

# Kaneland Blackberry Creek Elementary School PTO

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## Kaneland Blackberry Creek PTO Meeting February 26<sup>th</sup>, 2015 at 7:00 PM, LRC

*All parents who have children attending Kaneland Blackberry Creek Elementary School are members of the PTO and are invited to attend meetings. Meetings are held on a Thursday each month during the school year, in the school library, at 7:00 p.m. Please visit the KBC-PTO website to verify meeting dates.*

In Attendance: Kim Bartkowiak, Laura Gampfer, Julie Keen, Brandie Kottmeyer, Jennifer Lycan, Laura Marler, Martne McCoy, Miranda Middona, Julie Mondì, Diane Pierson, Erin Slattery, Kathy Spence, Lisa Tingler, Denise VanDevier

- I. **Call to Order:** Julie Keen called the February 26<sup>th</sup> meeting to order at 7:02pm.
- II. **Introductions:** Julie Keen started the introductions and presented a Thank You note from the physical education teachers for the PTO help on their Jump Rope for Heart event.
- III. **Executive Board Reports:**
  - a. **Secretary's Report:** *Motion by Kimberly Bartkowiak to waive the reading of the January, 2015 PTO meeting minutes and to be approved as written and distributed. Second: Laura Gampfer. All in favor. None opposed. Motion carried.* A reminder that all KBC-PTO meeting minutes are on the PTO website: <http://www.kbcpto.org/>.
  - b. **Vice President's Report:** Denise VanDeViere reported that a family, who will have students in Blackberry Creek Elementary next year, are interested in attending a function of the PTO. Mrs. McCoy sees no reason they should not be allowed to attend.
  - c. **Treasurer's Report:** Laura Marler reported recent expenses and income.
    - Recent Deposits are as follows:
      - ❖ Bingo Night – \$925.00
      - ❖ McCare Night – \$49.84
      - ❖ Manna - \$247.00 (returns from pre-purchased cards)
    - Recent Expenses are as follows:
      - ❖ 1<sup>st</sup> grade field trip - \$755.00
      - ❖ Art department – loom – \$232.00
      - ❖ Jump Rope for Heart Prizes – \$350.00
      - ❖ Administrative: banner and receipt books - \$279.00
  - d. **Communications Report:** Laura Gampfer requested any information from committee members for the next email blast. Mrs. McCoy requested we mention the importance of early registration for incoming Kindergarten students in order to appropriately arrange staffing. Jennifer Lycan requested the deadline of February 28<sup>th</sup> for yearbook picture submission be added.
- IV. **Principal's Report:** Mrs. McCoy reported the following:
  - a. Mrs. McCoy stated that classroom party feedback was positive. Miss. Pierson added that the only issue known to her was minor and that overall the consensus was positive.

V. **Faculty Advisor's Report:** Miss. Pierson reported the following:

- a. The teachers were thankful to have supply samples from the School Toolbox company to review. There is a general consensus from teachers that Ziploc Brand is preferred. Kimberly Bartkowiak stated that the change may not be able to be made for this year, but will be incorporated for next year with the company.
- b. Mrs. Metz requests that her allocated teacher fund be used for re-stocking her treasure box. Since the PTO is not permitted to purchase software or curriculum materials, Mrs. Metz department is limited on her ability to utilize her funds. Julie Keen stated that a request be made formally to Mrs. McCoy, and if approved the PTO will honor the request.
- c. Miss. Pierson has requested from the kindergarten teachers about the purchase of area rugs. They have much of their budget left over and are interested in purchasing rugs to help maintain organization during their floor time. This may put them over their budget amount. The Kindergarten team will review cost and submit a proposal.

VI. **Old and New Business:**

- a. **Run Club Shirts:** Mr. Herron and Mr. Barth will begin their Running Club on April 6<sup>th</sup>. There is a 40 student maximum. They prefer that the students receive t-shirts (over the pinnies discussed). *Denise VanDeVeire motion \$500 for the cost of t-shirts. Second: Erin Slattery. All in favor. None opposed. Motion carried.*
- b. **Board and Committee Openings:** There are several board and committee openings for the coming 2015/2016 school year. There may be more as committees report in over the next month. Julie Keen reminds all chairs to please contact her regarding their status on the coming year. Current openings and changes to date are as follows:
  - \* *Board Position: Communications* – 2 needed (Brook Noring interested in 1 of the positions – to be voted on at May meeting.)
  - \* *After School Enrichment* – 2 chairs needed
  - \* *Community Giving* – Miranda Middona to chair combined with KBK CARES Committee
  - \* *Family Bingo and Auction Night* – 2 Chairs needed
  - \* *Family Bingo and Auction Night/Class Basket Division* – 1 chair needed
  - \* *Family Knight Out/McCare Night* – Kimberly Bartkowiak and Lisa Tingler
  - \* *Family Movie Night* – Program under review
  - \* *Holiday Shop* – Kathy Spence and Brandie Kottmeyer
  - \* *Ice Cream Social* – Miranda Middona and Amanda Tarnow, co-chairs
  - \* *Manna* – Program under review
  - \* *Planters Beautification* – Miranda Middona
  - \* *Publicity* – 1 Chair needed

Thank you, to Brandie Kottmeyer and Laura Gampfer, for their service as Communications board members. They will no longer hold the position after this current school year. A reminder that dates for events need to be submitted by May in order to be approved and listed in the school handbook/calendar.

