

## Robert Crown School

### PTO Board Meeting Minutes

December 18th, 2023 7:00PM

#### **BOARD MEMBERS IN ATTENDANCE**

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

#### **COMMITTEE CHAIRS IN ATTENDANCE**

Megan Jansen, Christi Hebel

#### **GUEST ROLL CALL**

Emily, John Brewer

#### **STAFF ROLL CALL**

Karrie Diol, Stephanie Meyer

#### **CALL TO ORDER**

Board President Stephanie Knapik called the meeting to order at 7:04pm

#### **APPROVAL OF MINUTES**

Approval of November 13th, 2023 board meeting minutes. **Motion to approve made by Shannon Male, seconded by Christi Hebel. Motion carries.**

#### **PRESIDENT'S REPORT**

1. Next event will be Bingo Night on February 9th!
2. Huge shout out to Danielle, Jenna and everyone who helped make Holiday shop a success.
3. Winter parties are coming up!

#### **FINANCIALS & TREASURER REPORT**

1. Treasurer Shannon Male:
  - a. \$40,003.18 currently in the bank.
  - b. Holiday shop has been deposited but we do not have final numbers yet.

## **APPROVAL OF EXPENDITURES**

\$2133.70 to Signs Now for window decals with a remaining balance of 2133.70. **Motion to approve made by Cynthia Heinrichs, seconded by Christi Hebel. Motion carries.**

\$377.79 for 3rd grade field trip transportation to Marriott Theatre. **Motion to approve made by Megan, seconded by Christi Hebel. Motion carries.**

\$748 for new fridge for staff lounge from The Home Depot. **Motion to approve made by Cynthia Heinrichs, seconded by Christi Hebel Motion carries.**

\$1056.47 for admin gift cards from Walmart(\$314.82) and Walgreens(741.65). **Motion to approve made by Cynthia Heinrichs, seconded by Christi Hebel Motion carries.**

\$1897.50 tumblers for holiday gifts for all staff. **Motion to approve made by Cynthia Heinrichs, seconded by Shannon Male. Motion carries.**

## **STAFF LIAISON REPORTS**

N/A

## **COMMITTEE REPORTS**

1. Apex
  - a. Chair Stephanie Meyer:
  - b. No News to report.
2. Bingo Night
  - a. Chair Genevive Mercurio(absent):
  - b. February 9th
  - c. Event will be first come first serve and will max out at 400 people.
3. Birthday Books
  - a. Chair Genevive Mercurio(absent):
  - b. Birthday books were passed out!
4. Box Tops
  - a. Chair Marie Meyer(absent):
  - b. No News to report.
5. Book Fair
  - a. Chair Christi Hebel and Shannon Male:
  - b. Spring book fair March 4th-8th with a candy land theme.
6. Family Book Fair Night/Family Literacy Night
  - a. Chair Emily Grimm(absent):
  - b. Literacy night will be from 5-7pm on March 6th.
7. Fundraising
  - a. Chair Tanya Vogel(absent):
  - b. No news to report.
8. Date Night with Dad
  - a. Chair Tanya Vogel(absent):
  - b. No news to report.
9. Date Night with Mom
  - a. Chair Tanya Vogel(absent):
  - b. No news to report.
10. District and Community Relations
  - a. Chair Maria Martinez:

- b. No news to report.
- 11. Holiday Shop
  - a. Chair Danielle Rose(absent) & Jenna Cataldi(absent):
  - b. Holiday shop was a success!
  - c. We do not have official numbers yet.
- 12. Kindergarten step up
  - a. Chair OPEN:
  - b. No News to report.
- 13. Landscaping
  - a. Chair Stephanie Knapik:
  - b. No news to report.
- 14. Market Day
  - a. Chair Cynthia Henrichs:
  - b. Ongoing fundraising to get back 10%.
- 15. Popsicle Sales
  - a. Chair Laura Ensign(absent):
  - b. Candy canes are free this month to all students!
- 16. Pumpkin Fest
  - a. Chair Amy Schneider(absent) and Megan Jansen:
  - b. No news to report.
- 17. Restaurant Benefit Nights
  - a. Chair Cynthia Henrichs:
  - b. Wauconda Mcdonalds is very interested in partnering with us again for Literacy night.
  - c. Mrs. Diol approved doing a McTeacher night, will plan a night as it cannot be on literacy night due to teachers helping at literacy night.
  - d. Will try to reach out to Crumbl Cookie and Honey Bella to plan spring dates.
- 18. Room Parents
  - a. Chair Cristi Barry(absent) and Stephanie Knapik:
  - b. Parties are scheduled for December 20th.
  - c. Parents were sent a link to upload photos
  - d. Will sign in ahead again.
- 19. Spirit Wear
  - a. Lindsay Miller(absent):
  - b. No News to report.
- 20. Staff Appreciation Monthly/TAW
  - a. Chair Genevive Mercurio(absent) and Tanya Vogel(absent):
  - b. No News to report.
- 21. Teacher Toy Store
  - a. Chair Marie Meyer(absent):
  - b. No News to report.
- 22. Volunteer Coordinator/Sign Up Genius
  - a. Chair Christi Hebel:
  - b. No News to report.
- 23. Bon Voyage
  - a. Chair Marie Meyer(absent) and Maria Pridacha-Martinez:
  - b. No News to report.

## **NEW BUSINESS**

- a. Quote for covering the whole first floor of the school windows is coming.

b. We will need two new holiday chairs and will need to start as soon as possible.

#### **ADJOURNMENT**

**Board president Stephanie Knapik entertained a motion to adjourn. Motion made by Cynthia Heinrichs seconded Christi Hebel. Motion carries. Meeting adjourned at 7:23 p.m.**

Minutes submitted by: Maria Pridacha-Martinez