

Robert Crown School

PTO Board Meeting Minutes

March 9th, 2026

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

Gina De Laurentis and Amanda Delatorre

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of January 2025 PTO Board Meeting minutes. **Motion to approve made by Genevieve Mercurio, seconded by Cynthia Henrichs. Motion carried.**

PRESIDENT'S REPORT

1. **Book Fair:** Thank you, Christi and Crystal, for everything they did to prepare and run book fair last week. Also, thank you to the staff and everyone who volunteered to make it a great week
2. **Frozen Treat Friday:** This Friday—all slots are filled
3. **Reminder: Spring Picture Day is next Thursday, 3/19**
4. Yearbook orders are due on March 20th
5. **PTO Elections Starting – PTO members should have received an email**
 - a. President and Secretary – nominations are due next week
 - b. Elections after spring break
 - c. You have to be a PTO member to be elected / to vote

6. Working on an end of the year assembly for last day of school — BMX / Electric Bikes / Dirt Bikes. Two different shows / popsicles.

STAFF LIAISON REPORTS

Dr. Kuzera, Principal – N/A

FINANCIALS & TREASURER REPORT

1. Treasurer Genevieve Mercurio
 - a. \$17952.84, current account balance
 - i. Still anticipating \$2,000-\$4,000 more from book fair
 - b. We received another reminder from our District Treasurer regarding spending the money in the account. Confirmed we have / are discussing ideas for purchasing.

APPROVALS

1. **Approval of Expenditures:** *Anything over \$300 needs approval (expenses)*
 - Approval to purchase a new kiln (~\$11,000) as a donation to the school. **Motion made to approve by Cynthia Henrichs, seconded by Amanda Delatorre. Motion carried.**
2. **Approval of Budget Change:** *Any changes to the original budget needs approval*
 - There is a new budget form for District PTO that requires approvals for differences in money budgeted vs. money spent.
 - i. **Bingo Night:** Originally budgeted \$200, spent \$250 on gift basket supplies. **Motion made to approve by Cynthia Henrichs, seconded by Amanda Delatorre. Motion carried.**

COMMITTEE REPORTS

1. APEX [fun run]
 - a. Chair: PTO / Stephanie Knapik
 - b. Date: April 13th (Kick-off) and April 23rd (Run)
 - c. SignUpGenius is coming out soon. Schedules need to be confirmed with admin.
2. 5th Grade Celebration
 - a. Chairs: Cynthia Henrichs and Victoria Harms [absent]
 - b. Friday 5/15 - Hollywood Theme
3. Birthday Books
 - a. Chair: Genevieve Mercurio
 - b. Always need 3rd, 4th, and 5th grade books
4. Book Fair
 - a. Chair: Christi Hebel [absent]
 - b. NA / numbers are not ready yet

5. Ice Cream Sales:
 - a. Chair: Laura Ensign [absent]
 - b. Next scheduled date is 3/13
6. Room Parents
 - a. Chair: Christi Barry [absent]
 - b. Teacher Appreciation Week emails went out
7. Staff Appreciation Monthly/TAW
 - a. Chairs: Cynthia Henrichs and Victoria Harms [absent]
 - b. TAW: Camping *Theme* [will need book fair decorations for May]
 - i. 5/4-5/8. More details will be shared soon
 - ii. Flyers will be sent home

NEW BUSINESS

1. Sweatshop Assembly Idea may be hard to schedule this year due to testing schedule. We could try to schedule this in the fall / beginning of next year.
2. Thinking about a Scholastic alternative. Genevieve suggested looking more into Literati as an option for the 2027-2028 school year. Need to do some more research. Scholastic is set for 2026-2027.
3. Ideas for next year's open chairs: Start to advertise open roles later this spring.
4. Kindergarten Registration is Tuesday, April 28th from 5-7 PM.

ADJOURNMENT

Board Vice President Cynthia Henrichs motioned to adjourn, seconded by Amanda Deltorre. Motion carried. Meeting adjourned at 6:37 PM.

Minutes submitted by: Emmylou Grimm