

## Robert Crown School

### PTO Board Meeting Minutes

September 28th, 2019 7:00PM

#### BOARD MEMBERS IN ATTENDANCE

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

#### COMMITTEE CHAIRS IN ATTENDANCE

Nicole Hill, Cara Mohr, Cynthia Henrichs, Amy Schneider, Tanya Vogel, Danielle Rose, Megan Jansen, Brooke Held

#### GUEST ROLL CALL

Lynn Mills

#### STAFF ROLL CALL

N/A

#### CALL TO ORDER

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

#### APPROVAL OF MINUTES

Approval of August 31st, 2020 board meeting minutes. **Motion to approve made by Nicole Hill, seconded by Marie Meyer. Motion carries.**

#### PRESIDENT'S REPORT

1. Mum Orders
  - a. Pick up tomorrow and we need more volunteers.
  - b. 236 total sold!
  - c. Contactless order pick up.
2. Teacher Appreciation Forms
  - a. Almost all teachers have filled out the form
  - b. Waiting on admin approval to be able to send out or print out and send home
  - c. Watch emails and bus folders
3. Bathroom Update
  - a. Bathroom is finished!
4. Pumpkin Fest
  - a. We cannot host it due to Covid circumstances
5. Red Ribbon Week

- a. October 26th
6. Teacher lounge refrigerator
  - a. Has been approved and ordered
  - b. October 30th delivery
  - c. Will be stocking it for the teachers once it is delivered
7. SpiritWear
  - a. Orders have been shipped and if you have not received please contact Cara or Cotton and Ink

## **FINANCIALS & TREASURER REPORT**

Treasurer Stephanie Knapik:

1. Current Balance 59,518.34.
2. Renovation charges have not come out yet
3. 705.28 fridge cost
4. No final numbers for mums yet

## **APPROVAL OF EXPENDITURES**

\$1786.76 for library display cart. **Motion to approve by for Cara Mohr, seconded by Nicole Hill. Motion carries.**

## **STAFF LIAISON REPORTS**

Nothing to report.

## **COMMITTEE REPORTS**

1. Birthday Books
  - a. Chair Rose Ready(absent):
  - b. Need more chapter books please.
2. Bingo Night
  - a. Chair Tanya Vogel:
  - b. No news to report.
3. Bon Voyage
  - a. Chair OPEN:
  - b. At WGS this year.
  - c. No news to report.
4. Book Fair
  - a. Meghan Reimers(absent) and Christi Hebel(absent):
  - b. Virtual Book Fair is set for the week of October 26th
  - c. Families will order books online and teachers will show options remotely.
  - d. You will order books online and pick up as a drive up.
  - e. Monday no pick up and each day will be a separate grade
  - f. Friday will be for anyone
  - g. Possibly send home fliers via school bus
5. Box Tops
  - a. Chair OPEN:
  - b. Box tops are still around
  - c. You can email your receipt in to be credited as well
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. Movies will be shown virtually with no specific start time in a 24 hour period
  - c. Will come with a popcorn and candy bucket and additional options to add to purchase
  - d. Movies are still being decided upon
- 8. Date Night with Mom
  - a. Chair Maria Martinez and Lisa Wilk(absent):
  - b. No news to report
- 9. District and Community Relations
  - a. Chair Maria Martinez:
  - b. Follow up with Conlon and Thompson for candy buy back
  - c. Cara will check with Angie and the school if we can use the busses for candy drop off
- 10. Facebook Communications
  - a. Chair Marie Meyer:
  - b. Soak Bath Company fundraiser will be posted soon!
- 11. Family Book Fair Night
  - a. Chair Christi Hebel(absent):
  - b. No news to report.
- 12. Family Literacy Night
  - a. Chair Christi Hebe(absent):
  - b. No news to report.
- 13. Fundraiser Coordinator-Partnership
  - a. Open Position
- 14. Fundraiser Coordinator-Catalog
  - a. Chair Tanya Vogel:
  - b. Soak Bath Company
    - i. Sweetest day
    - ii. October 13-16th with 20 percent back to PTO
    - iii. Flier has been approved
    - iv. Online and in store
- 15. Holiday Shop
  - a. Chair Cara Mohr and Danielle Rose:
  - b. Holiday Shop will be done off site in the basement of the Volo Village Hall
  - c. A lot of product has already been purchased
  - d. Sign up ahead of time for a time slot and students only
  - e. Gifts would still be wrapped while we have the supplies and volunteers
  - f. Budget amount has been created with Cara and Stephanie
  - g. Will run the week of December 7th
  - h. We are able to leave it set up for the week we are running it
  - i. Rental is \$60 per day
  - j. \$200 refundable deposit
  - k. Thinking 4-8pm with 20 minute time slots to sign up for
  - l. Maybe include a Saturday morning option
  - m. Hand Sanitizer and glove station
  - n. Volo Village Hall has their own restrictions as well, masks for example
  - o. No more than 50 people inside at one time
  - p. Maybe send home list for kiddos to have a list of who they need to/can shop for
  - q. Try to keep to evenings vs daytime