- c. **Committee Bylaw Review:** With looking at the needed additions and changes to committee chairs, Julie Keen reviewed an important bylaw, for those considering a position, to review: In Article Four of the PTO Bylaws it states that any member should not profit from activities of the PTO, however the PTO can pay for services rendered. Though volunteers are always the best choice, that is not always possible. Committee chairs and members should keep in mind, when using parent owned businesses, that if services are required, the choice needs to be justified. If committee chairs need to use outside vendors, we need to be fair and diligent to all parties involved in the event. Julie will send out a reminder to committee chairs at the beginning of the year to regarding this policy.

## VII. Committee Reports:

- a. **Box Tops / Tyson / My Coke:** Julie Mondri reported she plans on having a promotion boost during open house on March 26<sup>th</sup>. Julie Mondri would like to have a whole school reward if we are able to hit a certain goal, to be set later. Julie Mondri suggested a possible P.J. day for the school. Mrs. McCoy approved a whole school reward, once details are discussed with her.
- b. **Bingo and Auction Night:** Kimberly Bartkowiak and Lisa Tingler reported that the items are set, booklets have been sent home and Evite responses are coming in. Set up is confirmed with Mark Payton. Set up will take place Friday starting after school and Saturday 9-2. Kimberly and Lisa requested a boost, through communications, for volunteer sign up for the night of the event. Thank you to Laura Marler for getting the webstore up and running.
- c. **Family Movie Night:** Miranda Middona thanked those who attended the last movie night, in her absence, the last movie night. There is leftover popcorn, oil and candy. Erin Slattery will use for the Family Bingo and Auction event.
- d. **Fun Lunch:** Erin Slattery reported that the last blocks of lunches have been released. Kentucky Fried Chicken will replace Froots. Next year the plan will be to reduce the number of lunches ordered. Paisano's Pasta will no longer be an option, due the inability to portion control. A healthy option will be discussed as an add on for next year.
- e. **Kane County Cougars:** Julie Keen reported that the Cougar Reading program would go until March 15<sup>th</sup>. Forms are on the PTO website at <http://kbcpto.org/wp-content/uploads/2014/01/kane-county-cougars-ozzie-reading-program.jpg>.
- f. **KBK Cares:** Mrs. McCoy spoke on behalf of this month's project. It will be collecting plastic tops (water bottles, cottage cheese containers, medicine bottles etc...) for a neighboring school in DeKalb. The plastic is recycled into a school bench. This will run all of March.
- g. **Special Needs:** Miranda Middona reported that the Special Needs PTA Craft Fair will be April 11<sup>th</sup>. Our PTO is invited to have a table and sell Manna and Spirit Wear, with all proceeds coming back to our PTO. The PTA is accepting recipes for their cookbook. They are also working on a support group for families along with an E.C. play date over the spring break. A PTA representative will also be attending the Family Bingo Night to aid any students and families in need. Lastly added, they PTA have a facebook page and all are encouraged to visit and "Like" their page.
- h. **Yearbook:** Jennifer Lycan requested to come to the school during classroom hours to take photos for the yearbook of classes with low submission rates. Yearbooks are now available for purchase until March 27<sup>th</sup>. The final cover vote will take place by a closed ballot at the end of the meeting tonight.

## VIII. Open / Additional Discussion:

- a. Miss. Pierson discussed a family that fosters students at the school having a concern that their foster child is unable to participate in the Fun Lunch offered, due to financial reasons. Julie Keen assured that this is an issue that the PTO board is aware of and is sensitive to. Due to many factors, the members are unable to finalize a decision, at this time, regarding any funding for these situations. Julie Keen assured that this matter would continue to be of discussion, and the desire to offer aid is great.
- b. Miss. Pierson followed up on a matter she addressed, via email, before the meeting. Past years the PTO has added funds for an end of the year party. After review of the past years budget, it seemed approximately \$2 per student was allocated for use in end of the year parties and field day frozen treats and water. In light of the new restrictions on food items, that money is no longer needed. Miss. Pierson request that the Kindergarten grade level still receive the supplement, due to their grade not participating in field day and their students have a beach themed party, with beach items purchased for their party. *Julie keen motion \$160 to be used for*

*the kindergarten beach party at the end of the year. Second: Erin Slattery. All in favor. None opposed. Motion carried.*

- c. Reminder, Early Childhood will hold a Week Of The Child starting April 21<sup>st</sup>. It will be a Spirit week for the young learners.
- d. Be on the look out for the school writing week.

Next meeting will be April 23<sup>rd</sup>, 2015 at 7:00pm in the school library.

Meeting was adjourned, by Julie Keen at 8:12 pm

*Once again, all meetings are held on a Thursday each month during the school year, in the school library, at 7:00 p.m. Please visit the KBC-PTO website to verify meeting dates.*

The meeting minutes were respectfully submitted by Kimberly Bartkowiak, Kaneland Blackberry Creek PTO Secretary.