

Robert Crown School

PTO Board Meeting Minutes

April 19th, 2023 7:00PM

BOARD MEMBERS IN ATTENDANCE

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

COMMITTEE CHAIRS IN ATTENDANCE

Cristi Hebel, Megan Jansen, Sara Alberchinski

GUEST ROLL CALL

N/A

STAFF ROLL CALL

N/A

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of February 22nd, 2023 board meeting minutes. **Motion to approve made by Cristi Hebel, seconded by Shannon Male. Motion carries.**

PRESIDENT'S REPORT

1. Apex is here and the pep rally was yesterday!
 - a. Apex employees were amazing and the kids seemed excited!
 - b. April 27th is the run date with a rain date of April 28th.
 - c. Will try to call for a rain date the night prior if possible.
 - d. School has raised \$10,000 as of today!
2. Family Skate Night
 - a. This Friday the 21st between 6-9pm in Crystal Lake at Xtreme Wheels
3. Popsicle sale is this Friday.
4. 5th grade yard sign orders due this Friday with pick up May 4th.
 - a. Already have 60 orders!
5. ABC Countdown starts April 24th
 - a. Teacher appreciation week and ABC Countdown have a conflict for western day and Hawaiian theme dress up day but kids can pick whichever one they want to go with.
6. Teacher appreciation week is coming.

- a. Theme will be travel week.
7. April 26th is Admin Day.
8. May 1st is Principal Day.
9. May 10th is School Nurse Day.

FINANCIALS & TREASURER REPORT

1. Treasurer Shannon Male:
2. \$50,126.46 currently in bank.
3. Just paid Scholastic \$12,887.38 today, so the total does not account for this yet.

APPROVAL OF EXPENDITURES

\$485.30 for Young Authors. **Motion to approve made by Cristi Hebel, seconded by Shannon Male. Motion carries.**

\$375 for speaker at assembly. **Motion to approve made by Cynthia Heinrichs, seconded by Cristi Hebel. Motion carries.**

STAFF LIAISON REPORTS

N/A

COMMITTEE REPORTS

1. Birthday Books
 - a. Chair Tanya Vogel(absent):
 - b. Will need some more books as Marie removed board books/preschool books.
2. Bingo Night
 - a. Chair OPEN:
 - b. No news to report.
3. Bon Voyage
 - a. Chair Cynthia Heinrichs:
 - b. DJ has been secured and has a song list.
 - c. 4 classes RSVPs are coming in and only one no so far.
 - d. Teachers have their raffle baskets.
 - e. Sign up genius going out soon and will ask the school to send out so everyone gets a fair chance to volunteer.
4. Book Fair
 - a. Chair Christi Hebel and Shannon Male:
 - b. The Book Fair was a huge success!
 - c. \$19,945.74 total collected.
 - d. Earned \$9,349.91 in Scholastic dollars.
 - e. Already had \$6,600 in Scholastic as well.
 - f. Scholastic rep wants to know when we would like to have a Book Fair next year.
 - g. For 2024, we would like to do the McTeacher night again but add Burger King or something else to make more room for it.
 - h. Shooting for the first week of October for the fall Book Fair.
 - i. Theme will be space for next year.

