

# February Minutes

## Business Meeting Minutes

Date: Thursday, February 9, 2012

Location: Ben Franklin Academy Classroom

In Attendance: Donna Fillmore, Erin Salehiamin, Susie McCoy, Andrea Day, Julia Porterfield, Becky Mullen (partial)

1. Opening/Team Building (All)
  1. Andrea Day opened the meeting and facilitated team building activity allowing each of the members to learn more about each other.
2. Website Update (Donna Fillmore)
  1. Visual presentation created by Donna Fillmore and Carrie Keen was presented by Donna – bringing PAC out of from underneath Committees on BFA websites and multiple other features
  2. Board of Directors are currently revamping the BFA website and may possibly include a parent portal
  3. Becky Mullen will create website demo and bring to next meeting in March
1. Preschool Update (Donna Fillmore)
  1. Concerns about whether the Preschool teachers were being included in Teacher Appreciation activities. Additional questions will be asked and follow-up at next meeting in March.
  2. Social at Little Monkey Business was slightly attended. Next social will occur on a Saturday for parents that work during the week and unable to come right after pick up.
1. Events (Erin Salehiamin)
  1. Father/Daughter Dance, Saturday, Feb 4
    1. Positive experience
    2. 337 attendees, \$3920 from registration
    3. Minor injury at the dance which was being handled between hotel and parents of child
    4. Issue with miscommunication with photographer but it has been addressed/resolved.
  2. Mother/Son Dance, Saturday, March 10
    1. \$1700 budget

2. Concerns were raised about being a “dance” rather than an event. Additional parties to discuss at a later time prior to event.
1. BFF Social Debrief/Reorganization (Susie McCoy)
  1. BFF Social in Library with Principal Barber, Jason Sanders and Becky Mullen for open parent forum on Friday, February 10, 2012
  2. Wednesday BFF Social will be a combined effort with the Parent Representatives
2. Families in Distress - Retooling (Andrea Day)
  1. A box of cards was brought to the meeting where each member in attendance signed their names. These cards will be used for distribution as cases come to the PAC
  2. PAC member who provides a card to a family will email the entire group to let them know about the cards distribution and to whom.
  3. Several cards and items have already been distributed.
3. Policy Report and Hot Topics (Susie McCoy)
  1. Continuation of concern related to September start and child care needs. Response has been that we can provide resources from last year but nothing has been compiled for this year. General consensus is the 6+ month notice should be enough that problems do not arise. PAC will keep an eye on this situation.
4. Bylaw Review (Andrea Day)
  1. March will be the time to make an official launch of the Bylaw review. Andrea Day asked each member to review their office expectations, term period and provide feedback on how that role has (or has not) evolved since the school opened.
5. Closing (Andrea Day)
  1. Andrea Day closed the meeting for the month.

# January Minutes

Business Meeting Minutes

Date: Thursday, January 12, 2012

Location: Ben Franklin Academy Library

In Attendance: Donna Fillmore, Carrie Keen, Erin Salehiamin, Susie McCoy, Andrea Day, Leah Estes, Julia Porterfield

1. Preschool Update (Donna Fillmore)
  1. FAQs
  2. Family Outreach
1. Events (Erin Salehiamin)
  1. Father/Daughter Dance, Saturday, Feb 4
    1. Save The Date's out
    2. Hilton Garden Inn
    3. Only one cost per family - \$25 by first deadline, \$30 by Feb 3rd, no walk-ins
    4. Pictures will be taken by BFA family and paid by families
1. Policy Report and Hot Topics:
  1. Dropping off students prior to 7:45am (into FAQs)
  2. No parents in office between 3:00-3:30pm
  3. Only DSCD decides Snow Days, not BFA
  4. Cell Phone Policy while in carpool
  5. Enforcement of tardy's
  6. New Uniform Policy next year
  7. Concern about 2012-2013 calendar from parents specifically child care before BASE and on days when other DCSD schools are open
1. BFF Social Debriefing and Planning (Susie McCoy)
  1. Denver Nuggets Night – will be sponsored by DCSD
  2. February BFF Social with Principal Barber and Board Member in Library – date to come.
2. Treasurer's Report (Carrie Keen)
  1. No \$\$ this time
  2. New Policy for event money request. Forms supplied to Erin and now PTO board approval before spending money.
  3. PAC will have a budget next year
  4. Need to present evaluation forms for past events
1. Mentoring Program (Carrie Keen)
  1. PTO is doing a similar program. Table until we speak with them.
2. Suggestion Boxes and Surveys (Andrea Day)

