



Ben Franklin Academy PTO Meeting Recap

Location: Ben Franklin Academy.2270 Plaza Drive. Highlands Ranch, CO
Minutes: Minutes of 4/10/14 meeting read and accepted on 4/30/14.
Attendees: All attendees are recorded on the PTO meeting sign in sheet

Date: 04/10/2014

Time: Meeting Called to Order
By Tiffanie Vaught at 6:30pm

Officer Reports

CoPresidents: Shelly Dana and Tiffanie Vaught

- 4/17 PTO Night Out
 - PTO will provide aps.
 - Vote on \$150 for PTO Night Out to 4/17
 - 4-Yaes, 0-Nays (3 Absent)
- Staff Appreciation
 - Staff Appreciation and Teacher Appreciation will be moved to the spring during the week of April27-May1st 2015.
- Budget for Next Year
 - Next year we will lay out a budget by position.
 - Current positions please bring a budget for the May meeting.
 - Email out job descriptions and PTO members can make a revision on duties.
- PTO Position Updates
 - Hospitality Chair Revisions
 - Typically this position is greeting families and welcoming them, but we will add welcoming new teachers. Present welcome basket and list of PTO items. Add these revisions into the description of the responsibilities.
 - Streets of Southglenn Coordinator Update
 - Position responsibilities include getting a new box, getting receipts, putting them in and attending.
- By-Laws
 - Move to May waiting on insufficient funds letter. Jen Jones to provide letter.
- Field Day Vote on Expenses
 - Logos on the back of field day T-shirts.
 - Vote on Field Day Expenses up to \$7000 Total
 - Total cost for T-shirts, bounce houses for each day and MS doing an obstacle course.
 - 5-Yaes, 0-Nays (2 Absent)
 - Kona ice vote will be added later.

Treasurer: Tiffanie Vaught

- Treasurer's Update
 - The PTO has cut checks to Middle School Parents for the fundraising.
 - The check will be in the office and parent has to come and sign it out.
 - PTO Balance of \$50361.29

Secretary: Nicole Eubanks 6:50-7:10

- Vote List Review
- Election Update
- Coordinator Appointment
 - Box Top Coordinator-Patti Vessa
 - Baking Coordinator-Mandy Doolittle
 - Birthday Coordinator-Andrea Day
 - Restaurant Night Coordinator-Mindy Pooler
 - Uniform Buy Back Coordinator-Open
 - KingSoopers/Target Coordinator-Amy Sunahara
 - Preschool Fundraising Coordinator-Open
 - Middle School Fundraising Coordinator-Open
 - Middle School Social Coordinator-Karen Kopp
 - Vision and Hearing Screening Coordinator-Patti Vessa

Fundraising Coordinator: Halsley Hoff

- BENefit Bash Update
 - A lot of great items will be out for bid.
 - Nacho Men will be at the Bash!
 - Kids night for those over 100 hours. PTO will cover \$25 per child. We must have 40 kids to do this.
 - Plan to do a fun run next year.
 - Online Auction this year too and it will end May 15th various times.
 - Ticket Sale Brainstorm
 - Ticket sales are at 151
 - Ticket Sales will end on the 22nd

Chair Reports

Student Appreciation Chairs-Kim Stockton and Deanne Frederickson

- Student Appreciation Details
 - Last redemption day for BENBucks 4/11/14. Opens at 9am
 - 1st 889 Tickets Redeemed
 - Passed out 1800
 - Emails sent to teachers.
 - Extra volunteer time, would love help 9-2:30pm.
 - Bucks will change colors next year. Must use them this year.
 - Write names on the back.

New Business

Tiffanie Vaught

- Vote on Teacher Requests
 - Still gathering info on the Kiln.
 - Vote on \$595 for the Theatre Peter Pan Musical Kit for next year.
 - 5-Yaes, 0-Nays (2 Absent)
- Lunch Survey
 - Lunch Survey to go out in May. It will be sent out for parents to take in May before the end of the year. Elections end May 2nd. 10 or less questions.
 - Shelly will send Pam the log in for Survey Monkey.

- Pirates Cove Community Event for those that completed hours.
 - Pirates Cove will be hosted on June 20th
 - Vote on \$1098 for up to 250 people for the Pirates Cove Night for those that completed 30 hours for adults and their kids that are enrolled here. \$5 a person if NOT completed hours. 6:30-8:30 for Pirates Cove.
 - 5-Yaes, 0-Nays (2 Absent)
- Skate City August 14th 6-8pm. Family night. 2 guardians are free of charge and kids. No min we have to meet. Cannot bring in outside food. Vote for up to \$1000 for Skate City Night
 - 5-Yaes, 0-Nays (2 Absent)
- PTO Party End of Year May 29th.
- 7th Graders May 15th MS Fundraising Meeting.
- End of the school year used uniform sale and then put back out for meet and greet sale.

We will only have open comments if they have been emailed to Nicole Eubanks prior to the meeting or during the meeting at eubanksnicoled@gmail.com.

