

Robert Crown School

PTO Board Meeting Minutes

September 8th, 2025

BOARD MEMBERS IN ATTENDANCE

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

COMMITTEE CHAIRS IN ATTENDANCE

Christi Hebel

ATTENDANCE

Jason Mantei, Delia Bastick, Shauna Young, Gina De Laurentis, Joviel Reyes, Charmain Reyes, Sara Nix, Marta Polovka, Amanda Delatorre, and Emily Early

CALL TO ORDER

Board President Stephanie Knapik called the meeting to order at 6:03 PM

APPROVAL OF MINUTES

N/A

PRESIDENT'S REPORT

1. Change Wars ended last Friday. All the change will be divided equally between each grade. All teachers will be given a voucher to use at Book Fair. The winning grade level will receive an extra book for their classroom library.
2. A Book Fair reminder will go out next week. Everyone will attend during their library time. Flyers will be sent home this Thursday.
3. Next Thursday [9/18] is Family Night. Mathnasium will be present—and a possible food truck.
4. Mums Pick-up Reminder: Scheduled for Monday 9/2 from 4-6 PM [after school]
5. Reminder: PTO District Membership is \$8/year.
6. This Friday [9/12] is the first Ice Cream sale. We will have ice cream sandwiches and popsicles as options during lunch. All ingredients are listed on the website.

APPROVALS

1. **Approval of Expenditures:** *Anything over \$300 needs approval.*
 - Approval of the new 25-26 budget.

- **Motion to approve made by Christi Hebel, seconded by Amanda Delatorre. Motion carried.**

STAFF LIAISON REPORTS

N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio [absent]. Presented by Stephanie Knapik.
 - a. \$40,406.22 account balance
2. Spirit Wear sale during Meet and Greet totaled \$900

COMMITTEE REPORTS

1. APEX [fun run]
 - a. Chair: PTO / Stephanie Knapik
 - b. Date TBD in April 2026
2. Bingo
 - a. **Chair: OPEN [District Representative / Raffles]**
 - b. Date TBD in January 2026
3. Birthday Books
 - a. Chair: Genevieve Mercurio [absent]
4. Book Fair
 - a. Chair: Christi Hebel
 - b. Scheduled for next week, 9/15—9/18. Decorating is planned for this Saturday, starting at 10 AM.
 - c. More communication to be sent out this week
 - d. We will need volunteers via SignUp Genius
5. Candy Buy Back Program
 - a. Chair: Stephanie Knapik
 - b. Partnership with Conlon Thompson [\$250]
6. Fundraising
 - a. Mums / APEX
 - b. Reviewing some new fundraisers **[New Business]**
7. Holiday Shop
 - a. Chair: Emmy Grimm
 - b. Week of 12/8-12/12. Planning to setup on the Saturday prior, 12/6
 - c. Proposing a slight increase of prices due to lack of sales and inventory costs. Additionally, gift wrap / bags are included
 - d. Encouraging more gift bag donations. We should be okay on Amazon bubble mailers but still open to more.
 - e. No checks worked well last year
 - f. Would like to encourage everyone to bring a reuseable bag to bring gifts home
 - g. Shop open to admin / staff on Thursday and Friday
 - h. We will need volunteers via SignUp Genius
8. Ice Cream Sales

- a. Chair: Laura Ensign [absent]
 - b. Typically, 5-6 volunteers. However, we are always open [and will welcome] more.
- 9. Pumpkin Fest
 - a. **Chairs: OPEN [Concessions]**
 - b. Scheduled for 10/3 from 5-8 PM.
 - c. Adding Build-a-Bulldog, ~50 left / limited stock
 - d. We will need volunteers via SignUp Genius
- 10. Room Parents
 - a. Chair: Christi Barry [absent]
 - b. Selected room parents will be contacted by next week
- 11. 5th Grade Celebration
 - a. Chairs: Cynthia Henrichs and Victoria Harms [absent]
 - b. TBD Friday in May
- 12. Staff Appreciation Monthly/TAW
 - a. Chairs: Cynthia Henrichs and Victoria Harms [absent]
 - b. Conference dinner on Thursday will be catered by Chipotle [\$1200]
 - c. For TAW, all staff will be included / recognized during the week vs. individual days throughout the year.
 - d. Conference dinners in October and February. A SignUp Genius will be sent out for donations like drinks / desserts.
 - e. Planning to do a holiday gift / even like last year's lanyards and beverage / pastry cart

NEW BUSINESS

1. Additional Fundraisers: Emmy presented about FlipGive and a donation calendar idea. *The options were well received.*
2. Idea / Feedback: Sending copies home with the youngest kid per family.
3. Kindergarten shifts [listed in budget as well]. Every kindergartener will receive a Robert Crown shirt to wear on spirit day. **Motion to approve made by Christi Hebel, seconded by Sara Nix. Motion carried.**
 - a. *Follow-up on shirts for transfer students*

ADJOURNMENT

Board Vice President Cynthia Henrichs entertained a motion to adjourn. Motion made by Amanda Delatorre, seconded by Christi Hebel. Motion carried. Meeting adjourned at 6:54 PM.

Minutes submitted by: Emmylou Grimm