calculate box tops.
 - e. Position will be open with this being Kathy
5. Bulletin Boards
 - a. Chair Melissa Kiekow (absent):
 - b. Cara Mohr will reach out to Melissa to see if she can set up one more before Holidays.
6. Date Night with Dad
 - a. Chair Maria Martinez and Lisa Wilk: No news to report.
7. Date Night with Mom
 - a. Chair Maria Martinez and Lisa Wilk:
 - b. Maria Martinez is looking at DJs and will continue with planning after the holidays.
8. District and Community Relations
 - a. Chair Maria Martinez:
 - b. \$116 check from Conlon and Thompson from the Candy Buy Back program.
9. Fundraising
 - a. Open Position

- b. Cara Mohr found a program that has all sorts of items from cookies to candies, etc.
 - i. The program ships to the school and does not ship by student but by item.
 - ii. There is another option where every item is \$20, the catalog is at home with Cara.
 - iii. Items would need to be sorted around 2pm and picked up after school.
 - c. Another fundraising option is going back to Panhandlers and adding Mixed Bag, which is a company that sells bags and other home items.
- 10. Holiday Shop
 - a. Chair Cara Mohr:
 - b. Everything is going well so far, envelopes have gone home for parents to fill out who to shop for as well as money.
 - c. Kindergarten team got new tags this year so teachers did not need to fill them out.
 - d. Dress up days during the week of holiday shop information will go out next week.
 - e. Sign up genius has gone out with the teachers schedules.
 - f. There are some conflicts with MAP testing and information will be going out to adjust the dates/times.
 - g. Monday December 2nd at 6pm, will be a sorting night at Cara Mohr's house.
 - i. This will be separating all items by each day for the holiday shop.
- 11. Kindergarten Step Up
 - a. Chair Katie Kittelson (absent): No news to report.
- 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 Nicole Hill:
 - b. Children do not get their game day tomorrow because the bathrooms are not clean.
 - c. PBIS popcorn party is Thursday, December 19th.
 - i. Woodmans have big bags of popcorn and we may reach out to see if they would donate.
 - ii. Otherwise GFS would be a great option again as we used them last year.
 - iii. Nicole will look at pricing from Woodmans and Gordons.
 - iv. We have styrofoam cups that need to be inventoried.
- 16. Popsicle Sales
 - a. Chair Sara Alberchinski and Katie Lauer(absent):
 - b. October - \$292.33 in sales
 - c. YTD \$561.36
 - d. We have enough popsicles to get through February.
- 17. Popcorn Sales
 - a. Chairs Kimia Walton(absent) and Helen Heifers(absent):
 - b. No news to report.
- 18. Pumpkin Fest
 - a. Chair Amy Schneider(absent) and Megan Jansen(absent):
 - b. Amy and Megan have teacher conferences so we will discuss in January.
- 19. Restaurant Benefit Nights
 - a. Chair Laurie Braunschwig: (absent)
 - b. December 4th Panhandlers, 15% goes back to RC if mentioned.
 - c. We may skip January, and waiting for confirmations for February.

20. Room Parents
 - a. Chair Cristi Barry and Stephanie Knapik:
 - b. Winter parties coming, otherwise no news to report.
21. Spirit Wear
 - a. Chair Tara Simonelli (absent) and Christi Hebel (absent):
 - b. \$705.21 from fall sale.
 - c. Holiday sale finished November 15th and we had 23 orders which totaled \$642.
22. Staff Appreciation
 - a. Chair Brooke Held(absent):
 - b. Cara Silverman reported December theme/date is not set yet.
 - c. January we do not know date/theme yet.
 - d. February will be conferences and will have a soup and salad theme.
23. Track-a-Thon
 - a. Chair Cara Silverman and Christi Hebel (absent):
 - b. We made \$494.87 from water bottles.
 - c. Donation brought in \$7600 which is up from last year.
 - d. Profit was \$6511.
24. Volunteer Coordinator/Sign-up Genius
 - a. Chair Christi Hebel (absent): No news to report.
25. Yearbook
 - a. Chairs Maria Martinez and Lisa Wilk:
 - b. Cover photo has gone to PlicBooks and we are getting a free upgrade to a glossy cover and back.
 - c. Class proof week of January 21st.

NEW BUSINESS

Board President reported:

1. No meeting in December.
2. Next meeting January 27th.

ADJOURNMENT

Board president Cara Mohr entertained a motion to adjourn. Motion made by Marie Meyer, seconded Cara Silverman. Motion carries. Meeting adjourned at 8:08 p.m.

Minutes submitted by: Maria Pridacha-Martinez