

Robert Crown School

PTO Board Meeting Minutes

September 9th, 2024

BOARD MEMBERS IN ATTENDANCE

Board Vice President Cynthia Heinrichs presiding. Board members Genevieve Mercurio and Emmylou Grimm in attendance.

COMMITTEE CHAIRS IN ATTENDANCE

N/A

ATTENDANCE

Amanda Delatorre, Shauna Young, Annette McDaniel, Laura Halverson

CALL TO ORDER

Board Vice President Cynthia Heinrichs called the meeting to order at 7:06 PM

APPROVAL OF MINUTES

Approval of August 2024 PTO Board Meeting minutes. **Motion to approve made by Genevieve Mercurio, seconded by Amanda Delatorre. Motion carried.**

PRESIDENT'S REPORT

1. Thank you to Victoria Harms for our first staff appreciation [next one is conferences]
2. Spritwear shirts were a huge hit. Kids loved them!
3. \$400 from Kona from the Meet and Greet event
4. Back-to-School Spiritwear Sale ends September 17th
5. Reminders:
 - Change Wars are coming on September 16th-20th
 - Frozen Treat Friday, September 20th—\$0.50 each
 - Mum pickup is scheduled September 23rd from 4PM-6PM
 - Spiritwear Sale ends on 9/17. All flyers went home
 - Frozen Treat Fridays [ice cream sandwich and popsicles]. All ingredients will be posted. Popsicles are available for any allergies. First one is 9/20.
 - Reminder to sign up for District 118 PTO Membership is \$8/family
6. Pumpkin Fest Date changed to Friday, October 11th from 5PM-8PM

APPROVALS

1. **Approval of Expenditures:** *Anything over \$300 needs approval.*

- Tent and Table [Bounce House]: \$846.89
- **Motion to approve made by Emmylou Grimm, seconded by Amanda Delatorre. Motion carried.**

STAFF LIAISON REPORTS

N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio:
 - a. \$16,380.31 account balance
 - b. Could see a slight increase once checks are deposited from mum fundraiser
 - c. We are within budget and don't have any bigger expenditures this year like last year's rugs

COMMITTEE REPORTS

1. Birthday Books
 - a. Chair: Genevieve Mercurio
 - b. Will be in after the 20th for September birthday books
2. Book Fair
 - a. Chair: Christi Hebel—looking for a co-chair
 - b. Fall Book Fair 9/30-10/4 [during library time]
 - c. eWallet needs to be spent at Book Fair, families won't receive change back
 - d. SignUpGenius will be sent out for volunteers during the day—trying to adjust so people know which classrooms will be shopping [email and PTO Facebook page]
3. Family Night-Book Fair
 - a. Chair: TBD—still need help with [Emmy?]
 - b. Thursday night of book fair week
 - c. Possible proposal—5PM-7PM, food truck, Build-a-Bulldog [discuss with Stephanie]
4. Fundraising
 - a. Chair: Cynthia Heinrichs
 - b. Sold 317 mums
 - c. Apex major fundraiser
5. Holiday Shop
 - a. Chair: Emmy Grimm
 - b. Week of 12/9-12/13 [still looking for dedicated co-chair to support with setup/breakdown/during the week on registers and money handling]
 - c. Still stocking up on inventory / talk budget [new business]
 - d. Looking for gift bags and Amazon padded envelopes
6. Ice Cream Sales
 - a. Chair: Laura Ensign (absent)
 - b. Frozen Treat Friday on September 20th
7. Pumpkin Fest

- a. Chairs: TBD [Annette McDaniel volunteers]
 - b. NEW DATE: Friday, October 11th from 5PM – 8 PM
 - c. School planned event but PTO supplements [\$2500], i.e. ordering the food, raffle baskets/silent auction [optional], decorations [have some to be reused]
 - d. Volunteers for cake walk donations
 - e. Build-a-Bulldog, Teacher Raffles, and Concessions
 - f. Silent Auction? Following up with Mrs. Strote re: front row seats
8. Room Parents
- a. Chair: Cristi Barry (absent)
 - b. Parents received folders
9. Spiritwear
- a. Flyer went home with students last week
10. Staff Appreciation Monthly/TAW
- a. Chair Cynthia Henrichs and Victoria Harms
 - b. September – Stock the Fridge
 - c. October – Conference Dinner

NEW BUSINESS

1. Interest in 2024 Bulldog T-Shirt sale [spiritwear design given to students]. Estimated prices, T-Shirts \$10 and Crewnecks \$15-\$20. Final prices to be confirmed.
2. FlipGive—platform to use while shopping online. Certain retailers give back money to nonprofit organizations.
 - Amount may be comparable to Box Tops—could be something that just the Board does but teachers and parents could participate.
 - Would run for the year and families don't have to donate any more money since FlipGive gives back a %.
 - Would be beneficial to announce it before people begin holiday shopping / for next year's Apex orders.
3. School Supplies for 2025-2026 school year—proposal to purchase school supplies / stock classrooms for teachers.
 - Would like to take advantage of BTS sales / deals and plan for bulk buying during events like Prime Day [could also get money back with FlipGive if ordered online]
 - Would like to provide essentials or specifics that teachers are asking for to either remove from the beginning of the year school supply list or replenish throughout the year.
 - i. Ideas: Crayola supplies, pencils, highlighters, glue sticks, Expo markers, Post-it Notes, 2-Gal Bags, etc.
 - ii. School Supply lists would still include backpacks, headphones, notebooks, folders, pencil boxes/cases, gym shoes.
 - Proposed to send a survey to see what teachers would like us to supply.
4. Holiday Shop Budget
 - Current approved budget \$12K. However, this year is being used to restock and rebuild inventory.
 - Additional funds required to continue to increase inventory for shopping and to account for decorations. Theme will be Winter Wonderland.
 - **Motion to approve made by Amanda Delatorre, Genevieve Mercurio seconded. Motion carried.**

5. Room Parent Donation—proposal to offer room parent supplies like games to other room parents. Room parents could be notified via email to come to either Family Night during Book Fair or Pumpkin Fest to claim items [first come, first served].
 - Great opportunity for K/1 or new room moms. Future dates could be determined and included in future Room Parent folders at the beginning of the year.
 - 5th Grade Room Parents could also receive something about donating items they no longer need. We could store in the storage until the next school year.
 - Cynthia is going to reach out to Cristi Barry to see if interested.

ADJOURNMENT

Board Vice President Cynthia Heinrichs entertained a motion to adjourn. Motion made by Emmylou Grimm, seconded by Amanda Delatorre. Motion carried. Meeting adjourned at 8:05 PM.

Minutes submitted by: Emmylou Grimm