

Robert Crown School

PTO Board Meeting Minutes

August 28th, 2023 7:00PM

BOARD MEMBERS IN ATTENDANCE

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

COMMITTEE CHAIRS IN ATTENDANCE

Christi Hebel, Megan Jansen, Amy Schneider, Genevieve Mercurio, Julie Sharp

GUEST ROLL CALL

Emmy Grimm, Sara Nix, Rachael Morales, Jamey Mallek, Emily Earley, Hallie Crowcroft, Dawn Hamm, Christel Diamond, Ashley Kimes, Rebecca Frimpong, Jackie Bushell, Laura Ensign, Bonnie McCleese, Jennifer Chaiken, Nicole Norwick, Francine Aguilar, Lori Davidson, Kristin Smith

STAFF ROLL CALL

Laura Halverson, Stephanie Meyer

CALL TO ORDER

Board President Stephanie Knapik called the meeting to order at 7:03pm

APPROVAL OF MINUTES


Approval of May 22nd, 2023 board meeting minutes. **Motion to approve made by Marie Meyer, seconded by Christi Hebel. Motion carries.**

PRESIDENT'S REPORT

1. Introduction of board
2. Went over some items PTO Sponsors/does
 - a. PBIS assemblies, ie: BMX Assembly
 - b. Family Date Nights
 - c. Bon Voyage for 5th graders
 - d. Kindergarten Step Up
 - e. Activities at Pumpkin Fest
 - f. Bulletin Boards in hallways

- g. Purchasing upgrades for teachers needs for students/classroom
 - h. Transportation for each grade to go on two field trips per year
 - i. Some of the current fundraising we do...
 - i. Mums
 - j. Bookfair
 - k. Apex
 - i. Staff Appreciation
 - l. Lunches for staff
 - m. Conference dinners for all teachers
 - n. Monthly themes for staff lounge
 - i. Students
 - o. Birthday books
 - p. Teacher Toy stores
 - q. Monthly popsicle sales
 - r. Manage class parties
3. Next restaurant night is September 12th at Jimmy Johns in Wauconda
 4. Next meeting Sept 19th in person
 - a. Other schools are going in person
 - b. Attendees were open to in person or zoom
 5. To be a PTO member/be able to vote you need to register and pay the \$8 which goes to the district
 - a. You can donate an additional amount which goes to the school you select

FINANCIALS & TREASURER REPORT

1. Treasurer Shannon Male:
 - a. \$38,838.90 currently in bank.
 - b. Kona Ice was sold at Meet and Greet and the gave us 25% which was \$375
 - c. Went over proposed budget for 2023-2024
 - i.  Budget-2022-2023
 - ii. **Motion to approve made by Cynthia Heinrichs, seconded by Christi Hebel. Motion carries.**

APPROVAL OF EXPENDITURES

\$46,921.31 on school . **Motion to approve made by Sara Knix, seconded by Christi Hebel.**

Motion carries.

\$3,943.01 for Gaga Pit. **Motion to approve made by Lori Davidson, seconded by Marie**

Meyer. Motion carries.

\$819 for Values posters. **Motion to approve made by Cynthia Heinrichs, seconded by Marie**

Meyer. Motion carries.

\$1,279.89 lunch for teachers at meet and greet from Jersey Mikes. **Motion to approve made by Sara Knix, seconded by Julie Sharp. Motion carries.**

\$2,624.50 Fit and Fun and Playscapes stencils and paint for outside. **Motion to approve made by Marie Meyer, seconded by Christi Hebel. Motion carries.**

\$1,775 Staff Spirit Wear. **Motion to approve made by Lori Davidson, seconded by Shannon Male. Motion carries.**

\$5981 for an industrial ice machine in the staff lounge for staff and nursing needs. **Motion to approve made by Julie Sharp, seconded by Christi Hebel. Motion carries.**

\$8420.75 for an order of Spirit Wear to sell at Meet and Greet and other events. **Motion to approve made by Marie Meyer, seconded by Sara Knix. Motion carries.**

