

Robert Crown School

PTO Board Meeting Minutes

November 11th, 2024

BOARD MEMBERS IN ATTENDANCE

Board President Stephanie Knapik presiding. Board members Cynthia Henrichs, Genevieve Mercurio and Emmylou Grimm in attendance.

COMMITTEE CHAIRS IN ATTENDANCE

N/A

ATTENDANCE

Shauna Young, Amanda Delatorre, Laura Halverson

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of October 2024 PTO Board Meeting minutes. **Motion to approve made by Shauna Young, seconded by Amanda Delatorre. Motion carried.**

PRESIDENT'S REPORT

1. Thank you to Cynthia and Victoria for an amazing Chipotle staff dinner during Conferences.
2. Thank you to everyone who participated in the Candy Buy Back Program. Robert Crown was in first place when it was dropped off—261 lbs.
3. Next ice cream sale is November 22nd
4. No December meeting due to the holidays, Holiday Shop, and holiday parties
5. SignUpGenius coming out soon with Holiday Shop

APPROVALS

1. **Approval of Expenditures:** *Anything over \$300 needs approval.*
 - SWANK for Licensing for movies, \$1056.00. **Motion to approve by Cynthia Henrichs, seconded by Laura Halverson. Motion carried.**
 - Increase the commercial freezer budget. Estimating ~\$700. **Motion to approve by Amanda Delatorre, seconded by Genevieve Mercurio. Motion carried.**

STAFF LIAISON REPORTS

N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio:
 - a. \$21,246.51 account balance
 - b. A check to Scholastic for \$10,000.00 is being sent to wrap up book fair.

COMMITTEE REPORTS

1. Birthday Books
 - a. Chair: Genevieve Mercurio
 - b. New cart is amazing!!
 - c. Genevieve may have more support during afternoons. For 2025, there are a few moms who would like to help, i.e., Emmy January morning/April afternoon and Amanda March morning.
2. Book Fair
 - a. Chair: Christi Hebel
 - b. Spring book fair, tentative first week of March.
3. Fundraising
 - a. Chair: N/A
 - b. Apex on April 25th.
4. 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]
 - i. Hoping to have three (3) registers / NHS support for loading and unloading bins during setup and break down
 - ii. Sign-Up Genius to mirror book fair / remove certain roles from the time blocs
 - c. Looking for gift bags and Amazon padded envelopes
 - d. Pricing to begin soon—Emmy to check out rest of bins for supplies
 - e. Will start to gather everything needed for flyers, gift guides, and wish lists/labels [early November]
 - f. No checks accepted
 - g. Proposed reusable bags for kids to bring gifts home
 - h. Friday 12/13 after school shopping before break down
5. Ice Cream Sales
 - a. Chair: Laura Ensign (absent)
 - b. November 22nd, next sale. December will be replaced with candy canes, December 6th.
6. Pumpkin Fest
 - a. Chairs: TBD
 - b. Still looking for a chair.
7. Room Parent Coordinator
 - a. Chair: Christi Barry
 - b. Halloween parties were great. Link was sent out for the school / yearbook.

8. Spirit Wear
 - a. Chair: Stephanie Knapik
 - b. Discount—and Kindergarten Registration Night [1/22] and Family Night.
9. Staff Appreciation Monthly/TAW
 - a. Chair Cynthia Henrichs and Victoria Harms
 - b. Monday of Thanksgiving Break, Thankful Breakfast w/ juice and water. Planning to do something else for December.
 - c. Carey McHugh will do the January donation.
 - d. We will do another one in February.

NEW BUSINESS.

1. Family Night Idea—Chicago Wolves night [POC: Christy Hall].
 - a. How many tickets are available?
 - b. How far in advance do we need to select the date?
2. End-of-Year Assembly Ideas.

ADJOURNMENT

Board President Stephanie Knapik entertained a motion to adjourn. Motion made by Shauna Young, seconded by Amanda Delatorre. Motion carried. Meeting adjourned at 7:42 PM.

Minutes submitted by: Emmylou Grimm