Ben Franklin Academy Parent Teacher Organization Vote Tracking 2013-2014

| Vote Date | Vote Description | Cost Associated | Vote Passed | Vote Via | Yeas | Nays |
|------------|---|------------------------|-------------|----------|------|------|
| 7/28/2013 | Help Counter Software Renewal | \$150 | Yes | Email | 7 | 0 |
| 8/1/2013 | Green Team T-shirts for Students | \$336 | Yes | Email | 7 | 0 |
| 8/14/2013 | Harvest Festival Budget | \$2,000 | Yes | Meeting | 6 | 0 |
| 8/14/2013 | Art Room Shelving | \$350.00 | Yes | Meeting | 6 | 0 |
| 8/14/2013 | Stacking Cups for BASE and School Use | \$462 | Yes | Meeting | 6 | 0 |
| 8/14/2013 | Move PTO Meetings to 2nd Thursdays | NA | Yes | Meeting | 6 | 0 |
| 8/15/2013 | Magnets for Volunteer Thank You and Spirit Wear | \$800.00 | Yes | Email | 6 | 0 |
| 8/15/2013 | Tumblers for Volunteer Thank You and to Sell on the Store | \$600.00 | Yes | Email | 4 | 0 |
| 8/20/2013 | Appointment of Faculty Committee Chair-Brenda Sepan | NA | Yes | Email | 6 | 0 |
| 8/20/2013 | Purchase of 150 Calendars to Sell | \$300 | Yes | Email | 5 | 0 |
| 8/22/2013 | BFA Pencils for Volunteer Appreciation | \$103 | Yes | Email | 6 | 0 |
| 8/23/2013 | Safeway Community Giving Card Program | NA | Yes | Email | 4 | 0 |
| 8/26/2013 | Budget for Staff/Faculty Birthdays | \$510 | Yes | Email | 6 | 0 |
| 9/3/2013 | Participate in the Streets of Southglenn Smart Schools Program | NA | Yes | Email | 7 | 0 |
| 9/6/2013 | 1000 Breakaway Lanyards | \$500 | Yes | Email | 6 | 0 |
| 9/9/2013 | Removal of Men's Group From PTO | NA | Yes | Email | 6 | 0 |
| 9/11/2013 | Addition of Tiffanie to the Bank Account | NA | Yes | Email | 7 | 0 |
| 9/12/2013 | Vote of Co-Presidents Shelly and Tiffanie | NA | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Brick Fundraiser Return | NA | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Student Appreciation Gifts | \$1,000 | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Renewal of Chamber of Commerce | \$500 | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Middle School Bulletin Boards | \$800 | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Tech Lab Software | \$715.50 | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Circuit Needs-Blades and Supplies | \$200.00 | Yes | Meeting | 7 | 0 |
| 9/12/2013 | Books and Games for the Library | \$400 | Yes | Meeting | 7 | 0 |
| 9/20/2013 | Hand Sanitization in the Gym (Stands) | \$43 | Yes | Email | 7 | 0 |
| 9/20/2013 | Revision on Approval for Library Resources for Sept. | \$447 | Yes | Email | 7 | 0 |
| 9/20/2013 | Online Student Directory | \$340.00 | Yes | Email | 7 | 0 |
| 9/22/2013 | Vote of New Vice President-Andrea Day | NA | Yes | Email | 7 | 0 |
| 9/25/2013 | Hand Sanitization in the Gym (Refills) | \$150 | Yes | Email | 7 | 0 |
| 10/3/2013 | Approval of Milk Caps Fundraising Program | NA | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Recycle Program Under Green Team in PTO | NA | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Drain Install in Teacher's Lounge (Plumber) | \$1,000 | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Parking Lot Sign (Drill Hole) | \$160 | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Green Team T-shirts for Students | \$200 | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Show Kit for BFA Musical | \$550 | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Jerseys for Sporting Events | \$300 | Yes | Meeting | 6 | 0 |
| 10/3/2013 | American Flag in Front Office | \$250 | Yes | Meeting | 6 | 0 |
| 10/3/2013 | Preschool Parents in Volunteer Appreciation | NA | Yes | Meeting | 6 | 0 |
| 10/3/2013 | BOE Awareness | NA | Yes | Email | 7 | 0 |
| 10/11/2013 | Literacy Resource Books | \$1,500 | Yes | Email | 7 | 0 |
| 10/22/2013 | Photo Booth Rentals | \$800 | Yes | Email | 7 | 0 |
| 10/22/2013 | Fundraising on MCO Flag Program | NA | Yes | Email | 4 | 0 |
| 10/23/2013 | Teacher Resource Library | \$1,000 | Yes | Email | 7 | 0 |
| 10/24/2013 | Storage Cabinet for MS Commons | \$525 | Yes | Email | 7 | 0 |
