

BCG PTO Meeting Minutes

Chatham Area Pubic Library

September 6, 2022 6:00 PM



- I. Welcome and Introductions
Chelsey Cox called the meeting to order at 6:03 p.m. Introductions followed.
- II. Approval of August minutes
Teri Kerr sent out the August minutes via email to the Board, Committee Chairs, School Administration, and attending members prior to this meeting. Members present approved the minutes.
- III. Treasurer's Report
 - a. The PTO account has a current balance of \$34,673.20. After SchoolToolBox money will be deposited, the account will be at \$36,203.54.
 - b. A motion was made to disburse \$11,000 to each of the three elementary schools. Motion approved.
 - c. A motion was made to increase the minimum wage rate paid to babysitters for PTO meetings to \$15/hour. Motion was approved.
- IV. Open positions—Chelsey Cox gave an overview of each role so members present could express interest
 - a. Spirit Wear committee members
 - b. Trivia Night Chair and committee members
 - c. Fun Run Chair and committee members (To be renamed "Titan Trek")
 - d. Fair Fair Chair and committee members
 - e. Website and Social Media committee members
- V. Committee Reports
 - a. School Supplies
Profits from the recent www.SchoolToolBox.com fundraiser were as follows: BES (\$471.39), CES (\$431.02), and GES (\$627.93) for a total of \$1530.34. Joe will close this fundraiser so a check can be received and deposited. A motion was made to commit to utilizing www.SchoolToolBox.com for the next two years to obtain an additional 4% discount.
 - b. K-4 Graduation Photos
Approximately 40 photo sessions were held. Received CES check for \$195. Received GES check for \$150. Vanessa will contact BES photographer to obtain payment.
 - c. Community Fun Run 2 Fun Fair (May 21, 2022)
This event brought in a net profit of \$12,471.04.
 - d. Titan Trek (Fall 2022)
Ball Chatham Education Foundation (BCEF) will no longer host a run. They are allowing the PTO to use the name "Titan Trek" for our run. Claire Griffith expressed interest in being Chair of the Titan Trek committee. She will contact Bill Stokes to establish a date (likely November 2022) and start working with the Titan Trek committee members.
 - e. Fun Fair (Sprig 2023)
Fun Fair will be held on Saturday, February 25, 2023 at Glenwood Elementary School. Joe Jay is currently Chair of this committee and is responsible for concessions and entertainment vendors. There is a need for an additional Co-Chair of this committee who could coordinate the children's games. We will need lots of extra volunteers for this event for roles such as: set-up, selling tickets, concessions, games, prizes, and clean-up.
 - f. Trivia Night
Trivia night was held a few years ago and the PTO is reconsidering hosting another this fall. Kaitlin Henry expressed an interest in being the Chair of this committee but would like to have more information before committing. Chelsey Cox will provide her with the materials and information used in the past.
 - g. Spirit Wear
Jennifer Hutchison will be acting as Chair of the Spirit Wear committee. Impressions will be considered as a vendor in the future with a more limited selection than previously offered. A suggestion was made to sell

spirit wear at events like Meet the Teacher night, Book Fairs, and Fun Fair. A suggestion was also made to coordinate receipt of spirit wear items in time for spirit week dress up days at each school. The next upcoming event will be during homecoming week. We can promote via the school and PTO facebook pages our current online Bonfire site ASAP so that any purchases would be received in time for homecoming week. We will utilize Greco Graphics for a sale in mid-October/November with distribution before students leave for Christmas break.

h. Directories and Notepads

Greg Mayes is waiting on the address file from the District Office. He anticipates it will take two weeks. IEA will not commit to pricing of printing fliers until they have a number from the PTO. Directories will be sold for \$7 and notepads for \$1. We will accept cash, check, or credit card. The PTO has a business account with Wix who will handle the credit card processing fees. Greg discussed the inability to access guardians listed as secondary contacts within Skyward so that they could be listed in the directories. Moving forward, for school year 2023-2024, this should be an option.

i. Book Fairs

The Fall book fairs will be November 1 – 7, 2022. The book fairs will also be open during Family Reading Night on November 3. The Spring book fairs are scheduled for February 8 – 14, 2023. They will also be open during Open House on February 9. Profits from the Fall book fair will be taken in the form of cash and for the Spring as Scholastic Dollars. Scholastic Dollars are given to each school's librarian.

j. Little Italy's Pizza

On the second Tuesday and Wednesday of each month, Little Italy's pizza has provided a percentage of sales (up to 20%) back to the PTO if the online code "PTO" was used or if the BCG PTO fundraiser was mentioned while ordering by phone. \$0.50 is also received for every returned box top to the schools. We have not received any money from them since February. There is new ownership at Little Italy's. Sabrina will see if the new owners would like to continue this fundraiser and/or if they would like it done differently.

k. Website & Social Media

Greg Mayes will be acting as Chair of the Website and Social Media committee. The website is in need of updating. Greg will work with Jenny and Chelsey on this task.

l. Staff Appreciation

The Fall Staff appreciation days will be held on October 6 and 7 which are the days of parent-teacher conferences. A signup genius will be emailed so parents can donate. Help will be needed at schools for setup and cleanup. Spring Staff Appreciation week is May 1-5, 2023.

VI. New Fundraiser Ideas

- a. No volunteer fundraiser (Deni Logue). She will present this idea in more detail at the October meeting.
- b. Spring coozie sale

VII. Vice President Reports

- a. BES. Meet the teacher night was a success with many people expressing interest in joining the PTO. Several volunteers helped the first week of school in the cafeteria. Help will be needed on October 11 for picture day.
- b. CES. Nothing to report
- c. GES. Meet the teacher night was also a success at GES. They also had volunteers help in the cafeteria during the first week of school.

VIII. Administration Information (Provided by Dan Lund)

The schools appreciate the support that the PTO provides. November 3 is Family Reading Night. October 11 is picture day. Universal screenings are happening in the schools. Lego League is being held with three sessions in each of the three schools. Internet and Child Advocacy presentations are getting scheduled.

IX. President's Report--Nothing to report

X. Other Business-none

XI. Next meeting – October 4, 6 PM, Chatham Public Library

XII. Adjourned at 7:45 PM