

BCG PTO Meeting
Chatham Area Public Library
July 28, 2025 6:30 P.M.



- I. Welcome & Introductions
 - a. Meeting started at 6:34pm
- II. Approval of June Minutes
 - a. Call for approval of minutes
 - i. First Deni
 - ii. Second Chelsy
 - iii. June minutes approved
- III. Treasurer's Report
 - a. Chelsy will review forms next meeting
 - b. Reviewed final draft of 24/25 fiscal year (document dated 6/3/25)
 - i. Balance as of 6/3/25 \$41,014.27
 - ii. Net income for 24/25 school year \$37,903.94
 - iii. Call for approval of June fiscal report
 - 1. First Alicia
 - 2. Second Kate
 - 3. Report approved
 - c. Reviewed fiscal report for start of 25/26 school year (document dated 7/28/25)
 - i. Balance as of 7/28/25 is \$8,155.48
 - ii. Call for approval of July fiscal report
 - 1. First Sarah L.
 - 2. Second Vanessa
 - 3. Report approved
- IV. Open Positions for 2025-2026 School Year (will be down \$15k if don't do these three events)
 - a. Titan Trek Committee & Chair
 - b. Dueling Pianos Committee & Chair
 - c. Fun Fair Committee & Chair
- V. Committee Reports
 - a. Book Fairs
 - i. Chairs Chelsy and Alicia P. gave update
 - ii. Fall Book Fair set for 9/22/-9/26/25
 - iii. Spring Book Fair dates to be determined
 - 1. Open House moved back to Thursday, March 12th
 - 2. Half day Friday, March 13th.
 - 3. Waiting to get librarian schedules
 - iv. New Scholastic Consultant Denise Floyd
 - b. Directories
 - i. Chair Phil gave update
 - ii. Will reach out to Josh in Tech but need to wait till after registration closed
 - iii. Question raised if we can do electronic directories
 - 1. Security concern with this option
 - 2. Agreement to continue for it to just be paper copy
 - c. Graduation Photos (Pre K, K, 4th)
 - i. Chair Vanessa gave update
 - ii. No complaints from parents

- iii. Complaint from one school's admin about length of time with students waiting
 - 1. Suggestion made to have less students pulled from class at a time so not waiting as long
 - 2. Brainstorm ways to entertain students while waiting
 - iv. Will do a RFP (request for proposal)
 - v. Dates will be determined with coordination of Admin closer to time
 - d. Illinois State Fair Merchandise Sales
 - i. Chair Sarah B not present so Katy gave update
 - ii. Down to 4 nights as PTO no longer needed for Megan Moroney (artist not using IL State Fair for merch sales)
 - 1. PTO still getting paid \$2500 for 5 nights
 - 2. Volunteer numbers so far
 - a. 8/8 Fri – 8 out of 10 filled
 - b. 8/13 Wed- 4 out of 10 filled --- Goal is at least 6
 - c. 8/14 Thurs – 9 out of 10 filled
 - d. 8/15 Fri – 9 out of 10 filled
 - e. Parents Night Out
 - i. Chair Sarah L. gave update
 - ii. Dates still to be determined as waiting on schedules
 - 1. Discussion of Oct. vs Dec. and Feb. vs April
 - iii. Event details
 - 1. 100 students
 - 2. Hours will be 5:30pm-7:30/8pm
 - 3. Discussion on alternative entertainment as bounce houses expensive
 - a. Suggestion to ask Studio M to sponsor as they might have bounce houses of their own from what they inherited from purchasing studio space
 - b. Benefit of going through rental company for bounce houses is the business handles the insurance for bounce houses
 - f. School Tool Box
 - i. Chair Chelsy gave update
 - ii. 155 as of meeting
 - iii. Last push tomorrow via social media
 - iv. Will have fliers available at K Camp
 - 1. Need to be ordered by Aug. 6th to have for start of school
 - g. Spirit Wear
 - i. Chair Kate gave update
 - ii. Discussion on how paper orders was challenging when used business Inkorporated
 - iii. Fall and Spring sales
 - 1. Goal to have Fall spirit wear before Christmas
 - 2. Discussion on having it ready by homecoming (week of Sept. 29th)
 - iv. Vendor discussions
 - 1. Bonfire can design your own
 - a. Ships to buyer
 - v. Impressions in Chatham
 - 1. Unsure if has capacity
 - 2. Run by former teacher who employs persons with disability
 - 3. Concern is they include Bible verse on merch but can request it left off
 - h. Sponsorships
 - i. Chair Alicia H. gave update
 - ii. Katy to review letter to solicited those we have received from previously
 - iii. Want to make sure PTO thanks sponsors on social media this year
 - iv. Levels
 - 1. Title Sponsor: \$2,000
 - 2. Gold: \$1,000
 - 3. Silver: \$500
 - 4. Bronze: \$250

