

Kaneland Blackberry Creek Elementary School PTO



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Kaneland Blackberry Creek PTO Agenda Thursday, September 7th at 7:00pm in the LRC

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: Mary Comer, Laura Herra, Jamie Holubecki, Christine Isaacs, Julie Keen, Patrice Lima, Susan Lutes, Jennifer Lycan, Miranda Middona, Brook Noring, Kathy Spence, Lisa Tingler, Lisa Vanatta

I. Call to Order: Julie Keen called the meeting to order at 7:00pm. Julie Keen thanked all in attendance. Meeting will alternate each month with one in the evening on one in the morning. The next meeting will be 9:15am on Tuesday, October 3rd, in the teachers lounge. Jamie Holubecki was introduced as this year's faculty advisor. Members present introduced themselves to the group.

II. Executive Board Reports

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

b. Vice President's Report – Lisa Tingler reported on how she will set up the Sign Up Genius. Any one wishing her to create one for their event/committee needs to have the information given to her 2 weeks prior to when they need it sent out.

c. Treasurer's Report – Julie Keen reported for Laura Marler and Denise VanDeVeire the following expenses and income:

EXPENSE:

- New School Year Teacher Fund: \$1,750.00
- Welcome/Social - \$149.13

INCOME:

- Amazon Smile - \$33.92
- Donations: Teacher Appreciation - \$101.30
- Fun Lunch - \$4,023.35
- Run for Fund: Sponsors – \$150.00
- Run for Fund: T-Shirt Pre-Order - \$440.00

1. Julie Keen reviewed the budget. A question from the floor, by Susan Lutes, was asked about credit card processing and the credit card rate. The question was deferred to Laura Marler for a later meeting, as she was not present. Julie explained the addition of the Special Request budget line to be used for requests that may be needed for a smaller number of students/groups, ei: chairs and freezers. This way the grade level budget can be utilized to benefit the whole grade without the worry of going over budget. A question from the floor, by Mary Comer, was asked about the continued GaGa Ball \$900.00 allowance. Since there may still be some lumbar costs needing reimbursement and the discussion of a floor (for the safety of the players) being added in the future, the money remains in the budget for GaGa Ball. The New School Year fund is a gift to teachers of \$50.00 each to use for supplies as they begin their year. We will continue to request general teacher appreciation donations until the end of the 2017 school year to help fund our 2 appreciation weeks during the year.

d. Communications Report – Kathy Spence and Brook Noring reported they require 1-week notification for anything to be put into the newsletter. Any committee may post to Facebook at any time and are encouraged to do so.

- e. Fundraising Report – Julie Keen reported for Nicole Brooke that the Charleston Wrap fundraiser has been added and will run from October 23rd – November 6th. This will be an online only fundraiser since we are very limited on the amount of paper we are allowed to send home. The help of classroom parents will be appreciated to help spread the word.

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

- a. Thank you for the planter decoration!
- b. "Most Likely to Succeed is showing again on September 12th at 6:30pm at Harter Middle School.
- c. Mrs. McCoy requested feedback on the communication "S'Mores" app. Several people mentioned they did not like to have to click on a link to see the information. They prefer it to be right in front of them.
- d. Mrs. McCoy will discuss the school improvement plan at the next meeting.

V. Faculty Advisor's Report – Jaime Holubecki reported the following:

- a. Thank you for the check to the teachers. Many emailed her "thanks".
- b. Katie Reilley wanted to confirm the invoice for Abby Cooper author was received. Julie Keen confirmed it was.
- c. Mrs. Holubecki discussed the assembly with Laura Herra at the request of Mr. Fox. Laura Herra confirmed the Children's Opera assembly in the works and is trying to meet with Kathy Webster for scheduling. They are to meet next week. She hoped to have scheduled by October 15th to receive a price discount.
- d. Mr. Herron and Mr. Barth requested we order the shirts for the Running Club so students can have them at the start of class. Last year the shirts were not ready until the end of the club due to allowing late sign up for students and not having an accurate count. It was questioned if shirts are only allowed to those who sign up prior to the deadline or if they can order in bulk. Julie Keen stated that there were some concerns on this topic and she will discuss with Mr. Herron directly.
- e. Mrs. Zurko started a class project where they raised school supplies for those affected by Hurricane Harvey. The cost to ship the donations will be between \$200.00-\$250.00. She is requesting for the PTO to cover the shipping cost. The PTO was unable to vote on this with the number of Directors present. The discussion was tabled until she can discuss with all the Directors.