1. We need a means of project analysis
2. Donna to provide us with a suggestion box to leave for comments
3. Families in Distress (Andrea Day)
  1. Re-evaluation of the program
  2. Box of cards for distribution to families we hear about
  3. Case-by-case basis
  4. Creation of flyers for teachers
4. FAQ's (Andrea Day and Julia Porterfield)
  1. Send to Julia in order to place on website
1. Bylaw Review (Andrea Day and Carrie Keen)
  1. Next meeting or before Spring Break
2. Team Building (All)

# December Minutes

## Business Meeting Minutes

Date: Thursday, December 8, 2011

Location: Ben Franklin Academy Library

In Attendance: David Davis, Becky Mullen, Donna Fillmore, Carrie Keen, Erin Salehiamin, Susie McCoy, Andrea Day

1. Preschool Update (Donna Fillmore)
  1. Bowling at AMF in January?
  2. Treehouse Discovery in February?
  3. Becky to follow-up with Kristen and Shelly regarding funding for Preschool activities
1. Events (Erin Salehiamin)
  1. Father/Daughter Dance, Saturday, Feb 4
    1. Parking an issue, will have at Hilton Garden Inn
    2. \$25 per family
    3. Theme: "Movie Premiere Night" – red carpet, carriage
    4. Need a photographer, maybe write an RFP?

1. David will consult with his neighbor to set specs
2. Mother/Son Dance –
  1. May have a dance for the younger kids, K-2 and an “Amazing Race” type activity for the older ones
  2. May base on RSVPs and decide if there is enough interest for a dance
  3. Can do miniature golf
1. Veteran's Day Debrief (Carrie Keen)
  1. Went well, despite some minor communication issues
  2. Did not receive any major feedback regarding ‘lessons learned’ other than the school community will have a better idea of what to expect next year
    1. Reception room too small
2. Boyers donated the coffee
3. Donated candy went to Honda dealership who shipped it to soldier overseas
4. Treasurer's Report (Carrie Keen)
  1. Donuts with Dads - \$150 for donuts, \$145 for coffee
  2. Muffins with Moms - \$141 for coffee, etc.
5. Informal Socials (Susie McCoy)
  1. Jamba Juice social had 30-40 families come, comments logged
  2. Jan 10th social will be at the Starbucks in the Super Target
  3. Will discuss plan for Feb social at the January PAC meeting
6. Families in Distress (Andrea Day)
  1. Board does not need to vote on this
  2. Is there another way to reach teachers aside from SCOOP?
    1. Would need 30ish copies of the letters
7. PAC Self-Assessment (Andrea Day)
  1. Role has evolved
  2. Difficult to find PAC on website
  3. Most teachers don't know what the PAC is/does
  4. Website
    1. Donna and Carrie will work on this

2. Get iStock photo from Erin
8. How much of an advocate should the PAC be for parents?

# Parent Advisory Committee Meeting Minutes - November 2011

## Business Meeting Minutes

*Date: Thursday, November 10th, 2011*

*Location: Ben Franklin Academy Library*

In Attendance: Leah Estes, Donna Fillmore, Christy Hubka, Carrie Keen, Susie McCoy, Becky Mullen, & Erin Salehiamin

1. Events Update (Erin)
  1. Donuts with Dads & Dudes-November 16th
    1. RSVP Deadline 11/14
    2. Krispy Kremes-\$5.00 Per Dozen
    3. Coffee from Starbucks
  2. Father/Daughter Dance –February 10th, 2012
    1. Planning Meeting-November 16
    2. May Combine Planning with Mother/Son Dance?
  3. Muffins with Moms-November 30t
  4. New PTO Items Online
    1. Water Bottles
    2. Ladies Cut Tee
2. Veteran's Day Update (Carrie)
  1. Reception in Room 144, 1/2 Hour Prior to Assemblies
    1. Food Provided by Baking Committee
    2. PAC to Decorate
  2. Flag Ceremony Lead By Scouts
  3. Music/Songs

4. Picture Slide Show
5. Guest Speaker
3. Treasurer Report (Carrie)
  1. Original Donuts w/Dads-November 2nd-Canceled Due To Snow Day.
    1. Erin Spent \$107.20-PTO to Reimburse
    2. Manager @ LeMars Donuts Donated BFA Donut Order, in BFA's Name, To Douglas County Sheriffs
  2. Rescheduled Donuts for Dads-November 16th
    1. Erin Spent \$175-PTO to Reimburse
  3. Veterans Day Assemblies
    1. Carrie Spent \$100 on Flag and Paper Die Cuts-PTO to Reimburse
4. Informal Socials (Susie)
  1. Jamba Juice in Towne Center-December 6th, 4-7 PM
    1. Purpose-Create Community, BFA Has 475 Families
    2. BFA Gets Back 10% of Sales
    3. PAC to Sign-Up for 30 Minute Shifts, Wear Name Tags
  2. Ideas to Rename Socials
    1. Brew Crew
    2. VIP's-Very Important Parents
    3. KA-Kids Anonymous
    4. Yo Gabba Gabba
    5. BFF's-Ben Franklin Friends\*\*\*
5. Helping Families In Distress (Leah)
  1. How Do We Communicate Services To Staff and Parent Community?
    1. PAC Member(s) To Attend Staff Meeting
    2. Mrs. Simpson Share Services With Staff
    3. Mr. Barber's Weekly Newsletter
    4. Emails from Room Parents
    5. Informational Fliers in Front Office and/or School Events and/or Class Websites

