



1122 S. Anderson Rd. Elburn, IL 60119  
[www.kbcpto.org](http://www.kbcpto.org)

Email: [kbcpto@gmail.com](mailto:kbcpto@gmail.com)  
Phone: (630) 365-1122

**Kaneland Blackberry Creek PTO Agenda  
Tuesday March 5, 2024, 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, Shannon Carreiro, Jessica Wick, Corinne Moog, Lauren Deaton, Amber Failor, Stephanie Clehouse, Tricia Klein, Brittany Peterman, Angie Bennett

**1) Call to Order- 5:33PM**

**2) Introductions- None**

**3) Executive Board Reports**

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

- Motioned to waive reading of February 2024 meeting minutes, second by Tricia

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

- Talent Show- April 26

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

- Open spiritwear invoices paid
- High credit card processing fees, look into accepting more cash/check and possibly look into Venmo for payment options to avoid fees
- \$137.65 taken from Whole School Expenses for Elf Lunch
- Decorations/signs ordered for Kolor Run
- Trivia Night brought in \$150 from sponsors
- \$1,061.68 spent on Sweetheart Dance

- PTO's QuickBooks software is outdated and will no longer be offered after July 31. Would like to do the basic online version (\$30/month) vs. cheapest desktop version (\$650/year.) Will need to switch over before next year.

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

- Trivia Night flyer will be going out this week

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

- **Kolor Run**- 25 sold so far, need 200+ sold to keep cost of t-shirts lower. Consider having people sign up to donate water, bananas, granola bars, etc. Signs have gone up around neighborhood advertising event. Would like 50 volunteers. Need to sign up by 3/31 for shirt/goodie bag.

**4) Principal's Report (Courtney Ward)- N/A**

**5) Faculty Advisor's Report (Jamie Holubecki)- N/A**

**6) Old and New Business**

- Looking into Knight Out for April, May will be Graham's

**7) Committees**

- **Trivia Night**- ticket sales 3/18-4/9. PTO Board Members will do "booze basket" for raffle: Lauren- Binny's gift card, Stephanie- wine, Tricia- shot glasses, Shannon- shaker, Jessica- ice molds, Erin- champagne and glasses, Angie- vodka, Amber- tequilla (PTO Board will bring items to next meeting 4/4.)

**8) Closed Session**

**Meeting adjourned at 6:14PM. Our next meeting will be April 4, 2024 at 5:30PM in the teachers' lounge**

*All meetings are held once a month during the school year. Please visit [www.kbcpto.org](http://www.kbcpto.org) to verify meeting dates and times.*

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