

Robert Crown School

PTO Board Meeting Minutes

October 26th, 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

Cara Mohr, Cynthia Heinrichs, Tanya Vogel, Danielle Rose, Lisa Wilk, Ellen Wolski, Meghan Reimers, Brooke Held

GUEST ROLL CALL

N/A

STAFF ROLL CALL

N/A

CALL TO ORDER

Board President Cara Silverman called the meeting to order at 7:01 p.m.

APPROVAL OF MINUTES

Approval of September 28th, 2020 board meeting minutes. **Motion to approve made by Stephanie Knapik, seconded by Cynthia Heinrichs. Motion carries.**

PRESIDENT'S REPORT

1. Mumm Fundraiser did really well
 - a. Sold 236 mums with a profit of \$1,315.99
 - b. \$654 raised from fall Spirit Wear sale
 - c. School Supply kids from April/May profited \$495.84
 - d. Bathroom update
 - i. Renovation complete
 - ii. No invoice yet
 - e. Teacher appreciation
 - i. All teachers have completed their Favorite Things sheet except one.
 - f. Red Ribbon Week
 - i. This week is red ribbon week
 - ii. Please upload to yearbook and Facebook

FINANCIALS & TREASURER REPORT

Treasurer Stephanie Knapik:

1. Current Balance \$55,100.24
2. Library equipment paid \$1786.76
3. Rug has been paid for.

APPROVAL OF EXPENDITURES

\$420.00 for Village Hall Rental Sunday December 6th Set up - 7,8,9,10th, 11th we will take off, morning of 12th tear down the 12th. **Motion to approve by for Marie Meyer, seconded by Lisa Wilk. Motion carries.**

STAFF LIAISON REPORTS

Nothing to report.

COMMITTEE REPORTS

1. Birthday Books
 - a. Chair Rose Ready(absent):
 - b. No news to report.
2. Bingo Night
 - a. Chair Tanya Vogel:
 - b. No news to report.
3. Bon Voyage
 - a. Chair OPEN:
 - b. No news to report.
4. Book Fair
 - a. Meghan Reimers and Christi Hebel(absent):
 - b. Google slide show has been updated and a bright arrow has gone out today.
 - c. There is no way to check online orders.
 - d. Meghan will check orders tomorrow to see if we need help with pick up tomorrow.
 - e. Tomorrow EC and Kindergarten is scheduled to pick up and purchase.
 - f. Physical fair closes Friday but we have till Sunday, November 3rd.
 - g. Doing Virtual fair only gives us Scholastic dollars which is why we are doing virtual and physical live fair to be able to take a portion in cash.
 - h. Bright arrow went out today.
5. Box Tops
 - a. Chair OPEN:
 - b. No news to report.
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. We will push the Date Night In to January once all of our fundraisers slow down.
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. Candy Buy back due by November 10th
- 10. Facebook Communications
 - a. Chair Marie Meyer:
 - b. No news to report.
- 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. Sales were about \$300 and profit was about \$60
 - c. Next fundraiser in February
- 15. Holiday Shop
 - a. Chair Cara Mohr and Danielle Rose:
 - b. At the Volo Village Hall
 - c. Set up Sunday December 6th
 - d. Shopping will be the evening of the 7,8th,9th,10th, break on the 11th, morning of the 12th and tear down that afternoon
 - e. 4-8pm during the week and Saturday 9-12
 - f. Sign up genius vs google form to show us what is filled
 - g. 6 families per shift is the rough estimate
 - h. 50 people per the room is the current max
 - i. November 2nd we will announce on Facebook
 - j. Week of the 9th we will have volunteer sign up and family sign up
 - k. Gift bag donation November 16th - Holiday shop time
 - i. Drop off will be at each of the main neighborhoods
 - l. December 2nd is when we will do the sorting of the holiday items.
- 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. Cara Mohr reported \$2,048 which is down \$3,595 from last year
- 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(absent):
 - b. No news to report.
- 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. No news to report.
- 26. Restaurant Benefit Nights
 - a. Chair Cynthia Henrichs:
 - b. Bulldogs check \$100
 - c. Culvers should be about \$76
 - d. Next week we have Slyce and they are doing 3 days, Tuesday, Wednesday, Thursday 4-8pm with a digital flyer
 - i. Carry out only
 - e. JJ Twigs December
- 27. Room Parents
 - a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. No news to report.
 - c. Possibly do virtual room parents and have little activities for the class parties, etc.
- 28. Spirit Wear
 - a. Chair Tara Simonelli(absent) and Christi Hebel(absent):
 - b. Winter holiday spirit wear
 - c. November 3-17th Holiday Wear with winter gear and gift items such as blankets.
- 29. Staff Appreciation Monthly/TAW
 - a. Chair Brooke Held:
 - b. Thinking about Nothing Bundt Cakes for conferences since they are individually wrapped
 - c. They can be in their mailbox for a couple days if needed and not get ruined
 - d. Deer Park will be sending Brooke a quote
 - e. Owners kids use to go to RC and will give discount or free delivery
- 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. No news to report.
- 33. Website Coordinator
 - a. Chair Marie Meyer:

- b. No news to report
- 34. Yearbook
 - a. Chair Maria Martinez:
 - b. 296 yearbooks sold
 - c. Yearbook cover contest ends this week and I will make a google form for staff to vote.

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 Marie Meyer, seconded Tanya Vogel. Motion carries. Meeting adjourned at 7:56 p.m.

Minutes submitted by: Maria Pridacha-Martinez