

BCG PTO Meeting

Chatham Area Public Library

May 1, 2018 6:00 p.m.

Pending Minutes



I. Welcome & Introductions

Kelly called the meeting to order at 6:00 p.m.

Keri sent out minutes of the April 10 meeting to board members and committee chairs prior to this meeting. Members present approved the minutes by a unanimous voice vote.

II. Executive President's Report

PTO will present a check for \$30,000 after this meeting. We raised \$7257.10 with Box Tops for Education. We expect a check any day. PTO needs to advertise SCRIP better to parents.

III. Executive Treasurer's Report

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

IV. Committee Reports

a. School Supply Kits

Sales of school supply kits have started. We have online or paper ordering. Paper orders are due May 9, online orders May 25. Add on items are not available for online ordering. Kits will be delivered to classrooms on Meet the Teacher Night, August 13. Some consignment kits will also be available at GES on a first come first serve basis during walk in registration, August 2. PTO will need volunteers to help with this sale. PTO will count orders the week of June 14. Payment is due by end of September or we lose our discount. Abby stated we plan to pay in June.

b. Spirit Wear

Orders are in and all are correct. Volunteers are needed at CES & BES to deliver this week. Kelly is delivering for GES. Greco has 40 extra shirts. Kristy will not be co-chairing next year and Laura is undecided at this time. Thank you to Kristy and Laura!

c. Book Fairs

No report.

d. Fun Fair

We will schedule a separate meeting to discuss Fun Fair. We also need to meet after school ends to go through our storage. We need to set a date for next Fun Fair. Thank You post cards are going out to all donors.

e. Box Tops Etc.

We raised \$7257.10 with Box Tops for Education. We expect a check any day. Nature Kin asked for \$100 for the resource bins at each school. Abby will write checks at the end of the meeting.

f. Staff Appreciation

Staff Appreciation week is May 7-11. Current budget is \$1600 for all schools. Sign Up Genius lists are filling up. Jessica will buy paper goods. Maggie is cooking meat for taco bar day. Students will be serenading staff over the speakers. Students will be handing out Staff Titan Tickets, names for prizes will be drawn each day. Treasurers will count donations later this week. We will use PTO funds to buy anything missing. A Thank You page will be given to teachers and staff naming volunteers and donators.

g. Website & Social Media

No report.

h. Future Fundraisers

PTO is considering a Trivia or Glo Bingo night at Sangamon Prairie Reception (or other site). Ideas include silent auction/raffle and a wine pull. Date ideas include a Friday in the Fall, after football season.

V. Vice President's Reports

a. BES

K night was not as busy as normal. We sold out of extra small shirts.

b. CES

We had a full night at K night. We sold out extra small and small. We had 3 volunteer sign ups. We will need volunteers to man last day of school party sign in table. Mrs. Cox's class sent thank you cards to PTO.

c. GES

K night attendance was way down. We will need volunteers to man last day party sign in table.

VI. Principal/AP Reports

a. BES

No report.

b. CES

K night went well. Class size appears to be dropping.

c. GES

The Penny Drive exceeded goals. Teachers are training for the new reading curriculum.

VII. Other Business

Our next meeting is August 1 at 6:00 p.m., Administration need not attend. We are considering a grown up fall fundraiser. We will be checking into a Trivia night. Possible locations are VFW or Sangamon Prairie Reception Center. PTO will be advertising our open positions (Spirit Wear) on our Facebook page.

VIII. Next meeting –August 1, 2018, 6:00 p.m., Chatham Public Library

IX. Meeting Adjourned at 7:20p.m.

Ball Chatham Glenwood PTO Meeting 5/1/2018
Executive Treasurer's Report
For the Period 4/11/18 - 5/1/18
Last Report Date: 4/10/2018

Bank Account Reconciliation (4/11/18 - 5/1/18)		
Beginning Balance (3/7/18):		\$ 37,871.56
	Expenses	Income
Income from SCRIP		\$ 1,636.50
Deductions for SCRIP		\$ (1,760.50)
Profit Sharing for SCRIP		\$ (126.93)
Net Income from SCRIP		<u>\$ (250.93)</u>
Spring Spirit Wear Income		\$ 2,382.85
Income from K Night Spirit Wear		\$ 448.86
K Night Spirit Wear Expense		\$ (570.00)
Net Income from Spring Spirit Wear (have leftovers for meet the teacher)		<u>\$ 2,261.71</u>
Fun Fair Income		\$ 324.00
Fun Fair Expenses		\$ (1,027.20)
Net Income from Fun Fair		<u>\$ (703.20)</u>
Staff Appreciation Week Donations		\$ 506.00
School Kits Income		\$ 417.00
Total Net Income for Period		<u><u>\$ 2,230.58</u></u>
Expense for PTO Babysitting	\$ (30.00)	
Total Expenses for Period	<u>\$ (30.00)</u>	
Balance on Hand (5/1/18):		<u><u>\$ 40,072.14</u></u>
Outstanding Items as of 5/1/18:		
Spring Book Fair Printing Expense	\$ (41.69)	
Fun Fair Printing Expense	\$ (145.61)	
Fun Fair Staff Overtime Expense	\$ (540.54)	
Fun Fair Donation - Peoples State Bank	\$ 300.00	
Spring Spirit Wear Printing Expense	\$ (94.80)	
Box Tops Printing Expense	\$ (37.82)	
PO Box Renewal Fee	\$ (41.00)	
Legal Fees	\$ (41.00)	
Background Checks	\$ (300.00)	
Total Outstanding	<u>\$ (942.46)</u>	
Available Funds (5/1/18):		<u><u>\$ 39,129.68</u></u>
Funds totaling \$1,762.14 to be distributed to each school for Library Use:	\$ 5,286.42	
Funds totaling \$8,233.50 to be distributed to each school for General Use:	\$ 24,700.50	
Year Ending Reserve Balance:		<u><u>\$ 9,142.76</u></u>

Year to Date Net Income (10/16/17 - 5/1/18)

Income from SCRIP	\$ 505.73
Income from Directories	\$ 2,249.13
Income from Fall Spirit Wear	\$ 7,472.39
Income from Fall Book Fair	\$ 5,128.63
Income from BoxTops	\$ 3,990.78
Income from Fun Fair	\$ 8,875.50
Income from Spring Spirit Wear	\$ 1,664.21
Miscellaneous Income	\$ 226.21
Year to Date Total Income	<u>\$ 30,112.58</u>

Expense for Spring Book Fair - Free Books/Printing Expense	\$ (1,034.81)
Charitable Donations	\$ (1,422.97)
Administrative Expenses	\$ (810.70)
Legal Fees	\$ (761.50)
Year to Date Total Expenses	<u>\$ (2,995.17)</u>

Year to Date Net Income \$ 27,117.41

Scholastic Dollars Earned from Spring Book Fair* \$ 22,184.51

*These scholastic dollars will be divided equally between the three schools, with each receiving \$7,394.84.