2. How This Will Look.....
  1. PAC Sends Card
  2. PAC to Provide Meals
    1. Two Meals Weekly for Two Weeks (Total of 4 Meals), FYI-Meals Provided by the Baking Committee
    2. If Additional Meals Are Needed, can ask Room Parent to Create a Care Calendar to Coordinate Additional Assistance Within Classroom
  3. Leah to Share Resources and Services Available in Community
  
6. BFA Website /Possible Questions(Christy)
  1. Where Do I Send Policy Questions or Concerns?
  2. Why Do We Only Use Educational Outfitters?
  3. How Do I Get Started Volunteering?
  4. What is the Formal Uniform and When Do Students Wear This?
  5. If There's a Snow Day, Do We Follow Douglas County Schools?
  6. What Fundraising Opportunities Are There?
  7. What is BASE?
  8. How Do I Order Lunches?
  9. \*\*\*Answer or Provide Links To These Questions.
  
7. First Trimester PAC Policy Report (Carrie)
  1. PAC Rep (Christy) to Serve on Uniform Committee
  2. Becky Mullen (BFA Board) to Talk With Ann Citrin (SAC) About Having a PAC Member Attend Meetings Where Policy Reviews Are On The Agenda
    1. SAC Reviews Policies Annually
      1. PAC To Align Reviews With SAC, in May, Not December
    2. PAC Is Interested In Sharing Information Based On Parent Feedback
  3. PAC Log and Facebook (Susie)
    1. Suggestion Box @ Front Desk & Socials
    2. For a Concern To Be Logged, Email to PAC (Not Logging FB Comments)
    3. Idea-Teacher Representative on PAC to Give More Feedback of What Staff is Hearing From Parent Base?



4. Hot Topics (Susie)
  1. Graphic Designer
    1. Yahoo/BooHoo
    2. Movie Night
    3. Veteran's Day
    4. Father/Daughter and Mother/Son Dances
    5. Yearbook Party
    6. Kindie Summer Socials
  2. BASE

# October Minutes

Date: Thursday, October 13th, 2011

Location: Ben Franklin Academy Library

In Attendance: David Davis, Andrea Day, Leah Estes, Christy Hubka, Carrie Keen,  
Brad & Sue Kuska, Susie McCoy, Becky Mullen, & Erin Salehiamin

1. Informal Socials
  1. Purpose-Social Opportunity & Parent Feedback
  2. Need to Rename
    1. Each PAC Member, Send 2 Ideas to Susie. Will Vote on Top 15.
2. Ways to Improve Communication & Increase Attendance at PAC Events
  1. Mr. Barber's Newsletters
  2. Teacher Websites & Calendars (Andrea To Email Diana Simpson)
  3. Emails from Room Parents (? To Get Lists From Pam Patterson)
  4. PAC Emails (Susie & Erin)
    1. Sign-Ups @ PAC Events (Donuts for Dad & Muffins for Mom)
3. Suggestion Box @ PAC Events (Susie)

1. Events Update
  1. Donuts for Dads (November 2)
    1. Proposed Time Change from 7:30-8:10 to 7:15-7:45 To Assist With Parking Concerns
    2. Moms Serve
  2. Muffins for Moms (November 30)
    1. November 30
  3. Dances (Erin To Check with Michelle Swierczek about DJ Leads)
    1. Father/Daughter-February 10
    2. Mother/Son-March 9
1. Preschool Update
1. Treasurer Report
  1. Movie Night Financials
    1. Expenses
      1. Popcorn-\$70
      2. Soda-\$35 (Water Donated)
      3. Movie Screen & Popcorn Machine-\$150
    2. Profits-\$163
    3. PTO Funded the Difference of \$92
1. Veteran's Day, November 11
  1. AM & PM Assemblies
    1. Looking for Cub Scouts To Do Flags
    2. Food Being Provided By The Baking Committee
      1. AM-Donuts & Muffins
      2. PM-Fruit, Cookies, Crackers & Cheese
  2. Inviting Veterans (Students' Friends & Family)
  3. Students To Make Cards
  4. Collect Items & Left-Over Candy
  5. Looking To Find Organization To Take Collected Items & Ship

