

Robert Crown School

PTO Board Meeting Minutes

October 21st, 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

N/A

CALL TO ORDER

Board President Stephanie Knapik called the meeting to order at 7:01 PM

APPROVAL OF MINUTES

Approval of September 2024 PTO Board Meeting minutes. **Motion to approve made by Genevieve Mercurio, seconded by Cynthia Henrichs. Motion carried.**

PRESIDENT'S REPORT

1. Shoutout to Christy and Crystal who helped make book fair a huge success. 1st Grade was the Change War Winners.
2. Family Night featured Build-a-Bulldog—and it was a success!
3. Reminder that this Thursday is early release at 2:05 PM / No school on Friday
4. Pumpkin Fest was another big success. Thank you to everyone who pitched in and helped behind the scenes.
5. Today kicked off Red Ribbon Week. Today was wear red, tomorrow is pajamas, Wednesday is jersey day, and Thursday is class color day.
6. Sign-Up Genius was posted for desserts for Thursday's Conference Dinner
7. Save the Date for APEX on Friday, 4/25. Stephanie trying to push for four (4) tracks this year, *possibly*.

APPROVALS

1. **Approval of Expenditures:** *Anything over \$300 needs approval.*
 - A new chest freezer for popsicle sales. Estimating ~\$500.

- **Motion to approve made by Genevieve Mercurio, seconded by Cynthia Henrichs. Motion carried.**

STAFF LIAISON REPORTS

N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio:
 - a. \$23,910.33 account balance

COMMITTEE REPORTS

1. Birthday Books
 - a. Chair: Genevieve Mercurio
 - b. Refilled on 3rd-5th grade books. Once the new bins are ordered, we should be good.
2. Book Fair
 - a. Chair: Christi Hebel
 - b. \$17381.04
 - c. Scholastic Dollars [fall] \$8690.52—*will do cash in spring*
3. Family Night
 - a. Chair: Emmy
 - b. Build-a-Bulldog launch event—\$1515.65
4. Candy Buy Back Program
 - a. Chair: Stephanie
 - b. Will need to get some supplies to make candy monster [boxes]
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]
 - 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
6. Ice Cream Sales
 - a. Chair: Laura Ensign (absent)
 - b. Need a new freezer. Stephanie will at Home Depot since expenditure was approved.
7. Pumpkin Fest
 - a. Chairs: TBD

- b. Financial breakdown—Crumbl Cookie \$784, Concessions \$822, and Build-a-Bulldog \$1740
 - c. -\$963.84 [as of now] due to Build-a-Bulldog expenses being listed under this category/needed to build inventory.
8. Staff Appreciation Monthly/TAW
- a. Chair Cynthia Henrichs and Victoria Harms
 - b. Conference dinner on Thursday will be catered by Chipotle [\$1200]
 - c. For TAW, bought all the towels. Still need to confirm the names for staff bags. Theme is “Get Ready for Summer”
 - i. Considering switching out the flower day and focusing on other days to celebrate a beachy theme / get teacher’s excited / ready for summer.
 - d. Holiday Gifts—Breakaway Lanyards. Planning to do a snack cart on 12/20 before holiday parties/around lunch.

NEW BUSINESS

- 1. APEX Budgeting—
 - a. PE budget was included in the APEX funds and a separate line item on the budget.
 - b. PE will continue to receive \$5000 due to the loss of Track-a-thon. This will come from APEX funds.
 - c. Art and Music will receive a “specials” line item on the budget for \$1000 each.
 - d. Reassessed the teacher ordering process to help make it more efficient due to overall volume, shipping, missing items, fraud concerns, and new teachers.
 - e. Will draft a one-sheeter with specifics—would like to have it ready by February for review.
- 2. Staff Gifts—discussed above.
- 3. Proposal to review idea / pricing quote for a Bulldog mural in the courtyard. Genevieve to talk to her friend who is a muralist. Otherwise, we can reach out to the person who created the recent mural off Main St.

ADJOURNMENT

Board President Stephanie Knapik entertained a motion to adjourn. Motion made by Genevieve Mercurio, seconded by Cynthia Henrichs. Motion carried. Meeting adjourned at 8:40 PM.

Minutes submitted by: Emmylou Grimm