

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

BOARD MEMBERS IN ATTENDANCE

Board President Cara Silverman presiding. Board members Maria Pridacha-Martinez, Stephanie Knapik, Cynthia Heinrichs.

COMMITTEE CHAIRS IN ATTENDANCE

Cara Mohr, Christi Hebel, Brooke Held, Danielle Rose, Lisa Wilk, Megan Jansen, Amy Schneider, Shannon Male

GUEST ROLL CALL

Kaylee Anderson

STAFF ROLL CALL

Laura Halverson

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of November 30th, 2021 board meeting minutes. **Motion to approve made by Cynthia Heinrichs, seconded by Stephanie Knapik. Motion carries.**

PRESIDENT'S REPORT

1. Valentine's Day Parties went really well! On to TAW!
2. PanHandlers sold 165 pizzas with a \$995 profit for PTO.
3. BookFair total sales were \$15,612.10, PTO profit was \$1,567.19, and the Library received \$7,339.51 in scholastic money.
4. Hoping to get back to BookFair Family Night as that increases profits by 3-4k.
5. Spirit Wear sold 113 items with a profit of \$339.
6. Met with a new spirit wear company, First Place Spirit Wear.
 - a. CC and Matthews use them.
 - b. Family based company out of Ohio.
 - c. Can order year round and has so many options for Robert Crown as well as Wauconda branded items.
 - d. Can customize many items as well with names etc.
 - e. We profit 10% back on everything and checks are sent quarterly.

- f. Items are shipped directly to customers.
- g. Three big sales throughout the year with free shipping over \$50.
- 7. Spring Flowers - Teamed up with Countryside again and April 27th sale closes.
- 8. Administration day is April 27th, they will be getting lunch to Slyce, Initial totes and a blanket.
- 9. Principal day is May 1st and they will be spoiled as well.
- 10. National Nurses Day May 12th - Anna will be getting lunch and a nurses mug.
- 11. Teachers appreciation week will run May 2nd-6th.
- 12. PTO presidents and school principals decided to separate 5th grade celebrations to celebrate 5th graders graduating still.

FINANCIALS & TREASURER REPORT

Treasurer Stephanie Knapik:

- 1. Current Balance \$52,151.79

APPROVAL OF EXPENDITURES

- 1. Approval for \$1400 for 5th grade celebration so students do not have to pay. **Motion to approve made by Amy Schneider, seconded by Cara Mohr. Motion carries.**
- 2. Approval for \$650 for Teacher Appreciation lunch, Cinco De Mayo, Main Street taco bar. **Motion to approve made by Stephanie Knapik, seconded by Christi Hebel. Motion carries.**
- 3. Approval for \$1,450 for PBIS Assembly tomorrow for the Tom Hagan Pro Kids show. **Motion to approve made by Maria Martinez, seconded by Cara Mohr. Motion carries.**

STAFF LIAISON REPORTS

Nothing to report.

COMMITTEE REPORTS

- 1. Birthday Books
 - a. Chair Tanya Vogel(absent) & Ginny Sobeiski(absent):
 - b. One more book hand out left in May.
- 2. Bingo Night
 - a. Chair Tanya Vogel(absent) & Ginny Sobeiski(absent):
 - b. No news to report.
- 3. Bon Voyage
 - a. Chair Maria Martinez & Stephanie Knapik:
 - b. Friday May 13th, 6-8pm.
 - c. Theme this year will be a Hollywood red carpet.
 - d. Flavor it is coming, pizza, snacks, water.
 - e. A photographer will be there to take pictures.
 - f. Dj will be coming.
 - g. Each teacher has come up with a basket theme and each child will be able to put their name into a raffle for free.
 - h. Possibly will have inflatables and a photobooth.
 - i. Hoping to have a meeting next week for all parents who want to help hopefully next week.
 - j. Students are encouraged to dress up.

