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**Kaneland Blackberry Creek PTO Agenda  
Monday September 11, 2023, at 5:30PM**

*All guardians who have children attending Kaneland Blackberry Creek Elementary School are members of the PTO and are invited to attend meetings. Meetings are held once a month during the school year. Please visit the KBC-PTO website to verify meeting dates and times. All KBC-PTO meeting minutes are on the PTO website.*

**In attendance:** Erin Hope, Lauren Deaton, Amber Failor, Stephanie Clehouse, Tricia Klein, Jamie Holubecki, Robert Smith, Brittany Peterman, Corinne Moog, Jessica Wick, Shannon Carreiro

**1) Call to Order – 5:31PM**

**2) Introductions**

- Robert Smith, Brittany Peterman, and Corinne Moog joined this evening's meeting.

**3) Executive Board Reports**

**a) Secretary's Report (Erin Hope)**

- Motioned to waive reading of August 2023 minutes, 2<sup>nd</sup> by Tricia. Motion approved.

**b) Vice President's Report (Stephanie Clehouse)**

- Assemblies update: Two assemblies booked: Storm Chasers on October 6 (\$1,050) and BMX on March 22 (\$995.) \$539 left over in budget. Will reach out to Mrs. Reilley re: more information on writing workshops.
- IgKnight reached out asking for \$1,500 for their PTO (\$50/student for 30 students previously at KBK), we said no.

**c) Treasurer's Report (Angie Bennett/Jessica Wick)**

- Provided budget updated through end of August.
- Nurse Susan has asked for an ice maker (\$109 after coupon), approved to use from her \$250 budget.
- Emails were sent to teachers re: new incentives and increased class budgets.

#### **d) Communication Report (Shannon Carreiro)**

- Read-A-Thon packets will be sent out by the 20<sup>th</sup>, all information to Shannon by 9/15
- Facebook posts and approvals- each person/committee will be responsible for posting their own flyers and posts. Shannon will create events, Tricia will create PTO meeting events.
- The PTO website will be posted in Mrs. Ward's monthly bulletin.
- Important information will be pinned on top of the Facebook page for easy access.

#### **e) Fundraising Report (Amber Failor)**

- Mum fundraiser- delivery week of 9/18, will do volunteer sign up once we know exact date
- Read-A-Thon prizes:
  - **Registration:** Free donut coupon (TBD- need to reach out to Dunkin to see if we can pay for donut coupons) and assorted Croc jibbitz
  - **\$25:** Candy apple
  - **\$50:** Halloween blanket
  - **\$100:** Emagine movie ticket
  - **\$175:** Bike lights
  - **\$250:** Squishmallow variety
  - **\$250+ raffle choices:** Hover board, family night of bowling (donated by St. Charles Bowl) and gift card for food/drinks (purchased by PTO), electric scooter, or Funtopia gift card (need to reach out to them)
  - **Top earner incentives:** \$50 Learning Express gift card, \$50 Target gift card, \$50 Barnes and Noble gift card
  - **Top earning class incentive:** Pizza and ice cream party
  - **Top participating class incentive:** Extra recess, PJ day, or movie day (teacher's pick)
  - **Top 3 earning teachers:** 1<sup>st</sup>- \$100 Scholastic gift card, 2<sup>nd</sup>- \$75 Scholastic gift card, 3<sup>rd</sup>- \$50 Scholastic gift card
  - **Student registration raffle winner:** \$10 McDonald's gift card
  - **Log your minutes winner:** \$10 Dunkin gift card (one per grade)
  - **Count candy corn winner:** \$10 Target gift card
- Prizes will be distributed at Fall Fest on 10/20 or will be passed out at school if not attending fall fest.
- PTO will meet to all put prizes together.

#### **4) Principal's Report (Courtney Ward)**

- Nothing to report

#### **5) Faculty Advisor's Report (Jamie Holubecki)**

- Nothing to report

#### **6) Old and New Business**

- Fun Lunch scholarship funds have been depleted. Will re-open 20-25 spots in mid-November for next semester

## 7) Committees

- Fall Fest (liaison Lauren): Will take place Friday, October 20 from 6-8PM at school. Face painter, balloon animal artist, magician, bounce house (must have adult volunteer supervisor), games and popcorn. Lauren will discuss offering hayrides with the committee members. Information for the event and Sign Up Genius will be posted on Facebook after Read-A-Thon, Stephanie will send volunteer opportunities to teachers earlier.

## 8) Open Discussion

- Parent Robert Smith suggested PTO information also come via email as another way for parents to stay informed, especially with Fun Lunch and parents who don't have Facebook.

**Meeting adjourned at 6:50PM. Our next meeting will be October 5, 2023 at 5:30PM in the teachers' lounge**

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Meeting minutes submitted by Erin Hope, Kaneland Blackberry Creek PTO Secretary.