

Robert Crown School
PTO Board Meeting Minutes
May 14th, 2020 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

Rose Ready, Amy Schneider, Lisa Wilk Kuklewski, Brooke Held, Kathy Dewar, Megan Jansen

GUEST ROLL CALL

STAFF ROLL CALL

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of April 20th, 2020 board meeting minutes. **Motion to approve made by Stephanie Knapik, seconded by Marie Meyer. Motion carries.**

PRESIDENT'S REPORT

1. **Budget**
 - a. Have a working document for next year and going forward.
 - b. **Motion to approve made by Rose Ready, seconded by Cara Silverman. Motion carries.**
2. **Sideouts Orders**
 - a. 65 Take and Bake Pizza
 - b. 24 Rigatoni
 - c. 11 Alfredo
 - d. 22 Salad
 - e. 122 orders
 - f. Orders end tomorrow at 1pm
3. **End of Year Surprise**
 - a. Lake Zurich Culvers will be giving us 1000 free ice cream coupons to hand out at pick up date on the 19th.

- b. Thank you cards on behalf of the PTO to go to any business who has donated to help us out this year.

FINANCIALS & TREASURER REPORT

Treasurer Stephanie Knapik:

1. 63,695.21 Available balance
2. Teacher appreciation \$774 was dropped off and about \$1700 sent to Paypal.
3. Conference dinner will be included in the Staff Appreciation budget going forward.
4. \$2,765 was spent on Amazon for GC for Teachers Appreciation.
5. \$512 was spent on Panera GC for Teachers Appreciation.

APPROVAL OF EXPENDITURES

\$722.20 for transportation for 3rd grade trip to the grove. **Motion to approve by Stephanie Knapik, seconded by Cara Silverman. Motion carries.**

\$838.30 for copy paper to Velocita Technologies for next year. **Motion to approve by Brook Held, seconded by Rose Ready. Motion carries.**

STAFF LIAISON REPORTS

Nothing to report.

COMMITTEE REPORTS

1. Bingo Night
 - a. Chair Tanya Vogel(absent) and Amy(absent):
 - b. No news to report.
1. Birthday Books
 - a. Chair Rose Ready:
 - b. Cannot inventory as we are not able to get into the building.
2. Bon Voyage
 - a. No news to report.
3. Book Fair
 - a. Chairs Meghan Reimers(absent):
 - b. No totals yet and we will not know totals until everything ships.
4. Box Tops
 - a. Chair Kathy Dewar:
 - b. Mailed the last 349 box tops this week and they signed for the shipment.
 - c. Payment was received in April 2020 and deposited directly by the school.
5. Bulletin Boards
 - a. Chair Melissa Kiekow (absent):
 - b. No news to report.
6. Date Night with Dad
 - a. Chair Maria Martinez and Lisa Wilk:
 - b. No news to report.
7. Date Night with Mom
 - a. Chair Maria Martinez and Lisa Wilk:
 - b. No news to report.
8. District and Community Relations

- a. Chair Maria Martinez:
 - b. School supply sales have started and will go through June 14th, and will accept late orders till June 30th.
9. Fundraising
 - a. Chair Cara Mohr:
 - b. Marie will post one more Boon Supply post once school is out as we have till July to earn any money towards our school.
10. Holiday Shop
 - a. Chair Cara Mohr:
 - b. No news to report.
11. Kindergarten Step Up
 - a. Chair Stephanie Knapik:
 - b. No news to report.
12. Landscaping
 - a. Chair Cara Mohr:
 - b. No news to report.
13. PTO Membership-District and Data Entry
 - a. Chair Becky Sears (absent):
 - b. No news to report.
14. Nomination Coordinator
 - a. Chair Jessica Schachelmayer (absent):
 - b. Ballots are due tomorrow and will be an announcement soon.
15. PBIS
 - a. Chair Nicole Hill(absent):
 - b. Reverse Parade is on.
 - c. Vendors who were booked this year have been rebooked for next year and we do not have any penalty fees etc.
16. Popsicle Sales
 - a. Chair Sara Alberchinski(absent) and Katie Lauer(absent):
 - b. Marie reported we are waiting to buy popsicles in the fall.
17. Popcorn Sales
 - a. Chairs Kimia Walton(absent) and Helen Heifers(absent):
 - b. Marie reported we are waiting to buy anything till the fall.
18. Pumpkin Fest
 - a. Chair Amy Schneider and Megan Jansen:
 - b. No news to report.
19. Restaurant Benefit Nights
 - a. Chair Laurie Braunschwig: (absent)
 - b. All checks are in from the benefit week and we did really well!
 - c. Will need a new chair next year as Laurie will not be at RC anymore.
20. Room Parents
 - a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. Thank you to all room moms for all their commitment!
21. Spirit Wear
 - a. Chair Tara Simonelli (absent) and Christi Hebel (absent):
 - b. Cara Mohr updated - All spring spirit wear came in May 5th and Tara delivered the orders.
 - c. There are about 4 orders needing to be delivered.
 - d. Looking into three new companies

- e. Melon Inc, Cotton and Ink are possible new companies for next year, just waiting to be able to see items and receive quotes.
- 22. Staff Appreciation
 - a. Chair Brooke Held:
 - b. Teacher appreciation week went really well!
- 23. Track-a-Thon
 - a. Chair Cara Silverman and Christi Hebel (absent):
 - b. No news to report.
- 24. Teacher Toy Box
 - a. Chair Marie Meyer:
 - b. Items are at Marie's and planning on opening it up at the meet the teacher luncheon.
- 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:
 - b. Yearbooks are being delivered to Maria's house once ready.
 - c. They have not been shipped as of yet.

NEW BUSINESS

Board President reported:

- 1. No new business.

ADJOURNMENT

Meeting adjourned at 8:00 p.m.

Minutes submitted by: Maria Pridacha-Martinez