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**Kaneland Blackberry Creek PTO Agenda
Wednesday August 24, 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, Jessica Wick, Tina Binns, Angie Bennett, Lauren Deaton, Amber Failor, Shannon Carreiro, Stephanie Clehouse, Tricia Klein, Courtney Ward, Karen Mansk, Jamie Holubecki

1) Call to Order – 5:32PM

2) Introductions

- Tina Binns and Karen Mansk joined this evening's meeting.

3) Executive Board Reports

a) Secretary's Report (Erin Hope)

- Motioned to waive reading of May 2023 minutes, 2nd by Angie. Motion approved.
- Vote to approve revised by-laws for 2023/2024 school year: *Voted Yes*- Lauren, Amber, Shannon, Jessica, Angie, Tricia, Stephanie, Erin. Tricia will sign revised by-laws and then a copy will be posted on website.

b) Vice President's Report (Stephanie Clehouse)

- Each committee/PTO liaison now has an individual folder with all information needed in the office next to clear binder.
- \$619 spent on birthday bins for Student Appreciation. Mrs. Ward approved doing Student Appreciation 5 times per year.
- Feedback re: Kinder/Back to School Night: We will have a committee run these events. We should post this committee opportunity at the end of the school year or summer so that volunteers can be prepared. PTO presence is needed at these events as well so families know who we are. Hard copies of committee sign up sheets

worked well for getting volunteers. Mrs. Ward suggested a “Meet our PTO” board for these nights.

c) Treasurer’s Report (Angie Bennett/Jessica Wick)

- \$1,907.08 spent in July, majority for whole school expenses (floor stickers, learning carts)
- Garden and Grounds spent \$513.25 on mulch and plants. Someone has offered us free maple trees, but they would need to be dug up in September. Will discuss pricing with landscapers, need to keep the cost of digging up under \$1,000 budget. Mrs. Ward will discuss property lines with district and village. Suggested possibly adding a plaque under trees to thank donors.
- Fun Lunch sponsorships- we still have \$621.60 left from previous donations; will re-evaluate opening sponsorships when funds depleted.
- We need to add an additional \$250 for SPED classroom budget.
- Revised Teacher Incentive Program- If teachers attend an event, they get 1 raffle ticket. If they volunteer at an event, they get 2 raffle tickets. Must check in with PTO board member for ticket. We will do a raffle drawing in May at the Color Run: grand prize \$250 gift card, also will raffle off another (5) \$50 gift cards. Jessica and Angie will communicate to teachers that their grade level classroom budgets have been increased by \$50 this year. There are no field trip budgets.
- End of fiscal year 2022/2023 net income is -\$73.45
- Mrs. Hoffman requested a white board kidney table for \$339.71 (previously requested last year as well). She stressed that this would really help her current, and future, students. Board voted due to this request being over budget and approved: *Voted Yes*- Lauren, Amber, Shannon, Jessica, Angie, Tricia, Stephanie, Erin. Will pull additional funds from Whole School expense.
- Our Money Market account has \$45,800. We currently have \$15,000 of this budgeted for playground upgrades from last year’s Read-A-Thon. Stephanie motioned to earmark an additional \$20,000, giving us a total of \$35,000 earmarked for playground upgrades, Tricia 2nd the motion. Board voted: *Voted Yes*- Lauren, Amber, Shannon, Jessica, Angie, Tricia, Stephanie, Erin.

d) Communication Report (Shannon Carreiro)

- Mod Pizza Knight Out 9/12- flyer posted on FB week prior
- Read-A-Thon Facebook posts in September
- Mum Pick Up will be posted week of 9/18
- Link to PTO website will be added to Mrs. Ward’s monthly bulletin
- Discussed structuring PTO information for Kindergarten differently- possibly do a PTO table at Kindergarten registration and include PTO information in Kindergarten registration packet

e) Fundraising Report (Amber Failor)

- Mum fundraiser- will post what proceeds from Mum sales will be used for

4) Principal’s Report (Courtney Ward)

- \$2,500 budget for assemblies. Assembly committee members are Emily Knapp and Jen Westrom. Currently they have BMX assembly scheduled at \$995 for the spring. Also looking at a Storm Chaser assembly (between \$800-\$1,000+ depending on package.) Mrs. Reilley would like to do grade level writing sessions with an author-cost for the whole day would be \$3,000. Discussed using leftover assembly funds towards this author writing session.

5) Faculty Advisor's Report (Jamie Holubecki)

- Thanked us for the teacher incentives and landscaping!

6) Old and New Business

- Thank you notes for donations and volunteers: we will add blank thank you cards to committee folders. PTO liaison will write thank you notes to committee chairs and committee chairs will write thank you notes to donors and volunteers.
- 5th grade t-shirts- PTO has \$400 budgeted for shirts and parents will pay the difference.

7) Committees

- Playground committee- Tricia and Mrs. Ward will meet with the school district to find out policies/procedures and get the ball rolling on playground upgrades. Once we have more information, then a playground committee will be assembled.

8) Open Discussion

- N/A

Meeting adjourned at 7:10PM. Our next meeting will be September 7, 2023 at 5:30PM in the teachers' lounge

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