STAFF LIAISON REPORTS

N/A

COMMITTEE REPORTS

1. Apex
 - a. Chair Julie Sharp:
 - b. Thinking about changing it for this year, Instead of just running in the circle the kids would do more of an obstacle course.
 - c. April 15th-26th
2. Bingo Night
 - a. Chair OPEN:
 - b. Whole District comes together and two reps per school help plan the event.
3. Birthday Books
 - a. Chair Genevive Mercurio:
 - b. We collect donated books and kids get to pick a book on their birthday month-ish to keep.
 - c. Summer birthdays are usually done on their half birthday.
4. Box Tops -
 - a. Chair Marie Meyer:
 - b. Scan in your receipts!
5. Book Fair
 - a. Chair Christi Hebel and Shannon Male:
 - b. October 2nd - 6th
 - c. Theme is Space!
 - d. Kids come during library time.
 - e. E-Wallet will be an option again this year.
 - f. Change wars will be the week of the 18th - 22nd and continue to be by grade vs by classroom
 - g. Set up for the Book Fair on Friday September 29th.
6. Family Night
 - a. During book fair
 - b. Would like to have a separate coordinator or two to run and set it up as it is a lot for same chairs as Book Fair
 - c. October 5th 5-7pm
7. Fundraising
 - a. Chair OPEN:
 - b. Mums will be coming up.
8. Holiday Shop
 - a. Chair Danielle Rose(absent) & Jenna Cataldi(absent):
 - b. Dec 11th-15th
 - c. Students go shopping during specific times during school hours
 - d. Items are priced from \$1-\$5
 - e. Gifts are wrapped up and brought home
 - f. Set up has been in hallway but this year may be moved
 - g. Always need gift bag donations

9. Kindergarten step up
 - a. Chair OPEN:
 - b. Happens in the spring to give kids a preview of 1st grade.
 - c. Go into 1st grade classes, lunch room and playground.
 - d. Chair changes each year as it is usually someone who has a kindergartener.
10. Popsicle Sales
 - a. Chair Sara Alberchinski(absent) and Katie Lauer(absent):
 - b. Popsicles or ice cream are the items we will be selling this year and both will be .50
 - c. Volunteer time is about 10:45-1:30 and always a Friday
 - d. December we usually do candy canes
11. Pumpkin Fest
 - a. Chair Amy Schneider and Megan Jansen:
 - b. Silent auction - gather donations starting tomorrow (ideas include: battle house, sports connections, pumpkin farms, own a business and make a basket)
 - c. Teacher raffle auction (time with them at lunch etc)
 - d. Bake sale
 - e. Crafts
 - f. Sell pizza and snacks etc
 - g. Saturday, October 14th 10-2pm
12. Restaurant Benefit Nights
 - a. Chair Cynthia Henrichs:
 - b. Jimmy Johns will be September 12th
 - c. Buona Beef will be Nov 8th and will be all day but must show flier
13. Room Parents
 - a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. Sign up genius was in the packets from Meet and Greet
 - c. Room parents will be picked by this Friday
14. Spirit Wear
 - a. Lindsay Miller(absent):
 - b. T shirts, hoodies and sweatpants were sold at Meet and Greet and will be out for family night as well.
 - c. Easier to offer in person as well vs. only online
 - d. Spirit wear swap is back to be able to help provide for families that cannot afford some or just would like to add to their collections.
15. Staff Appreciation Monthly/TAW
 - a. Chair Genevive Mercurio and Tanya Vogel(absent):
 - b. More details to come soon
16. Teacher Toy Store
 - a. Chair Marie Meyer:
 - b. Donation requests are posted here and there
 - c. Donate gently used trinkets such as happy meal toys for teachers to use in their gift boxes
17. Volunteer Coordinator/Sign Up Genius
 - a. Chair Christi Hebel:
 - b. Coordinators go to Christi Hebel if a sign up needs to be created for volunteers for an event.
18. Bon Voyage
 - a. Chair Marie Meyer and Maria Pridacha-Martinez:
 - b. Sign up to volunteer

- c. Have a dj and food and fun
- d. Free to for all 5th graders to go to
- e. Added canned food drive last year
- f. Each class creates a raffle basket with specific theme
- g. Each child gets a combination lock, Sideouts gave out free bowling party last year, JJ Twigs gave free pizza

NEW BUSINESS

- 1. Open Positions
 - a. Kindergarten Step Up
 - b. Family Book Fair Night

ADJOURNMENT

Board president Stephanie Knapik entertained a motion to adjourn. Motion made by Cynthia Heinrichs seconded Marie Meyer. Motion carries. Meeting adjourned at 8:00 p.m.

Minutes submitted by: Maria Pridacha-Martinez