

Robert Crown School

PTO Board Meeting Minutes

February 24th, 2025

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 7:06 PM

APPROVAL OF MINUTES

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

PRESIDENT'S REPORT

1. Thank you to Emmy for Holiday Shop. Everything ran smoothly and we already had a follow-up meeting with staff/admin.
2. Thank you to Gen for Bingo Night. There were 31 raffle baskets. Overall, 400 was max capacity, had ~330 in attendance, and (only) made \$100 less in tickets for raffle baskets.
3. Thank you to Cynthia / Victoria for an awesome conference dinner. Everyone appreciated the variety of desserts donated.
4. Kindergarten Open House w/ Signing, Bulldog, and Build-a-Bulldog was a success!
5. Yearbooks on sale...closes 3/14
6. Next meeting dates 3/18 and 4/15
7. 3/21 is the last ice cream sale
8. Kindergarten Step-Up date and t-shirts TBD. Emmy to touch base with admin/staff
 - a. Steph asking about field day shirts [shirts in budget]
9. Bulldog Nation Foundation – more details later.

APPROVALS

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

- *Scholastic TrueFlix [Genevieve going to email for more information] – hold on approval \$1120 [Principal Diol double checking as well]*

STAFF LIAISON REPORTS

Karrie Diol, N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio:
 - a. \$12,024.51 account balance [probably closer to \$11K after check]

COMMITTEE REPORTS

1. APEX fun run
 - a. Chair: Stephanie Knapik / PTO and Admin
 - b. 4/14 kick off and 4/25 Friday run [3/4 tracks] PTO should be in attendance for the day [morning / afternoon if schedule allows]
 - c. Apex funds—One-sheeter / letter [Target, Amazon, Ikea]
 - d. Classroom enhancement / outdoor supplies or indoor recess—bulletin board machine? [6-9K] more info need about ongoing supplies [estimate for an average/year]
 - i. Printers in schools/classrooms? Need to follow-up on network approval.
2. 5th Grade Celebration
 - a. Co-Chairs: Steph / Emmy
 - b. May 9th
3. Bingo Night
 - a. Chair: Genevieve Mercurio
 - b. See above
4. Birthday Books
 - a. Chair: Genevieve Mercurio
 - b. Nothing new to report
5. Book Fair
 - a. Chair: Christi Hebel
 - b. eWallets [free book] – Free and reduced lunch
 - c. Mini donuts and coffee for teacher preview / push for volunteers
 - d. This Friday setup 2/28
 - e. Check on bags / Christ will need help during Literacy Nightf
6. Family Night – Book Fair
 - a. Chair: Staff Spring
 - b. 5:00-7:00 PM
7. Holiday Shop
 - a. Chair: Emmy Grimm
 - b. Final \$15,026.44 [\$16,910.91] -\$1,884.47 *due to inventory refresh.*
 - c. Shopping has started. However, sales haven't been as great. Will focus on Easter, Mother's Day, and Father's Day sales.
 - d. Holiday Bags—collecting already

8. Ice Cream Sales
 - a. Chair: Laura Ensign (absent)
 - b. 3/21- Last sale of the year
9. Bulletin Boards
 - a. Chair: Stephanie Knapik
 - b. Changing for spring
10. Staff Appreciation / Teacher Appreciation Week
 - a. Co-Chair Cynthia Henrichs and Victoria Harms
 - b. Theme is "Get Ready for Summer" / "Sunsational"
 - i. Monday – District for food
 - ii. Wednesday – Lunch / Sun Chips
 - iii. Friday – gifts
 - iv. Kids – summertime snacks
 - v. Brighten your teacher's day
 - c. Cookies for March / St. Patrick's Day "Lucky-Themed"
 - d. Apex does April

NEW BUSINESS

1. End of the year thank you dinner [May] — chairs May 13th Twigs 6 PM

ADJOURNMENT

Board President Stephanie Knapik entertained a motion to adjourn. Motion made by Genevieve Mercurio, seconded by Cynthia Henrichs. Motion carried. Meeting adjourned at 8:18 PM.

Minutes submitted by: Emmylou Grimm