

Robert Crown School

PTO Board Meeting Minutes

August 24th, 2022 7:00PM

BOARD MEMBERS IN ATTENDANCE

Board President Stephanie Knapik presiding. Board members Marie Meyer, Maria Pridacha-Martinez, Cynthia Heinrichs, Shannon Male.

COMMITTEE CHAIRS IN ATTENDANCE

Cara Silverman, Jenna Cataldi, Katie Lauer, Lori Davidson, Christi Hebel, Megan Jansen, Danielle Rose, Brooke Held, Sara Alberchinski

GUEST ROLL CALL

Yana Danko, Teri Klobnak, Megan Newton, Kristin Smith, Stephanie Gilberts, Francine Aguilar

STAFF ROLL CALL

CALL TO ORDER

Board President Stephanie Knapik called the meeting to order at 7:03 p.m.

APPROVAL OF MINUTES

Approval of May 24th, 2022 board meeting minutes. **Motion to approve made by Cynthia Heinrichs, seconded by Cara Silverman. Motion carries.**

PRESIDENT'S REPORT

1. Board introductions
2. Explained what PTO does and the events we run.
3. No longer doing yearbooks, school has taken over them.
4. Mascot folders - PTO Membership, cannot make motions if you are not a member.
5. Mums sale is going on and ends this week.
6. Room Parent - sign up is online. Two room parents per classroom.
 - a. In charge of Halloween party, Winter party, and Valentines Day party as well as teacher appreciation week.
7. New popsicle sheet coming home as well as new calendar due to date changes.

FINANCIALS & TREASURER REPORT

Treasurer Shannon Male: \$30,729.62 currently in bank.

APPROVAL OF EXPENDITURES

\$1,021.08 for 12 new lunch carts . **Motion to approve by Marie Meyer, seconded by Cara Silverman. Motion carries.**

\$737.80 for Staff PBIS shirts. **Motion to approve by Christi Hebel, seconded by Cynthia Heinrichs. Motion carries.**

\$1,465 for Plix. **Motion to approve by Cara Silverman, seconded by Shannon Male. Motion carries.**

\$995 for Buona Beef teacher luncheon. **Motion to approve by Christi Hebel, seconded by Cara Silverman. Motion carries.**

\$1,035 for an end of year food truck from Brothers BBQ . **Motion to approve by Lori Davidson, seconded by Marie Meyer. Motion carries.**

STAFF LIAISON REPORTS

Nothing to report.

COMMITTEE REPORTS

1. Birthday Books
 - a. Chair Tanya Vogel(absent):
 - b. September will begin, no date set yet.
2. Bingo Night
 - a. Chair Tanya Vogel(absent):
 - b. No news to report.
3. Bon Voyage
 - a. Chair Cynthia Heinrichs & Cara Silverman:
 - b. No News to report.
4. Book Fair
 - a. Chair Christi Hebel and Shannon Male:
 - b. Sept 19th-23rd during kids library time.
 - c. Change wars will be different this year, it will not be per classroom anymore but per grade.
 - d. Each grade will get the money split evenly per grade level for books.
 - e. Maybe add an extra recess or something the school would be okay with for the winner.
 - f. Possibly popsicles for winners.
 - g. 3 volunteers for an am shift and 3 for pm shift so it is not so much change during the day.
5. Box Tops
 - a. Chair Marie Meyer:
 - b. Scan receipts into the app instead of saving Box Tops.
6. Bulletin Boards
 - a. Chair Stephanie Knapik:
 - b. Do the big bulletin board on the left and the two on the right by the office.
 - c. Share ideas if you have any!
7. Date Night with Dad
 - a. Chair Maria Martinez:
8. Date Night with Mom
 - a. Chair Maria Martinez:
9. District and Community Relations
 - a. Chair Maria Martinez:

- b. Textile Shop is picked up by the township.
 - c. The Candy Buy Back program is done through Conlon and Thompson and we get \$1 per pound of candy with a maximum of \$200.
10. Family Book Fair Night/Family Literacy Night
- a. Chair Christi Hebel and Shannon Male:
 - b. Wednesday, September 21st
 - c. Still figuring out logistics.
11. Holiday Shop
- a. Chair Danielle Rose & Jenna Cataldi:
 - b. Will have sign ups at curriculum night.
 - c. Hoping to do an online sign up genius.
 - d. Set up on Saturday, December 10th possibly 10-3.
 - e. December 12th-16th for the holiday shop.
 - f. Possibly do a door decorating contest.
12. Kindergarten Step Up
- a. Chair OPEN:
13. Landscaping
- a. Chair Stephanie Knapik:
 - b. Carrie McHugh mulched and re-did the planters in the front.
14. Market Day
- a. Chair Cynthia Henrichs:
 - b. Ongoing fundraising.
15. PBIS
- a. Chair Cara Silverman:
 - b. Ms. Dryden has asked Cara to reach out with a new BMX company.
 - c. Cara is working with him to try to get the cost down for the end of Sept/early Oct.
16. Popsicle Sales
- a. Chair Sara Alberchinski and Katie Lauer:
 - b. 8 cases were put in by Shannon on Monday.
17. Pumpkin Fest
- a. Chair Amy Schneider and Megan Jansen:
 - b. Usually it has been the second Saturday in October, looking at October 8th.
 - c. Kohls Cares could be helpful to utilize this year.
 - d. Get help from Marie with Little Caesars and Sam's Club
 - e. Get help from Christi with sign up genius
 - f. Possibly set up silent auction again
 - g. Stephanie to talk with Mrs. Diol tomorrow
18. Restaurant Benefit Nights
- a. Chair Cynthia Henrichs:
 - b. First one will be at Buona Beef September 21st all day, and you can show the actual flier or phone.
 - c. October will be Chipotle.
 - d. If you have any restaurants you'd like for us to use, please email the PTO.
19. Room Parents
- a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. Three parties, TAW and online sign up.
20. Spirit Wear
- a. Chair Cara Silverman:
 - b. Spirit Wear is on sale for 30% now and an email will go out next week once things slow down.

21. Staff Appreciation Monthly/TAW

- a. Chair Brooke Held:
- b. Each month we do a staff appreciation month for 5 months.
- c. Carrie McHugh will be doing September.
- d. There is a sign up genius for open months.
- e. PTO spends \$100, over that is your donation.

22. Track-a-Thon

- a. Chair Cara Silverman and Christi Hebel:
- b. Will utilize Apex, a fun run style company.
- c. This will be a fun run in April.
- d. Both other elementary schools use them and they rave about them.
- e. Two week program, start out with a teacher huddle.
 - i. Every staff member gets a shirt and rule book/pamphlets.
- f. Week before Monday the 17th will be a pep rally for the kids with a blow up tunnel, can have two if school needs it.
- g. Will have a DJ for the pep rally and will go through all of the info.
- h. Once kids go back to the classroom they will get a lanyard to go home with which includes a QR to donate money.
- i. Every student will receive a shirt regardless and the back of the shirt will show how many laps they make.
- j. Previous years 90% of funds come from parents - last year we made 13,000.
- k. Company says they bring in 70% from outside of the immediate family.
- l. You can donate per lap or a flat donation.
- m. Theme is X Factor.
- n. Classrooms will get posters and they provide prizes.
- o. Very great to work with.
- p. April 26th is the actual fun run, 1/16th of a mile.
- q. 15min warm up, 30min run, 15min cool down.
- r. Will need 5-10 volunteers per track.
- s. Water stations will be set up with big gatorade jugs and solo cups but kids are encouraged to bring their own water.
- t. Can donate via square or send in cash or check to the school, Apex will collect daily and track.
- u. Classroom who raises the most money will get a big trophy and the trophy will get moved around until the end.

23. Volunteer Coordinator/Sign-up Genius

- a. Chair Christi Hebel:
- b. No news to report.

24. Teacher Toy Store

- a. Chair Marie Meyer:
- b. Will reopen people bringing in later in the year.

NEW BUSINESS

Board President reported:

- 1. No news to report.

ADJOURNMENT

Board president Cara Silverman entertained a motion to adjourn. Motion made by Cynthia Heinrichs, seconded Shannon Male. Motion carries. Meeting adjourned at 8:11 p.m.

Minutes submitted by: Maria Pridacha-Martinez