

Kaneland Blackberry Creek PTO Meeting Minutes

Thursday August 14, 2025 at 5:30pm

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www.kbcpto.org

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: Stephanie Clehouse, Dana Czajkowski, Corinne Moog, Jessica Wick, Angie Bennett, Erin Anderson, Melissa Bollivar, Becky Vanden Heuvel, Courtney Ward, Alexis Kliros, Lindsey Ntouvas, Kerrilyn Coffland, Olivia Nesterowicz

1. **Call to order:** 5:37pm
2. **Introductions:** Introduced board and new parents to the meeting
3. **Executive Board Reports:**

a. Secretary's Report (Corinne Moog)

- Motion to waive reading of July 2025 minutes; 2nd by Angie Bennett. Motion approved.
- Directory Spot is updated with all forms from both back to school nights, will post end of August for anyone that has not updated and close middle of September

b. Vice President's Report (Dana Czajkowski)

- Foam Party Updates: Foam party set up at 4pm on the 23rd; will set up by basketball courts, only need a table and water and wristbands; need rsmps for headcount (will do this for every free event)

C. Treasurer's Report (Jessica Wick)

- Closed out 2024-2025 budget - were over \$3,789.83, will pull from Money Market to cover overage
- All spending for the school year must be done by the end of June with no spending in July or else it comes out of previous year's budget
- Magnets will need to be budgeted for in this year's budget for next year.

- Discussed Money Market account and how much to leave for future years - will leave \$7,000 this year and if budget is controlled we can leave \$6,000 next year

d. Communication's Report (Erin Anderson & Sarah Bower)

- Canva - Use PTO Pro account for any flyers you make, ask communications first for all flyers and then reach out to other team members if necessary; give the option to committees if they want to make flyers or have communications do it.
- Discussed posting order for Facebook
 - Friday - Post Mums, Spaghetti Dinner and Foam Party
 - Sunday - Spaghetti Dinner and Mums
 - Monday - Fun Lunch Opens: 1st Post
 - Tuesday - Mums and Spaghetti Dinner
 - Thursday - Mums and Spaghetti Dinner
 - Friday - Fun Lunch
- Flyers needed: McDonald's, Read-A-Thon
- Post Meeting reminders week of
- Will make events on Facebook to make it easier for parents to remember

e. Fundraising Report (Becky Vanden Heuval/Melissa Bollivar)

- Spaghetti Dinner - PTO wear crew shirts; need 1 more volunteer (PTO members rotate to help?)
- McDonald's Knight Out - need 10 teachers to volunteer to help; September 16 5-8; Stephanie will make google form and ask teachers if they're interested
- Read-A-Thon: 30 minute break from Mrs. Ward for Teacher with highest amount of students that sign up; blind/wrapped books for teachers; Fundraising will meet this month and then bring all info to next meeting

4. Principal's Report (Courtney Ward)

- Make sure ALL staff included in favorite's list
- Teachers love the teacher's lounge restock
- Must have a certificate of liability for anyone doing any work at the school such as grounds

5. Faculty Advisor's Report (Kliros)

- Reimbursement updates - Jessica will send out for teachers that don't have new form

6. Old and New Business

- Fundraising Goals for 2025/2026 school year - Inflatables; Snow Cone Machine; front sign fixed ??
- Room parents/Committee sign up - most spots filled for committees! YAY!
- Lots of positive feedback about the magnets, parents and teachers seem to love them!
- Parent suggested making events on Facebook for knight outs or events we have so facebook will send out reminders about it - will implement this immediately

7. Committees

- Boo Hoo Breakfast - parents loved it; discussed having a sign next year to let parents know to stay or come over
- Cookies and Canvas - discussed possibly adding a silent auction or raffle baskets to this event

Meeting Adjourned at 7:15pm

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Meeting minutes submitted by Corinne Moog, Kaneland Blackberry Creek PTO Secretary