**BCG PTO Meeting**
Chatham Public Library
August 25, 2025 6:30 PM

1. Welcome & Introductions
	1. Meeting started at 6:31pm.
2. Approval of July Minutes
	1. Call for approval of minutes
		1. First Nicole
		2. Second Jason
		3. July minutes approved
3. Treasurer’s Report
	1. Email going out this week to the committee chairs and school treasurers about accessing financial forms and requirements needed for this school year.
		1. Instructions include:
			1. getting bids/estimates in writing as historically had issues with verbal bids not matching what PTO was billed for.
			2. Put event and school on forms
		2. Documentation required for all reimbursements this year.
			1. This is important given PTO is a 501c(3) organization.
	2. 24/25 school year officially closed out as all outstanding checks cashed
		1. Balance as of right now $9,843.51
		2. Call for approval of August fiscal report
			1. First Nicole
			2. Second Jason
			3. Report approved
	3. Reminder for school Presidents to check PTO school mailboxes
		1. Reimbursements may be dropped off this way
4. Open Positions for 2025-2026 School Year
	1. Titan Trek chair and committee
		1. Discussed possibility of doing in Spring
		2. Binder with information if interested
	2. Dueling Pianos Chair and Committee
		1. Binder with information if interested
	3. Fun Fair Chair and Committee
		1. Binder with information if interested
	4. Local Partnership Fundraisers
		1. Laura Gregory possibly interested in taking on this role
		2. Katy R to follow up with Laura on matter.
5. Committee Reports
	1. Illinois State Fair Merchandise Sales
		1. Given changes with State Fair, PTO only had to have volunteers work 1 of the 5 nights signed up for but got paid/raised full $2500
		2. If State Fair asks PTO to do merch sales for 2026, will be brought up at a future PTO meeting to discuss and vote on if PTO will do again.
	2. Book Fair
		1. Upcoming Fall dates are 9/22-9/26
		2. Spring dates TBD
			1. Open house moved back to Thursday, March 12th
			2. Friday, March 13th is a half day per school calendar
		3. BES and GES librarians plan to take rewards earned in cash.
			1. Still waiting to hear back on CES librarians plan (cash vs scholastic dollars)
		4. Reminder that checks will not be accepted for book fair.
	3. Directories
		1. Letters printed and ready to be disturbed at schools this week
		2. Due Dates 9/19
		3. Waiting on school district for data to create directories
		4. Pricing this year will be:
			1. $9 for directory
			2. $1 for notepad
	4. Staff Appreciation
		1. Fall is Parent Teacher Conferences Oct 23-24
			1. Grab and go
			2. No theme
			3. Just needs a Prep for Oct. 23rd and refresh Oct. 24th
		2. End of year staff appreciation week will be May 4th -9th
			1. No theme decided yet
	5. Parents Night Out
		1. Volunteers needed
			1. PTO Secretary emailed contact information for volunteers used for PTO meetings
			2. Plan for high school volunteers to work stations
		2. Fall date is Friday 10/10/25 at GES.
			1. Spring date not set yet.
		3. Activities
			1. Obtained 100 headsets for glow dance party
			2. Bounce houses
			3. Domino’s pizza
			4. Arts & crafts station
			5. Movie
	6. School Tool Box
		1. Completed for this school year
		2. Sales $1,547.86 (down $200 from last year)
		3. Need to request check from school tool boxes to get deposited.
	7. Spirit Wear – No update/chair not present.
	8. Website/Social Media
		1. Website
			1. As events come up, notify Phil
				1. If new event, let Phil know and can create a webpage on PTO website.
				2. Recurring events already have webpages created.
		2. Social media
			1. Notify Ashley for social media posts
				1. Ashley can create links and images if needed
			2. Ashley managing calendar of posting schedule.
	9. Sponsorships
		1. Letters and forms for families being printed
			1. To go out next week
		2. Letters going out this week to Chatham area business that have sponsored PTO previously
		3. Sponsors will be advertised on student directories.
			1. Goal to get sponsorships in the week of 9/22.
6. Other Business
	1. Local Partnership Fundraisers
		1. Plan to have one a month starting in November.
		2. Businesses looked into so far:
			1. Texas Roadhouse – 1 week 10% back on receipts
			2. Bounce Tag - Mondays closed to public, 100 paid admissions and PTO gets $5-7 per ticket
			3. Skateland – Tuesdays or Thursdays for 2 hrs $6 per person w/ PTO getting half
			4. Chipotle - 25% back on night every night but Thursday and Friday
			5. Raising Canes - 15% of net sales Sunday-Wednesday.
7. School President’s Reports
	1. BES
		1. Volunteer assistance (2) requested from BES Librarian for help during the school year on Thursdays from 9:30-10am with a double second grade class session. Volunteer recruitment on going.
			1. Loan Williams interested in assisting.
	2. CES- No update/CES President not present.
	3. GES- Nothing to report
8. Administration Information
	1. BES Principal Tricia Burke present
	2. Thank you for volunteers
	3. Reminder about 9/25 Family Reading Night
	4. Request for volunteer assistance (8-10) with school fundraiser sorting of items on Thursday 10/16 from Noon to 3pm at GIS gym. Pick up of items is that day 3-6pm.
	5. School budgets will be decreasing over the next few years
		1. PTO fundraising allows school administration to not say no to teachers for purchase items for class room supplies, lessons, speakers
		2. In recent years, PTO money to schools went to Game Rooms as reward for students
		3. BCG PTO donated $9k to each of the elementary schools at end of 2024-2025 school year.
9. President’s Report
	1. None
10. Next meeting – **September 29th at 6:30 PM at Chatham Library**
11. Adjourn at 7:05pm