

Kaneland Blackberry Creek Elementary School PTO



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Kaneland Blackberry Creek PTO Meeting Tuesday, October 3rd at 9:15am in the Teacher's Lounge

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: Kristy Baerenklau, Kimberly Bartkowiak, Nicole Burke, Laura Herra, Rachel Innis, Julie Keen, Martne McCoy, Laura Marler, Brook Noring, Lisa Tingler

I. Call to Order: Julie Keen called the meeting to order at 9:15am.

II. Executive Board Reports

a. Secretary's Report – Kimberly Bartkowiak *made a motion to waive the reading of the PTO meeting minutes, and to be approved as written by Lisa Tingler and distributed by Kimberly Bartkowiak. Motion second. All in favor. None opposed. Motion carried.*

b. Vice President's Report – Lisa Tingler reminded everyone that if they need a Sign Up created to please contact her.

c. Treasurer's Report – Laura Marler reported the following expenses and income:

EXPENSE:

- 5th grade T-Shirts: \$413.40
- Credit Card Fees - \$242.58
- Abby Cooper Author Visit – Joint
 - 4th grade - \$285.00
 - 5th grade - \$285.00
- Ice Cream Social - \$316.26
- Administrative Fees (GoDaddy) - \$60.51
- Planter Beautification - \$85.37
- Run for Fund T-Shirt - \$80.00

INCOME:

- Family Run 5K Sponsor - \$150.00
- Spirit Wear - \$272.00
- Teacher Appreciation Donations
 - Online Campaign - \$10.00
- Yearbook - \$461.10
- Run for Fund: Donations - \$1130.00
- Run for Fund: Sponsors – \$425.00
- Running Club / SGPD refund - \$900.00

1. Laura Marler reported that the numbers for Run for Fund are not finalized yet due to: added donations coming in and that not all the receipts have been turned in for reimbursement. The preliminary total is \$7,700.00.

d. Communications Report – Kathy Spence and Brook Noring had nothing to report.

e. Fundraising Report – Nicole Brooke reported on the Charleston Wrap fundraiser that will be starting in October. This will be an all-online sale. It was confirmed that she can bring samples and advertise the event during Parent/Teacher conferences and other family knight events. She is still determining percentages, delivery time frame and possible prizes for most sold.

IV. Principal's Report – Martne McCoy reported the following:

a. The Halloween Parade will be at 9:00AM after drop off. Parties will be at 10:30 for Kindergarten and 2:30 for other grades. Please be sure to have your ID card swiped in the office prior if you are a new parent. A Reminder was also made to keep ALL costumes child friendly during school hours.

b. The hurricane relief event, which the 5th grade class worked on, raised over \$1,200.00. Thank you to all who helped on the fundraiser.

c. Homecoming week is coming up and the school will celebrate Spirit Week and the details will be posted.

- d. Author Lindsey Currie will be coming in October.
- e. Parent/Teacher conferences are coming up November 1st and 2nd. There is no school the Thursday, November 2nd and Friday, November 3rd.

V. **Faculty Advisor's Report** – Martne, on behalf of Jaime Holubecki, had nothing to report.

VI. **Old and New Business**

- a. There will be an added Family Fun Knight – the Winter Bash. Mary Comer is organizing. Anyone wishing to help, please contact her. It was discussed that their budget of \$250.00 will come from the science night family event that has yet to have a chair. If someone chooses to do a science night, then the board will allocate funds at that time.
- b. The aide request for shipping Mrs. Zurkos' donations, which her class took on as a project, is no longer needed. She was able to raise the money from parents and staff.
- c. Fun lunch will need another chair for the second block of lunches after the winter break. One of their chairs will be moving. They are also going to look into adding some type of allergen statement to the order forms. A reminder that Fun Lunch chairs/committee, and the school, are not responsible for ensuring a student is able to partake in a fun lunch. The parents are responsible for making sure the items are safe before ordering for their child.
- d. Weather is supposed to be stormy for Walk to School Day. It will still take place, unless there are significant storms. Please watch the PTO Facebook page for updates the morning of.
- e. Julie looked into the MailChimp service we use regarding the number of emails that can be sent out during the month to keep our free account. It was determined that we should have no problem keeping the account free and there should be no need for purchasing an upgraded plan.

VII. **Committee Reports**

- a. Assembly – Laura Herra reported that she has 3 scheduled assemblies: January 19th – NIU STEM event with 2 shows (she will need \$500.00 for a deposit), March 3rd Opera Young with 1 show (will need \$450.00 for a deposit), and May 22nd Wheel of Wisdom (will need \$300.00 for a deposit). The assemblies total \$2,515.00, Laura was concerned about going over her budget of \$2,500.00. *Kimberly Bartkowiak motioned the \$15. Motion second. All in favor. None opposed. Motion carried.* We all thanked Laura for such a great job organizing all these assemblies.
- b. Box Tops – Julie Keen reported collection for this set of submittals will be until October 27th.
- c. Charleston Wrap – Nicole Burke reported sales would begin October 23rd.
- d. Family KNIGHT Out /McCare KNIGHT – Chuck E Cheese will be Friday October 6th from 4-9pm. Reminder that Chuck E will be visiting the school again and dismissal outside the front main doors.
- e. Family Fun Knight – The first will be Board Game Knight on October 20th.
- f. Fun Lunch – Rachel Innis and Kristy Baerenklau reported the next lunch is Burger King on October 11th.
- g. Kane County Cougars Reading – Julie Keen reported a time correction on the game – May 12 at 1:00pm.
- h. Run for Fund – Thank you to everyone who volunteered. A special Thank You for all the exploratory teachers that organize, run and take part in the event.
- i. 5K Family Run – Lisa Tingler reported they are looking to possibly have t-shirts for volunteers. The 5K coordinator (Race Time representative) suggested all volunteers be clearly marked for the event. They will look into pricing and the possibility to have shirts that would be turned in for re-use to cut costs down. Lisa confirmed that when we register we get a certificate that

confirms that neither the PTO or the school need to acquire separate insurance for the event and that neither the school or PTO are liable for anything during the event. Mrs. McCoy requested a copy of the certificate when the chairs receive it. We will be able to use the school bathrooms during the event. Custodial arrangements were discussed as follows: custodians are hired in 4-hour increment blocks. The cost is \$100 for each 4-hour block.

- j. School Directory – Kimberly reported the Directory is up and running and the bill will be paid this week.
- k. Special Needs PTA – Their annual craft fair is November 4th from 9am-3pm at Harter Middle School.
- l. Yearbook – Please submit your 5th graders child photos to Kimberly as soon as you can. She is still waiting for the upgrades to the programs through the company, so unfortunately there is no link/availability for parent to contribute photos at this time. She is hoping they have it ready by December.

VIII. Open Discussion: No further items were addressed at this time.

Next meeting will be November 9th at 7:00pm in the LRC.
(It is a Family Knight Out Knight at Auerlios'!)

Julie Keen adjourned the meeting at 10:15am.

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Kimberly Bartkowiak, Kaneland Blackberry Creek PTO Secretary, respectfully submitted the meeting minutes.