- r. Try to get teachers to help out promoting.
- 16. Kindergarten Step Up
  - a. Chair OPEN:
  - b. No news to report
- 17. Landscaping
  - a. Chair Cara Silverman:
  - b. No news to report
- 18. Market Day
  - a. Chair Cynthia Henrichs:
  - b. Orders are coming in
  - c. We receive different bonuses as people shop
  - d. Can possibly offer a pie fundraiser in November
  - e. See if they have coupons or anything to hand out at the Holiday Shop
- 19. PTO Membership-District and Data Entry
  - a. Chair Becky Sears(absent):
  - b. Closed
  - c. We do not have numbers yet
- 20. Newsletter
  - a. Chair Marie Meyer:
  - b. No news to report
- 21. Nomination Coordinator
  - a. Chair OPEN:
  - b. No news to report
- 22. PBIS
  - a. Chair Nicole Hill:
  - b. Will reach out to Mrs. Henry to see if we can think of something virtual or a back to school event once there is a hybrid event.
- 23. Popsicle Sales
  - a. Chair Sara Alberchinski(absent) and Katie Lauer(absent):
  - b. No news to report
- 24. Popcorn Sales
  - a. Chairs Kimia Walton(absent) and Helen Heifers(absent):
  - b. No news to report
- 25. Pumpkin Fest
  - a. Chair Amy Schneider and Megan Jansen(absent):
  - b. Cannot be held this year
- 26. Restaurant Benefit Nights
  - a. Chair Cynthia Henrichs:
  - b. Bulldogs fundraiser made \$79 but he will round it up to \$100
  - c. Culvers next week Wednesday all day
  - d. November is still being decided
  - e. JJ Twigs in December
  - f. Maybe have a food truck at holiday shop
- 27. Room Parents
  - a. Chair Cristi Barry(absent) and Stephanie Knapik:
  - b. If we go back there will be a google sign up
- 28. Spirit Wear
  - a. Chair Tara Simonelli(absent) and Christi Hebel(absent):
  - b. Spirit Wear has shipped
  - c. Kindergarten shirts made a little over \$100

29. Staff Appreciation Monthly/TAW
  - a. Chair Brooke Held:
  - b. Eventually stocking the fridge for staff and once we know what conferences will look like, we can get some kind of meal arranged for staff.
  - c. Possibly have people donate items
30. Track-a-Thon
  - a. Chair Cara Silverman and Christi Hebel(absent):
  - b. No news to report
31. Teacher Toy Store
  - a. We are collecting still
  - b. Once vestibule is open we will have a box there for toys
32. Volunteer Coordinator/Sign-up Genius
  - a. Chair Christi Hebel(absent):
  - b. Cara Mohr sent an email with all the volunteers so we can email everyone who has signed up to volunteer
33. Website Coordinator
  - a. Chair Marie Meyer:
  - b. No news to report
34. Yearbook
  - a. Chair Maria Martinez:
  - b. 295 yearbooks sold
  - c. Instructions and links have been posted and sent out

## **NEW BUSINESS**

Board President reported:

1. Open Chair Positions
  - a. Box Tops
  - b. Kindergarten Step Up
  - c. Co Chair Staff Appreciation
  - d. Bon Voyage

## **ADJOURNMENT**

**Board president Cara Silverman entertained a motion to adjourn. Motion made by Cara Mohr, seconded Marie Meyer. Motion carries. Meeting adjourned at 8:13 p.m.**

Minutes submitted by: Maria Pridacha-Martinez