5. Box Tops
 - a. Chair Marie Meyer:
 - b. No news to report.
6. Bulletin Boards
 - a. Chair Stephanie Knapik:
 - b. The 5th grade bulletin board went up and everyone is loving it!
7. Date Night with Dad
 - a. Chair Maria Martinez & Cynthia Heinrichs:
 - b. No news to report.
8. Date Night with Mom
 - a. Chair Maria Martinez and Cynthia Heinrichs:
 - b. 77 families signed up with around 200 skaters.
 - c. Maybe try to have families wear spiritwear and have them take a group photo.
 - d. It is not a closed event to Robert Crown and the parking is very limited.
 - e. Cynthia will post that people can still come even if they did not sign up as we are nowhere near capacity of 700 skaters and 1000 total.
9. District and Community Relations
 - a. Chair Maria Martinez:
 - b. No news to report.
10. Family Book Fair Night/Family Literacy Night
 - a. Chair Christi Hebel and Shannon Male:
 - b. No news to report.
11. Fundraising
 - a. No news to report.
12. Holiday Shop
 - a. Chair Danielle Rose(absent) & Jenna Cataldi(absent):
 - b. No news to report.
13. Kindergarten Step Up
 - a. Chair OPEN:
 - b. Marie can get everything going if someone can be there to volunteer.
 - c. Each teacher can get a volunteer per class to come help out.
 - d. Marie will reach out to Dana to find out a date in May.
14. Landscaping
 - a. Chair Stephanie Knapik:
 - b. No news to report.
15. Market Day
 - a. Chair Cynthia Henrichs:
 - b. Ongoing fundraising to get back 10%.
16. PBIS
 - a. Chair OPEN:
 - b. No news to report.
17. Popsicle Sales
 - a. Chair Sara Alberchinski and Katie Lauer(absent):
 - b. Will skip May popsicle day with all of the popsicle events already happening then.
18. Pumpkin Fest
 - a. Chair Amy Schneider(absent) and Megan Jansen(absent):
 - b. No news to report.
19. Restaurant Benefit Nights
 - a. Chair Cynthia Henrichs:

- b. Last one will be at Jersey Mikes on May 10th.
 - c. Kids will get a coupon to get a free sub when they donate at least \$2.
- 20. Room Parents
 - a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. TAW coming up!
- 21. Spirit Wear
 - a. Lindsay Miller(absent):
 - b. No news to report.
- 22. Staff Appreciation Monthly/TAW
 - a. Chair Brooke Held(absent):
 - b. Last year at the end of the year we did a bbq food truck so this year we will do a Taco Truck on the last day of school.
 - c. Spoke to Marios out of Crystal Lake.
 - d. Marios is trying to be at about \$12 for 2 tacos with rice and beans.
 - e. Fish Lake does food trucks and can help with recommendations.
- 23. Track-a-Thon
 - a. Chair OPEN:
 - b. Apex has started and has been a success so far!
 - c. Apex recommended decorating for it so Shannon and Stephanie had all students decorate a sneaker and will be hanging all 800+ tomorrow!
- 24. Volunteer Coordinator/Sign-up Genius
 - a. Chair Christi Hebel:
 - b. No news to report.
- 25. Teacher Toy Store
 - a. Chair Marie Meyer:
 - b. No news to report.

NEW BUSINESS

1. Marie brought up an email that Mary Brown who handles IT for the school sent out that they are running out of color ink and when it is gone it's gone.
 - a. We can reach out to Mary Brown to get info on pricing and where to purchase to make a decision if we can help supply some.
 - b. They should be able to buy more ink on May1st when their budget opens back up.
 - c. PTO will find out some more information regarding this and make a decision on how to proceed.
2. Marie brought up another request from teachers if they can see the budget PTO has and if they can submit requests for their class/grades.
 - a. Everyone is welcome to come to the meetings.
 - b. At the meetings the budget is discussed and what bills are coming out etc.
 - c. There is a full budget available as well.
3. Marie was asked what our plan is for the Apex money by teachers.
 - a. Per Apex, 10% of all of the profits will be split up between all of the teachers.
 - b. About 30% goes to Apex as a service fee.
 - c. Stephanie would like an outdoor sound system for assemblies.
 - d. Being our first year doing Apex, it is hard to plan where the money is best spent as we do not know exactly what we will raise.
4. District meeting brought up having to pay for Zoom.
 - a. Multiple people tonight mentioned it would be more convenient to be on zoom.

5. Going forward the PTO Board will make decisions on bigger ticket items to raise money for, for the following school year to promote it.
6. Going forward as the PTO is able to make purchases for the school, Facebook posts will be made and shared with families and everyone.
7. At the end of the year PTO will post/share all the things we were able to purchase and help fund for this year.

ADJOURNMENT

Board president Stephanie Knapik entertained a motion to adjourn. Motion made by Cynthia Heinrichs seconded Marie Meyer. Motion carries. Meeting adjourned at 8:15 p.m.

Minutes submitted by: Maria Pridacha-Martinez