VI. Old and New Business

- a. Julie Keen discussed the need for more Family Fun Knights. Mary Comer expressed interest in a movie night. It was mentioned that we did those in the past and the cost of the license along with the chaos of the night and the inability to create a dark enough room to view the movie caused us to discontinue them. A reading night was suggested along with a science night. Patrice Lima also showed interest in organizing one of the nights. If anyone is interested, please contact the PTO with your ideas.
- b. A 5K run/walk will be added in May. More volunteers are needed. Mary Comer expressed interest. Laura Herra emailed information from the Railside 47 to Nicole Burke.
- c. Julie Keen and Lisa Tingler attended the joint PTO meeting last month. Annette Theobold of Paisano's discussed how the PTO can utilize the Chamber of Commerce to get information on events out to businesses. Also, any PTO event held at the school is covered by the schools insurance. In addition we can borrow the KNIGHTS costume for events, if wanted. The high school has a spirit week the week of September 25th: M/Stripes, T/Work out Wear, W/Class color, R/Dress like a tourist, F/Kaneland Spirit wear. We are not sure what the elementary schools are doing. The Special Need's PTA craft fair is November 4th.

- d. A Trunk of Treat is being held by the high school Key Club in the Blackberry Creek Elementary's parking lot on October 28th from 1-4pm.
- e. As we review our ByLaws every few years, we have contacted Mr. Britz from Ottosen and Britz (a local law firm) to review them us this year.

VII. Committee Reports

- a. Assembly – Laura Herra discussed the Children's Opera as noted earlier. She is also hoping to add Wheel of Wisdom, but needs to check dates with Kathy Webster. Mary Comer suggested a Chicago Bears anti bullying assembly that was popular at her old school.
- b. Box Tops – Julie Keen and Christine Isaacs stated that prizes would be awarded for every 50 Box Tops submitted this year to cut costs. Jennifer Lycan agreed. The first submission date is November 1st and will collect until October 27th.
- c. Bulletin Board – Christine Isaacs hopes to update monthly.
- d. Family KNIGHT Out /McCare KNIGHT – Potbelly's is happening tonight. The time is strictly starting at 5pm, but they still will include all customers that order. The next one is September 21st and they will give a percent off of customers who come in the entire day. Kathy Spence is working on fliers for them to place on their pizza boxes. Jennifer Lycan suggested that next year they coordinate dates with Harter Knights Out, as we have several overlapping Family Knights Out this year.
- e. Fun Lunch – First one is September 20th.
- f. Ice Cream Social – Thank you for organizing.
- g. KAI – They are having a Stage Manangement workshop this Saturday at the auditorium for 5-8th grader – register with Maria Paulson. Free event from 11-1 with a professional stage manager running it.
- h. Kane County Cougars Reading – The night is scheduled for May 12th at 6:30pm.
- i. KBK Cares – They will be sending cards to the Hurricane Harvey victims. They are also planning on Rocks for Kindness. More details to come.
- j. Outdoor Lighted Sign – Julie thanked Lisa for doing it.
- k. Planter Beautification – Thank you for the creative planters.
- l. Run for Fund – Students will not be getting small cheaper prizes this year. Their donation levels will go for raffle prizes for larger items, ei: TV, Chrome Book, Drone etc... Parents can still purchase raffle tickets for \$1 for smaller items aside from the larger, donation level prizes.
- m. School Toolbox – Contract is signed for next year and is ready for Patrice to pick up in January/February when the lists come out.
- n. Spirit Wear – Items are now on the PTO webstore.
- o. Yearbook – They are transferring to new software – no 3rd party photos can be submitted until that portion is updated in December.

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

Next meeting will be October 3rd at 9:15am in the Teacher's Lounge.

Julie Keen adjourned the meeting 8:10pm.

Once again, all meetings are held once a month during the school year. Please visit the KBC-PTO website to verify meeting dates and times.

Lisa Tingler (for Kimberly Bartkowiak), Kaneland Blackberry Creek PTO Secretary, respectfully submitted the meeting minutes.