| 11/13/2013 | Norm Silver to be the auctioneer for the 2014 BENEFIT Bash. His rate is 10% of what he raises on mic. Last year the live auction Apx \$9,100. | \$750 Deposit Plus 10% | Yes | Email | 7 | 0 |
| 11/14/2013 | ByLaw Approval | NA | Yes | Meeting | 7 | 0 |
| 11/14/2013 | Pintrest Night Cost | \$250 | Yes | Meeting | 7 | 0 |
| 11/14/2013 | Gift Match from Teachers for Bob's Birthday | Based on Gifts | Yes | Meeting | 7 | 0 |
| 11/14/2013 | Middle School Regional Science Fair Costs | \$500 | Yes | Meeting | 7 | 0 |
| 11/14/2013 | Request from STEM for Regional DI Tournament | \$750 | Yes | Meeting | 7 | 0 |
| 11/14/2013 | Projector for Special Education Department | \$200 | Yes | Meeting | 7 | 0 |
| 11/16/2013 | Business Partners Program | NA | Yes | Email | 5 | 0 |
| 11/19/2013 | Middle School Request to Fund Breakfast with Santa | \$800 | Yes | Email | 7 | 0 |
| 12/5/2013 | Crystal Rose Venue for Father/Daughter Dance Deposit Needed | \$1,000 | Yes | Email | 7 | 0 |
| 12/5/2013 | Volunteer Appreciation Reception | \$200 | Yes | Email | 7 | 0 |
| 12/5/2013 | PTO Holiday Party | \$200 | Yes | Email | 7 | 0 |
| 12/12/2013 | Approval of Election Process for PTO | NA | Yes | Meeting | 5 | 0 |
| 12/12/2013 | Lunch Staff Appreciation for Holiday Gift | \$70 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | BFA Staff Holiday Party | \$500 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | Music Teacher Request for Purchase of Ukuleles | \$1,652 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | Purchase of 3 Licenses for Mathletes.com | \$300 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | Lighting for the MS Dance | \$320 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | Request for Purchase of Books in the Library | \$6,500 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | Request from Mr. Barber for 28 Chromebooks | \$7,000 | Yes | Meeting | 5 | 0 |
| 12/12/2013 | UPC Collection Program for Country and Village Hearth Brands | NA | Yes | Meeting | 5 | 0 |
| 1/9/2014 | Cupcakes and Paper Plates for Ben Franklin's Birthday | \$600 | Yes | Meeting | 4 | 0 |
| 1/31/2014 | Photo Booth Operator Tip | \$80 | Yes | Email | 7 | 0 |
| 1/31/2014 | Mother/Son Night-Total Budget Approved | \$2,000 | Yes | Email | 7 | 0 |
| 1/31/2014 | Bull Rental for Mother/Son Night | \$900 | Yes | Email | 7 | 0 |
| 2/6/2014 | Outdoor Concrete Trash Cans | \$500 | Yes | Meeting | 5 | 0 |
| 2/25/2014 | Reusable Bags for Volunteer Thank Yous | \$350 | Yes | Email | 7 | 0 |
| 3/3/2014 | Middle School Trip | \$977.27 | Yes | Email | 7 | 0 |
| 3/3/2014 | Bank Fee Coverage on Middle School Account | \$386.97 | Yes | Email | 6 | 0 |
| 3/11/2014 | Vote for Ben Bucks Use for Silent Auction Purchases | \$0 | Yes | Email | 6 | 1 |
| 3/13/2014 | MovePTO Night Out to 4/17 | \$0 | Yes | Meeting | 7 | 0 |
| 3/13/2014 | Update to Bylaws on Email Voting | \$0 | Yes | Meeting | 7 | 0 |
| 3/13/2014 | Add New Coordinator Position Vision and Hearing | \$0 | Yes | Meeting | 7 | 0 |
| 3/13/2014 | Add New Coordinator Position Streets of Southglenn-Pending Program Acceptance | \$0 | Yes | Meeting | 7 | 0 |
| 3/13/2014 | Vote to Retract Ben Bucks Vote from 3/11/14 | \$0 | Yes | Meeting | 7 | 0 |
| 3/13/2014 | Vote on Purchase of Pixie Software for Computer Lab | \$450 | Yes | Meeting | 7 | 0 |
| 3/13/2014 | Vote to Fund DI Team to State | \$150 | Yes | Meeting | 7 | 0 |
| 3/21/2014 | Extension of PTO Nominations | \$0 | Yes | Email | 7 | 0 |
| 4/1/2014 | Elections Via Survey Monkey | \$0 | Yes | Email | 7 | 0 |
| 4/2/2014 | Childcare for Silent Auction up to \$575 for Over 100 Hours | \$575 | Yes | Email | 6 | 0 |
| 4/3/2014 | Printing of Silent Auction Books | \$4,754 | Yes | Email | 7 | 0 |
| 4/2/2014 | Entertainment for the Silent Auction | \$1,600 | Yes | Email | 4 | 3 |
| 4/10/2014 | Vote for \$150 for PTO Night Out | \$150 | Yes | Meeting | 5 | 2 |
| 4/10/2014 | Field Day Expenses | \$7,000 | Yes | Meeting | 5 | 2 |
| 4/10/2014 | Musical Kit | \$595 | Yes | Meeting | 5 | 2 |
| 4/10/2014 | Pirates Cove Night | \$1,098 | Yes | Meeting | 5 | 2 |
| 4/10/2014 | Skate City | \$1,000 | Yes | Meeting | 5 | 2 |