

**Robert Crown School**  
**PTO Board Meeting Minutes**  
**April 26th, 2021 7:00PM**

**BOARD MEMBERS IN ATTENDANCE**

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

**COMMITTEE CHAIRS IN ATTENDANCE**

Cara Mohr, Cynthia Heinrichs, Lisa Wilk, Megan Jansen, Brooke Held

**GUEST ROLL CALL**

N/A

**STAFF ROLL CALL**

Kim Hunt

**CALL TO ORDER**

Board President Cara Silverman called the meeting to order at 7:06 p.m.

**APPROVAL OF MINUTES**

Approval of November 23rd, 2020 board meeting minutes. **Motion to approve made by Marie Meyer, seconded by Cynthia Heinrichs. Motion carries.**

**PRESIDENT'S REPORT**

1. Restaurant night profits received
  - a. Twigs \$200
  - b. Whisk \$25
  - c. Slyce \$50
  - d. Fratellos \$150
2. Panhandlers check we are waiting on.
3. Date Night In went well!
4. March BookFair sales were 275.75 and we received 30% back in scholastic dollars at a total of 82.73.
5. Online book fair shopping profit was \$350.54.
6. \$1126 in books were purchased for the library with Scholastic dollars.
7. Spring flower sale is now closed, pick up is April 30th 4-6pm at RC.
  - a. Profit of \$450.
  - b. 35 total orders

8. Sold 54 yard signs for the 5th graders but this was not a fundraiser/no profit.
9. Administration day we treated our secretaries with personalized mugs, lunch from Slyce and succulents.
10. Bon Voyage cannot happen this year.
  - a. Mrs. Diol approved t-shirts for the 5th graders to their respective middle school. We will order bulk with the other elementary schools.
  - b. Teachers will come out and the kids will receive the shirts.
  - c. Possibly have an ice cream truck come out and have a limited menu.
  - d. This will go over our normal \$500 bon voyage budget.

## **FINANCIALS & TREASURER REPORT**

Treasurer Stephanie Knapik:

1. Current Balance \$ 60,167.45
2. Bathrooms have not been paid for by us yet.
  - a. Mrs. Diol thinks the district did pay for it.

## **APPROVAL OF EXPENDITURES**

1. 5th grade t-shirts and ice cream truck, \$850 for shirts, Ice cream about \$450. Approval of \$1400 for "Bon Voyage". **Motion to approve made by Cara Mohr, seconded by Marie Meyer. Motion carries.**

## **STAFF LIAISON REPORTS**

Nothing to report.

## **COMMITTEE REPORTS**

1. Birthday Books
  - a. Chair Rose Ready(absent):
  - b. Rose can go to the school but needs to be gloved and masked to pass out books.
2. Bingo Night
  - a. Chair Tanya Voge(absent):
  - b. Will not happen.
3. Bon Voyage
  - a. Chair OPEN:
  - b. No news to report.
4. Book Fair
  - a. Meghan Reimers(absent) and Christi Hebel(absent):
  - b. Will figure out dates for next year and a plan once we know how next year will look.
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:
  - b. 54 families participated with a total of \$955.25 in sales.
  - c. Profit was \$472.33.

- d. Will look into having an outdoor movie night is possible for next year or at the Mchenry theater.
- 8. Date Night with Mom
  - a. Chair Maria Martinez and Lisa Wilk:
  - b. No news to report.
- 9. District and Community Relations
  - a. Chair Maria Martinez:
  - b. No news to report.
- 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. Chair OPEN
  - b. 240 Pizzas were purchased through the Panhandlers fundraiser.
    - i. Profit of \$600.
- 14. Fundraiser Coordinator-Catalog
  - a. Chair Tanya Vogel(absent):
  - b. No news to report.
- 15. Holiday Shop
  - a. Chair Cara Mohr and Danielle Rose(absent):
  - b. No news to report.
- 16. Kindergarten Step Up
  - a. Chair OPEN:
  - b. Possibly make a video with PTO helping for the incoming 1st graders.
  - c. Kim Hunt is open to having the 1st grade teachers to make a video.
  - d. Cara will speak to Karrie about it.
- 17. Landscaping
  - a. Chair Cara Silverman:
  - b. No news to report
- 18. Market Day
  - a. Chair Cynthia Henrichs:
  - b. No news to report.
- 19. PTO Membership-District and Data Entry
  - a. Chair Becky Sears(absent):
  - b. No news to report.
- 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(absent) and Megan Jansen:
  - b. No news to report.
26. Restaurant Benefit Nights
  - a. Chair Cynthia Henrichs:
  - b. May 12th El Norteno and will be 10% profit.
    - i. Please bring flier.
    - ii. Last of the year.
27. Room Parents
  - a. Chair Cristi Barry(absent) and Stephanie Knapik(absent):
  - b. Will revisit next year.
28. Spirit Wear
  - a. Chair Tara Simonelli(absent) and Christi Hebel(absent):
  - b. Spring sale total had a \$279 profit.
29. Staff Appreciation Monthly/TAW
  - a. Chair Brooke Held:
  - b. Survivor theme, jungle.
  - c. Monday survival kit in mailbox - candy, hand sanitizer, purple masks etc with a schedule stapled to the package.
  - d. Tuesday morning they will have breakfast in the lounge, complimentary donuts from DD and they are wrapping them, along with coffee.
  - e. Wednesday - Picnic Basket Survivor sack lunch.
  - f. Thursday - Survivor Sweet - Whisk created a cookie bar with a smore theme.
  - g. Friday - Souvenir Day - Koozie with a tropical la croix.
30. Track-a-Thon
  - a. Chair Cara Silverman and Christi Hebel(absent):
  - b. No news to report
31. Teacher Toy Store
  - a. Chair Marie Meyer:
  - b. No news to report.
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. 350 orders as of today since we reopened orders.
  - c. Yearbooks will be given at the beginning of next year per the schools decision to get more kids in from picture retake day.

## **NEW BUSINESS**

Board President reported:

1. Open Chair Positions
  - a. Box Tops
  - b. Co Chair Staff Appreciation
2. Will have a May meeting to get landscaping and any other purchases approved as well as go over final information.

## **ADJOURNMENT**

**Board president Cara Silverman entertained a motion to adjourn. Motion made by Cara Mohr, seconded Cynthia Heinrichs. Motion carries. Meeting adjourned at 7:58 p.m.**

Minutes submitted by: Maria Pridacha-Martinez