

**BCG PTO Meeting**  
Chatham Area Public Library  
September 3, 2019 6:00 p.m.



Pending Minutes

- I. Welcome & Introductions  
Kelly called the meeting to order at 6:05 p.m.
- II. Approval of March Minutes  
Keri sent out minutes of the May meeting to the Board, Committee chairs and attending members prior to this meeting. Members present approved the minutes by a unanimous voice vote.
- III. Executive Treasurer's Report  
This position will be open next year. The Bank Account Reconciliation and YTD Net Income statement are attached. UCB charges \$25/month for free checking for business with a balance under \$15,000. Abby will investigate switching banks or getting the cost waived.
- IV. Committee Reports
  - a. School Supplies  
This chair position will be open next year. Profit is down from last year. Kit sales increased, but kit prices increased. We did not receive our order of consignment boxes. Need to sign with this company in September to get a 10% discount. Members agreed to re-sign.
  - b. Spirit Wear  
Orders are due September 4. Orders will be counted September 6. We expect delivery the week of October 14, in time for Homecoming.
  - c. Trivia Night  
Trivia Night is scheduled for November 22, 6:00-10:00pm at the Firefighter's Lake Club. Participants will be able to bring their own snacks (no food is available for purchase on site). We will be doing a wine pull. Contact Jenny with donations of bottles with a \$10 minimum value. Jenny needs volunteers to help solicit donations for the silent auction.

d. Directories

This chair position will be open next year. Laura Liska and Stacy Warcup volunteered to take over. IEA increased printing prices slightly. We will keep cost at \$5 for Directories and \$1 for notepads. Order forms should be distributed the week of September 16, due back first week of October. Items should be delivered by the end of October. We will not order extras this year, as there is usually some overrun included.

e. Book Fairs

Ball needs a Co-Chair. Rachel Logan volunteered. Fairs are scheduled the week of October 7. Fairs will be open for Family Reading Night at each school (GES 10/7, CES 10/8, BES 10/10). PTO background checks are needed for cashier volunteers. We have requested 3 registers for Reading Night (registers can not be moved between schools). Free books are set at PK-1 \$5.99 and 2-4 \$7.99 and are tax exempt. Final close out process is very important as numbers can not be changed once entered. Please check with Abby for help with close out. Scholastic dollars are expiring soon. Schools need to be sure they are using Scholastic dollars before they expire.

f. Fun Fair

Fun Fair is scheduled for February 29 from 11am-3pm at GES.

g. Box Tops Etc.

Box Tops is changing to an online redemption program. All paper box tops will still be honored until expiry.

h. Staff Appreciation

PTO plans to provide treats during Parent Teacher Conferences. Sign ups will go out shortly.

i. Website & Social Media

Favorite Things have been updated for this School Year. Trivia, Spirit Wear and Picture Facebook posts are coming.

V. Vice Presidents' Reports

a. BES/CES/GES

Picture day volunteers are set for all three schools. Two volunteers from each school are needed to help sort the Principal's Fundraiser on September 26. Volunteers will be needed for Reading Night, Book Fairs and Spirit Wear delivery. Stacie would like PTO/schools to sign up for County Market Max Card for Schools Program. County Market donates money to schools with highest scans of enrolled Max Cards.

- VI. Principal/AP Reports  
BES/CES/GES  
Principals requested money for Titan Store stock. PTO approved \$500 per school. Checks were distributed. Early release Wednesdays are going well from Teacher/Staff perspective. Thank you! GES is moving the Book Fair to the Gym, to keep hallway noise down. New Administration staff are getting to know kids and welcome parents to introduce themselves.
- VII. President's Report  
Nothing further.
- VIII. Other Business
  - a. Current and future open positions are listed above under each committee.
- IX. Next meeting –October 1, 2019, 6:00 p.m., Chatham Public Library
- X. Meeting Adjourned at 7:35 p.m.

**Ball Chatham Glenwood PTO Meeting 9/3/2019**  
**Executive Treasurer's Report**  
**For the Period 5/8/19 -9/3/19**  
**Last Report Date: 5/7/2019**

<b>Bank Account Reconciliation (5/8/19 - 9/3/19)</b>												
<b>Beginning Balance (5/8/19):</b>		<b>\$ 46,820.36</b>										
	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; border-bottom: 1px solid black;">Expenses</th> <th style="width: 50%; border-bottom: 1px solid black;">Income</th> </tr> </thead> <tbody> <tr> <td>School Supply Kits Income</td> <td style="text-align: right;">\$ 3,586.00</td> </tr> <tr> <td>SAW Donations</td> <td style="text-align: right;">\$ 225.00</td> </tr> <tr> <td>Directories Income</td> <td style="text-align: right;">\$ 30.00</td> </tr> <tr> <td><b>Total Income for Period</b></td> <td style="text-align: right;"><b>\$ 3,841.00</b></td> </tr> </tbody> </table>	Expenses	Income	School Supply Kits Income	\$ 3,586.00	SAW Donations	\$ 225.00	Directories Income	\$ 30.00	<b>Total Income for Period</b>	<b>\$ 3,841.00</b>	
Expenses	Income											
School Supply Kits Income	\$ 3,586.00											
SAW Donations	\$ 225.00											
Directories Income	\$ 30.00											
<b>Total Income for Period</b>	<b>\$ 3,841.00</b>											
Fun Fair Expense	\$ (604.13)											
PTO Babysitting Expense	\$ (20.00)											
SAW Expense	\$ (1,326.66)											
Website & Email Hosting Expense	\$ (324.00)											
<b>Total Expenses for Period</b>	<b>\$ (2,274.79)</b>											
General Distribution to Elementary Schools	\$ (40,002.00)											
<b>Total Distributions for Period</b>	<b>\$ (40,002.00)</b>											
<b>Balance on Hand (9/3/19):</b>		<b>\$ 8,384.57</b>										

<b>18/'19 School Year Fundraising Net Income (9/4/18 - 9/3/19)</b>		
Income from SCRIP	\$ 132.30	
Income from Directories	\$ 2,239.00	
Income from Homecoming Spirit Wear (FINAL)	\$ 3,800.27	
Income from Trivia Night (FINAL)	\$ 7,016.79	
Income from Winter Spirit Wear (FINAL)	\$ 3,037.21	
Income from FunFair (Preliminary)	\$ 9,570.70	
Income from Lucky Titan Spirit Wear (Preliminary)	\$ 2,415.00	
Income from BoxTops	\$ 5,037.30	
Donation Income/Sucker Money	\$ 538.07	
Income from School Kits ('17/'18 Profit)	\$ 2,599.91	
Income from School Kits (Spring '19 Sale)	\$ 3,586.00	
Staff Appreciation Week Income/Expense	\$ 863.34	
<b>Year to Date Total Income</b>	<b>\$ 40,835.89</b>	
Book Fair Printing Expense	\$ (34.96)	
Administrative Expenses	\$ (1,502.48)	
<b>Year to Date Total Expenses</b>	<b>\$ (1,537.44)</b>	
<b>Year to Date Net Income</b>		<b>\$ 39,298.45</b>
<b>Year to Date Distributions to Elementary Schools for '18/'19 Schoolyear</b>		<b>\$ (42,702.00) *</b>

\*Distribution includes income earned from '17/'18 Schoolyear