4. Book Fair
 - a. Christi Hebel & Shannon Male:
 - b. Next year for fall we scheduled a tentative date for the week of October 24th-28th.
 - c. Possibly move to September to get a better selection of books as well as spread apart all of the events between the beginning of the school year and holidays.
 - d. Christi will reach out to rep to see if Sept 12-16 or Sept 19-23 are available.
5. Box Tops
 - a. Chair Marie Meyer(absent):
 - b. No news to report.
6. Bulletin Boards
 - a. Chair OPEN:
 - b. No news to report.
7. Date Night with Dad
 - a. Chair Maria Martinez and Lisa Wilk:
 - b. May 1st
 - c. Just for Fun Family Roller Rink for an offsite event.
 - d. Have roughly 314 tickets sold.
 - e. \$940 PTO profit so far.
 - f. We cannot sell glow sticks or candy so we are trying to see if they can upsell their items so we can get a portion back.
8. Date Night with Mom
 - a. Chair Maria Martinez and Lisa Wilk:
 - b. Family Date night combined.
9. District and Community Relations
 - a. Chair Maria Martinez:
 - b. Conlon and Thompson sent a check for \$200.
10. Facebook Communications
 - a. Chair Marie Meyer:
 - b. No news to report.
11. Family Book Fair Night
 - a. Chair Christi Hebel:
 - b. No news to report.
12. Family Literacy Night
 - a. Chair Christi Hebel:
 - b. No news to report.
13. Fundraising:
 - a. Chair Cara Silverman:
 - b. Flower sales will be ending tomorrow.
14. Holiday Shop
 - a. Chair Cara Mohr and Danielle Rose:
 - b. No news to report
15. Kindergarten Step Up
 - a. Chair Maria Martinez and Marie Meyer(absent):
 - b. Waiting to hear back if this will be happening.
16. Landscaping
 - a. Chair Cara Silverman:
 - b. No news to report
17. Market Day
 - a. Chair Cynthia Henrichs:
 - b. Received 89.97 via PayPal.

18. Newsletter
 - a. Chair Marie Meyer(absent):
 - b. No news to report
19. Nomination Coordinator
 - a. Chair OPEN:
 - b. No news to report
20. PBIS
 - a. Chair Marie Meyer(absent) & Cara Silverman:
 - b. Opening position.
21. Popsicle Sales
 - a. Chair Sara Alberchinski and Katie Lauer(absent) and Helen Helfers(absent) and Lori Davidson(absent):
 - b. No numbers to provide as far as sales for this year.
22. Pumpkin Fest
 - a. Chair Amy Schneider and Megan Jansen:
 - b. No news to report.
23. Restaurant Benefit Nights
 - a. Chair Cynthia Henrichs:
 - b. Received check from February 9th Bulldogs night for \$100.
 - c. Received check from Jimmy Johns for \$300.
 - d. Received check from Fratellos for \$70.
 - e. Buona Beef fundraiser is May 11th.
 - i. Super easy to work with and makes their own fliers.
24. Room Parents
 - a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. No news to report
25. Spirit Wear
 - a. Chair Cara Silverman:
 - b. Report was given in the President's report.
26. Staff Appreciation Monthly/TAW
 - a. Chair Brooke Held & Carrie Temkin(absent):
 - b. Staff appreciation is next week, with a VIP theme, RCS Celebrities
 - c. Will decorate on Monday.
 - d. Tuesday will be a popcorn bar.
 - e. Wednesday teachers will get movie candy and stickers on candy in their mailbox.
 - f. District is putting cake in the lounge on Wednesday.
 - g. Thursday will be a luncheon with a taco bar.
 - h. Friday is curtain call with roses for each teacher.
 - i. Still working with Jewel to see if they can help with costs.
 - i. Maybe make it more cohesive for next year so room parents can tie things in.
27. Track-a-Thon
 - a. Chair Cara Silverman and Christi Hebel:
 - b. No news to report
28. Teacher Toy Store
 - a. Chair Marie Meyer(absent):
 - b. No news to report.
29. Volunteer Coordinator/Sign-up Genius
 - a. Chair Christi Hebel:
 - b. No news to report.
30. Website Coordinator

- a. Chair Marie Meyer(absent):
 - b. No news to report.
31. Yearbook
- a. Chair Maria Martinez:
 - b. Have decided to include Family Date night, 5th Grade Bon Voyage and TAW in the yearbook.
 - c. Yearbooks will be delivered for next year.

NEW BUSINESS

Board President reported:

1. Open Chair Positions
 - a. N/A

ADJOURNMENT

Board president Cara Silverman entertained a motion to adjourn. Motion made by Cristi Hebel seconded by Cynthia Heinrichs. Motion carries. Meeting adjourned at 7:59 p.m.

Minutes submitted by: Maria Pridacha-Martinez