5. Family: \$ 50
 - v. Discussion on a separate letter to families since usually gets same letter as business
 - vi. Donation link on PTO website
 1. Only option on dropdown is staff appreciation right now though.
 - a. Chelsy can work with Phil to link out for other events.
 2. PTO is already confirmed charity on PayPal
 - vii. Alternative donation means
 1. Give Butter as it gives out non profit letter for you
 - a. Vanessa uses with library foundation board
 - i. Staff Appreciation
 - i. Chair Sarah L. gave update
 - ii. Fall will be Oct 23rd and 24th for Parent Teacher Conferences
 1. Grab and go snacks and drinks – Simple compared to the week in May
 2. Volunteers to set up for Thursday and a restock Friday.
 - iii. Spring is May 4th -8th
 1. Money left over from last year that can hold for then
 - j. Website/Social Media
 - i. Chair Ashley not present so Katy gave update
 1. Reminder of new protocol of calendar for when social medial posts need to go out
 2. Initially included in Katy's committee board email this summer
 - ii. Phil is updating PTO website
 1. Contact him if you need changes made
 2. Get to know your PTO page found– could make PTO more approachable
 - iii. Discussion of how to increase attendance at meetings
 1. Facebook Event reminder
 2. Add to calendar option in email sent out
 3. Securing and advertising babysitters
 - a. Usually done but volunteers are typically High School students so unable to obtain/distribute to school contacts for request for this meeting as school has not started yet.
 - iv. Request for \$120 for Bitly subscription as ran out of free links
 1. First Sarah L.
 2. Second Deni
 3. Approved
- VI. Other Business
- a. Kindergarten Camp
 - i. This year's presentations Wed. Aug. 6th around 9am and 11am
 1. All schools covered, CES between 2 people
 2. School Supply Toolbox fliers to be available for last minute purchases
 - b. Meet the Teacher Night
 - i. Will be Aug 11th from 6-7pm
 - ii. PTO fliers to be available for teachers to put out in classrooms
 - c. Kindergarten Lunch assistance first 5 days of school
 - i. Lunch starts at 10:30am
 - ii. Each school PTO President to reach out to Principals if haven't yet to confirm interested
 - iii. BES is a yes and others schools assume yes but will reach out
 - d. Meet the PTO info session(s)
 - i. Thoughts to have in August and January
 - ii. Locations/events
 1. Scoops?
 2. Popsicles in the park?
 3. Library Backyard as set to up end of August/early Sept. – movie night?
 4. Trunk or Treat with cars by businesses sponsoring or PTO members
 - iii. Advertise by also sharing to Chatham moms

iv. PTO newsletter given all the events that may be going on this year

VII. Fundraiser Ideas

- a. Partnering with local businesses for events/fundraisers this year – people interested in pursuing
 - i. Texas Roadhouse – 1 week 10% back on receipts
 - ii. Bounce Tag - Mondays closed to public, 100 paid admissions and PTO gets \$5-7 per ticket
 - iii. Skateland – Tuesdays or Thursdays for 2 hrs \$6 per person w/ PTO getting half
 - iv. Chipotle - 25% back on night every night but Thursday and Friday
 - v. Raising Canes - 15% of net sales Sunday-Wednesday.
- b. Glow Dance
 - i. Family Dance
- c. Ashley E. Mini photography sessions
 - 1. \$125 mini session – PTO would get \$65
 - 2. Sessions in Oct. and April
- d. Turkey Feather Fundraiser
 - i. \$1 a feather for students to buy and put towards a teacher/staff member
 - ii. The teacher/staff member with the most wears a turkey costume
 - iii. PTO already has 2 inflatable turkey suits from Titan Trek
- e. Duct tape Staff member
- f. Golf Outing
- g. Partner with High School Athletics
 - i. Went well with Chatham Strong
 - ii. May for Parents Night Out – Titan Superheros

VIII. School President's Reports

- a. BES
 - i. Annual request for volunteers to tear out math pages of kindergarten books
- b. CES
 - i. none
- c. GES
 - i. none

IX. Administration Information

- a. Katy contacted administration already
 - i. Requested for admin to come each meeting if they can or send info they would like shared
 - ii. Admin was provided PTO meeting dates

X. President's Report

- a. Create a form for teachers to fill out for volunteer needs
 - i. Laminating, cutting, copying
 - ii. Teachers submit and will be given to the PTO school presidents to recruit
- b. Request made for amazon teacher wish lists that will go out at beginning of the year if people want them

XI. Next meeting – **August 25th at 6:30 PM at Chatham Area Public Library**

XII. Adjourn at 7:45pm