

BCG PTO Meeting

Chatham Area Public Library

October 2, 2018 6:00 p.m.

Pending Minutes



I. Welcome & Introductions

Kelly called the meeting to order at 6:05 p.m., followed by introductions.

II. Approval of August Minutes

Keri sent out minutes of the September 4 meeting to board members and committee chairs prior to this meeting. Members present approved the minutes by a unanimous voice vote.

III. Executive Treasurer's Report

The Bank Account Reconciliation and YTD Net Income statement are attached.

IV. Committee Reports

a. School Supply Kits

No report.

b. Directories

Orders are due October 3. Final counting will be October 8. Delivery is planned for the week of October 22.

c. Spirit Wear

Kristi is meeting with Greco Graphics for order selection and sales figures for a Winter Spirit Wear sale. We are planning to display sales items at each school for Parent/Teacher conferences. Delivery is planned for the week before Christmas break. Board approval is needed before the order forms are sent out. Members present approved Outbreak Design's invoice of for Fall Spirit Wear sale.

d. Trivia Night

Trivia Night is scheduled for November 16 at Sangamon Prairie Reception Center. Tickets are \$15, maximum 300 people. We have sold approximately 100 seats. Please share on Facebook and invite your friends. PTO is asking the school to send an email blast to the district again in 2-3 weeks. Round sponsors are still needed, cost is \$250 per round. We will send out a SignUp Genius shortly. Positions that handle money will need to be background checked. Items are still needed for the Silent Auction and Wine Pull. Trivia Night committee members will meet October 18 at 7pm at 3Sixteen Wine Bar.

e. Fun Fair

Fun Fair is scheduled for February 23, from 11am=3pm. Brandi and Angie are checking on pricing and availability of entertainment. The balloon artist uses latex balloons so we cannot use. Angie booked the magician for 2 shows. They are still working on Wild Times and the comedic juggler.

f. Book Fair

Book Fair is scheduled for November 5-9. Marketing boxes should have arrived at each school. Banners and yard signs were not included in marketing box. Kelly is trying to arrange book shipments to arrive by-10/31. Volunteers will be needed to set up 11/1. Teacher preview will be 11/2. Sale will run through Veteran's Day programs. Books will need to be packed on Monday 11/12 for shipment back on Tuesday. This is a taxed book fair, except for school orders. Parents will be able to put money on a gift card for students to use, instead of sending in check/cash. No change will be given for gift card purchases, but money will stay on cards for future book fairs or online purchases.

g. Staff Appreciation

A SignUp Genius request for Parent/Teacher Conference (November 1) day snacks will be going out to parents.

h. Box Tops Etc.

No report.

i. Website & Social Media

A Google calendar has been shared to PTO officers, to keep up to date on PTO happenings. Jenny wrote a PTO newsletter that will be blasted to all parents. We will be having a Facebook Flash Sale for extra Spirit Wear items.

V. Vice Presidents' Reports
BES/CES/GES

Some parents did not get Directory order forms. PTO is asking the school to do an email blast. We are also posting a link to print the order form on Facebook. Volunteer sign-ups will be going out soon for Veteran's Day Programs, Fall parties and Book Fairs.

VI. Principal/AP Reports
BES/CES/GES

Schools are still in need of substitute teachers, paraprofessionals, bus drivers, playground supervisors, cooks and cafeteria supervisors. Please contact the District Office for information. Chromebooks are now 1/1 for 2nd-4th grades. Makerspace donations (craft supplies, toilet paper/paper towel tubes, etc.) are still needed. The Principals' Fundraiser was successful, thank you to all the volunteers. Motion was made, seconded and approved to donate \$500 to each school for Titan Store items.

VII. President's Report
No report.

VIII. Other Business
None

IX. Next meeting –November 6, 2018, 6:00 p.m., Chatham Public Library

X. Meeting Adjourned at 7:10p.m.