(Brad & Sue Kuska To Check w/Rocky Heights Middle School)

1. Community Service Ideas-Keep Things Simple 1st Year, Becky Suggested

#### Tying Virtues Into

1. Veteran's Day-Collect Items
2. Spring Food Drive
3. Adopt-A-Park
  1. Spring Semester
  2. Suggested Garden, Growing Things for STEM

#### D. Women's Shelter (Erin)

1. Helping Families in Distress
  1. Families in Need Would Reach Out to Friend, Teacher, or Administrator Who, With Their Permission, Would Contact PAC & Communicate Need
  2. Baking Committee To Provide Meals on T/Th, PAC Members To Deliver (Limit To 2 Weeks)
  3. PAC To Set Up Care Calendar (Dates, Food Preferences & Restrictions)
  4. PAC Will Always Send Card
1. BFA Website Updates
  1. PAC Agenda & Minutes
    1. Andrea & Christy To Get To Becky Within a Week of Meetings

#### ii. Archive on Website

1. Mr. Barber's Newsletters
  1. David To Post on Facebook
2. Website Updates To Automatically Post To Facebook
1. Mentoring Families
  1. Veteran Families Matched With New Families
    1. Interview & Train Veteran Families
2. Kindie & Grade Level Socials
1. "Hot Topics"
  1. Parking on Greensboro
  2. Talley of Issues

1. Log Using Excel
2. November 1st-Becky

# September Minutes

Date: September 8, 2011

Location: Ben Franklin Academy

In attendance: Susie McCoy, Carrie Keen, Erin Salehiamin, Becky Mullen, David Davis, Andrea Day, Ali Sarouhan, Kimberly Kitt, and Shelly Dana

## 1. **Calendar Review**

1. 9/13 8:30 am Coffee at Redstone Park
2. Kids/ Siblings welcome
3. Ribbon Cutting and Back To School Night (Becky to follow up with Bob and Board re: schedule/ more info)

## 2. **Informal socials- Susie**

1. Parks w/ decent weather switch to school, other, am, pm, etc. If Bob can't make it, invite board member or Diana, etc.
2. Clarify- w/ Bob re: children invited to socials at school.
3. Sports/ intramural activity w/ dad 3/6
4. Work with calendar to set dates for informal socials
5. Name tags at socials?
6. Calendar- Susie to solidify calendar and email Bob and Burgandy.

## 3. **Events update- Erin**

1. Movie- figure out movie, refreshments, popcorn,
2. DCEF- buy movie and refreshments through them and charge for refreshments to pay for cost of rentals
3. 6:00- music, socialize, park, bring blankets, chairs etc, come in PJs if kids want, movie starts at 7:00

## 4. **Preschool update- Becky**

1. Everything great, except drop off and pick up

2. Preschool and older siblings to release early and get out of there before other parents will be able to get into preschool line
  3. Volunteer parent to watch lunch bunch and get paid/ discount so Kristin will greet parents/ kids
  4. Rearrange parking for preschool parents, staff to park at end of parking lot, front spots to be open.
5. **Treasurer report- Carrie**
1. Spent \$339- PTO \$168 for pavilion rental
  2. Record contributions so we can budget everything and we can ask for money from PTO based on budget
  3. Thrilled with baking committee
  4. PTO donations are tax deductible
6. **3 pronged communication approach- Carrie**
1. People not on Facebook, want info, all important messages put on BFA website (calendar and upcoming events)- more description, FB page (and group), and emails. Through principal emails, all important stuff should be in place.
  2. DR photo- signage???
  3. Community events- outreach and volunteer work- PTO manager- sub committee
7. **Facebook protocol- Andrea**
1. Becky to show Andrea how to update page
  2. Ali to work on updating info for page- calendars, event descriptions, photos, FAQ, etc.
8. **PTO- announcements- Shelly**
1. Back to school night: PTO manager questions
  2. Plaid for hair accessories must be BFA plaid
9. **Drop off/pick up- Becky**
1. Will eventually have numbers on white boards
  2. Will get quicker and easier out of time
  3. Skyview- arrive before school gets out 25 minutes
  4. Parents sign walkers out and person manning sign in will call for students
  5. Turn off engines in loading zone
  6. Write up directions for drop off on website (step by step)
  7. Becky to communicate w/ those that need to know re: issue w/ walkers

**10. Hot topics- Susie**

1. Parking, playground, carpool

**11. Open comments-**

1. Playground equipment for kindie/ all grades
2. Mascot