

Robert Crown School

PTO Board Meeting Minutes

March 5th, 2024 7:00PM

BOARD MEMBERS IN ATTENDANCE

Board President Stephanie Knapik presiding. Board members Marie Meyer, Cynthia Heinrichs and Genevieve Mercurio in attendance.

COMMITTEE CHAIRS IN ATTENDANCE

Emmy Grimm

CALL TO ORDER

Board President Stephanie Knapik called the meeting to order at 7:02pm

APPROVAL OF MINUTES

Approval of December 2023 board meeting minutes. **Motion to approve made by Cynthia Heinrichs, seconded by Genevieve Mercurio. Motion carries.**

PRESIDENT'S REPORT

1. Welcome Genevieve Mercurio as the treasurer.
2. Bingo Night thanks to Genevieve as well. It was a huge success. The district made a great profit and everyone had a great time.
3. Thanks to Shannon Male and Christi Hebel for all their work for Book Fair this week
 - a. Reminder that Literacy Night is Thursday 5-7pm and PTO is selling crumbl cookies and spirit wear.
4. Keep checking for spirit wear sales - they've been having some good deals online.
 - a. We are hearing good things about their customer service with any errors with products.
5. Thank you to Emmy Grimm for stepping up for Holiday Shop chair for next year and she is already buying tons of merchandise!
6. Please use colored paper for all flyers - we have tons of colors loaded in the cabinet in the copy room.

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio:
 - a. \$28,385.81 currently in the bank.
 - b. Michelle Czyz is working with Genevieve to go through all bank training and expenditure processes.

APPROVAL OF EXPENDITURES

\$461.60 for copy paper. **Motion to approve made by Cynthia Heinrichs, seconded by Marie Meyer. Motion carries.**

\$2,945.50 to BSN Sports for the PE Department - this was out of their budget. **Motion to approve made by Cynthia Heinrichs, seconded by Marie Meyer. Motion carries.**

\$1056.47 for Jimmy Johns for staff conference dinner. **Motion to approve made by Cynthia Heinrichs, seconded by Marie Meyer. Motion carries.**

STAFF LIAISON REPORTS

N/A

COMMITTEE REPORTS

1. Apex
 - a. Chair Stephanie Meyer (absent):
 - b. April 25th is the run.
 - c. We will need volunteers. Everyone must be signed in and officially participating to be able to attend or watch.
2. Birthday Books
 - a. Chair Genevive Mercurio:
 - b. Picked up some 3rd-5th books and we are through most.
 - c. New birthday bank stamp.
 - d. New cart coming with bins.
 - e. Next push for donations will be after Bernie's Book Bank donations going on now.
3. Book Fair
 - a. Chair Christi Hebel and Shannon Male:
 - b. Spring book fair going on now. Candy Land theme.
 - c. Volunteer shifts have been filled.
 - d. Literacy Night is on March 6th.
4. Fundraising
 - a. Chair Tanya Vogel(absent):
 - b. No news to report.
5. Holiday Shop Emmy Grimm:
 - a. Buying lots of merchandise. We have things for all different age groups and pets, etc.
 - b. We will be buying all new bins for merchandise.
6. Market Day
 - a. Chair Cynthia Henrichs:
 - b. Ongoing fundraising to get back 10%.
7. Popsicle Sales
 - a. Chair Laura Ensign(absent):
 - b. We need to pre purchase and load freezer again for March sale (3/22).
8. Restaurant Benefit Nights
 - a. Chair Cynthia Henrichs:
 - b. Only news is crumbl cookie for Literacy Night (see Book Fair info).
9. Room Parents

- a. Chair Cristi Barry(absent) and Stephanie Knapik:
 - b. Cristi will be sending a survey to all room parents to get feedback on how the year went.
 - c. Some parents are asking for Teacher Appreciation Week
10. Staff Appreciation Monthly/TAW
- a. Chair Stephanie Knapik and Genevieve Mercurio:
 - b. TAW is May 6th - May 10th.
 - c. Deciding a theme - we will be creating ideas for each day.
11. Bon Voyage/5th Grade Celebration
- a. Chair Marie Meyer:
 - b. Event is May 10th.
 - c. Parent volunteers signing up - meeting will be happening soon.
 - d. We have a DJ and a photo booth already booked and deposits made.
 - e. Ideas for My Flavor It Place at the event, raffle baskets from local businesses

NEW BUSINESS

- 1. Staff Suggestions/Requests or PTO suggested bigger budget items - all were discussed
 - a. Vending machine for the lounge from staff suggestion
 - b. Rugs and runners for all hallways PTO suggestion - Stephanie has contacts and catalogs
 - c. Field Day t-shirts for all students from PE department suggestion - exploring pricing
- 2. New Committee Chairs needed
 - a. Staff Appreciation
 - b. Pumpkin Fest

ADJOURNMENT

Board president Stephanie Knapik entertained a motion to adjourn. Motion made by Marie Meyer seconded Genevieve Mercurio. Motion carries. Meeting adjourned at 8:34 p.m.

Minutes submitted by: Marie Meyer