



Parent Advisory Committee

Business Meeting Minutes

Date: Thursday, June 21, 2012

Location: BFA Library

In Attendance: Erin Salehiamin, Andrea Day, Carrie Keen, Julia Porterfield, Susie McCoy, Jason Sunahara

- I. Opening (Andrea Day)
 - A. Welcome Jason Sunahara as our new BOD- liaison.
- II. Treasurer's Report (Carrie Keen)
 - A. 6th/7th Grade Social incurred the following costs:
 - i. \$56 for shelter
 - ii. \$16.33 in drink supplies
 - B. The End of Year Teacher Party was purchased by the school and did not fall underneath the PAC budget.
 - C. 2012-2013 Budgets – Carrie has compiled an Excel document with a tab for each member. Please list all expenses you incurred in 2011-2012 school year in order to help Carrie create the budget for the 2012-2013 school year. These reports need to be turned in by July 31, 2012.
- III. PAC Handbook (Andrea Day and Carrie Keen)
 - A. As the first PAC committee, we would like to create a handbook of SOPs (Standard Operating Procedures) that can be passed onto our successors. Template for SOPs will be sent to the committee by Carrie before June 30th and must be returned by July 31st. Julia Porterfield will compile and hold the PAC handbook.
- IV. Summer Activities (Andrea Day, Susie McCoy and Erin Salehiamin)
 - A. 6th/7th Grade Social held on Friday, June 15, 2012
 - i. Both new and existing families were in attendance
 - ii. Mostly boys attended
 - iii. Banner would be helpful for next event. Julia Porterfield will obtain the donated banner(s) before the next social.
 - iv. Request was made that next grade level socials be closer to the start of school
 - B. June BFF (Ben Franklin Friends) Social held on Tuesday, June 19, 2012
 - i. Huge turnout compared to previous socials during school year
 - ii. Good opportunity for multi-child families to participate
 - C. Upcoming Summer Social Events
 - i. July BFF Social scheduled for Tuesday, July 17, 2012 at Civic Green Park
 - ii. K-2nd Grade Social on Tuesday, August 14, 2012 location:TBD
 - iii. 3rd-5th Grade Social on Thursday, August 16, 2012 location:TBD
 - D. Community Service Event
 - i. Erin Salehiamin and Carrie Keen met with the Highlands Ranch Metro District about partnering with the Flying B Park



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- ii. Trash removal for family volunteer hours (up to 5 hours) is scheduled to begin in August
 - iii. Additional activities will be evaluated including possible Windcrest partnership.
- V. Bylaws (All)
 - A. Bylaws were discussed (final copy not attached to this agenda)
 - B. Julia Porterfield motioned to have the Bylaws Approved as discussed
 - C. Carrie Keen seconded the motion
 - D. Committee unanimously voted to PASS Bylaws as discussed
- VI. New Committee Members (All)
 - A. Parent Representatives Were Presented
 - i. Mentoring Parent Representative
 - 1. Julia Porterfield motioned to approve Maren Elliott as 2 year Mentoring Parent Representative
 - 2. Carrie Keen seconded the motion
 - 3. Committee unanimously voted YES to Maren Elliott
 - ii. Parent Representative
 - 1. Julia Porterfield motioned to approve Heather Smith as 1 year Parent Representative
 - 2. Carrie Keen seconded the motion
 - 3. Committee unanimously voted YES to Heather Smith
- VII. Closing (Andrea Day)