



Ben Franklin Academy PTO AGENDA

Date: 9/21/17 Time: 6:30-8:30pm

Location: Ben Franklin Academy, 2270 Plaza Drive, Highlands Ranch, CO

Welcome and Ice Breaker: Mollie Anderson (6:30-6:45 pm)

President: Mollie Anderson (6:45-7:00 pm)

1. Introductions
2. New Playground Equipment & Buddy Bench Update-
 - A. Install Playground equipment 09/22/17
 - B. Buddy Bench- six feet, logo on plank, no date
3. Parent Teacher Conferences
 - A. Dinners (Natalie Lucero and Mary Vansyoc)
 - i. Baking is first night- California Pizza Kitchen
 - ii. Teacher Appreciation is second night- Chili Dinner, need set up and clean up
 - B. Spirit wear Sales (Rachel Moleri)
 - i. Need Volunteers to work table 4-8
 - ii. Christi send out sign up genius
 - iii. Coupon books- Erin Fierro
 - iv. Collect Wine- Amber Clendening

Vice President: Christi Richardson (7:00-7:15 pm)

1. Volunteer Quota Awards Updates
2. Volunteer Quota / Early Bird Conference Sign Ups
 - A. K-4 should be reaching out to families with 30 hours

Secretary: Mindy Pooler & Lisa Travis Fischer (7:15-7:30 pm)

1. Vote List Review- reported
2. BFA PTO Conflict of Interest Policy- handed out to new attendees
3. BFA PTO Communication and Conflict Resolution Policy- handed out to new attendees

Treasurer: Lisa Watanabe (7:30-7:45 pm)

1. Budget Status- Passed
2. Year-to Date Financial Status

May-17 \$144,821.11

Jun-17 \$131,837.39
Jul-17 \$117,490.14
Aug-17 \$ 87,557.41

3. Expense Request Review
 - A. Review examples,
 - B. Vendor Payment and Reimbursement
 - C. Two forms of documentation
 - D. Keep a copy of documentation and form
4. Tax Filing Status
 - A. Extension filed last spring
 - B. Deadline mid-November

**Fundraising Coordinators: Rachael Hamburger & Serena Grissom
(7:45-8:00 pm)**

1. Benefit Bash- November 11
 - A. Catering
 - i. Appetizers
 - a. Main floor on tables
 - b. Cheese fondue
 - c. Prezel break
 - ii. Meals- Meat, Gluten-free, Vegetarian
 - a. Shoulder beef loin and Apricot filled chicken
 - b. Salad
 - c. Potato
 - d. Veggies
 - e. Vegetarian-mushroom
 - iii. Dessert
 - B. Ticket Pricing
 - i. Early Bird \$50
 - ii. Active \$55
 - iii. Late \$60
 - C. Tickets
 - i. September 28- tickets go on sale
 - D. Team Meetings and Volunteering Opportunities
 - i. Procurement coming along well, but could use more help
 - ii. Need people night of the event-check in, check out,
 - iii. Display-Kimberly Blum
 - iv. Gift Baskets-Rachael Hamburger and Serena Grissom
 - v. Decorate-Sarah McMullen
 - E. Catalog Ads
 - i. Flyers circulated
2. Sponsorship Packages (Denise Battista)
 - A. Info sent out in Thursday Folders
 - B. Annual- More offers

- C. Benefit Bash specific sponsors
- D. Welcome Sponsor- Car dealership specific
- 3. Fundraising Acknowledgement Form
 - A. Form to communicate to parents the expectations of what PTO does
- 4. Spirit Nights
 - A. September 20th-Cold Stone from 4:30-7:30
 - B. October 17-Chipotle
 - C. November 14-Mici
 - D. December 6–Holiday Stroll at Aspen Grove: Tattered Cover-teacher book baskets on tables, Noodles & Company and maybe Rice, Cold Stone and maybe Gigi

Social Coordinators: Katie Devlin & Kim Byers (8:00-8:15 pm)

- 1. Harvest Festival- Thank you and Recap
 - A. 900 people
 - B. Charging for just kids was \$3870 with \$404 paid \$55 free, adults, volunteers,
 - C. 100 bakers,
 - D. 100 volunteers
- 2. Father/Daughter Event- February 3
 - A. Sarah McMullen start planning soon
- 3. Mother/Son Event- April 28
 - A. Julie Prutsman planning
- 4. Mom's Night Out- October 18, 2017 (Kimberly Blanchard)
 - A. 5:30-7:30 to CB & Potts
 - B. PTO provides appetizers, buy your own drinks
 - C. bfaptorsvp@gmail.com

Room Parent Coordinators: Amanda Trenk & Emily Tenhundfeld (8:15-8:30 pm)

- 1. Baskets for BENefit Bash Information
 - A. Envelopes out
 - B. Due October 2
 - C. Themes discussed
 - D. Teacher Book Baskets

Other Agenda Items

- 1. Virtues Awareness (Jodi Watson)
 - A. Book Mark contest for K-5
 - B. Thursday folder flyer explaining contents
 - C. Artwork picked up by teachers and then to Jodi
 - D. Book Marks sent out via Thursday folders
 - E. Middle School- Art as posters for middle school hallways
- 2. Ben's Brigade Meeting (Tom Devlin)

3. Spirit wear - New Fleece Jackets (Rachel Moleri)
 - A. Old style no longer available
 - B. New style are proportional, thicker fleece, better made, and more expensive
 - C. New ones shipping now
 - D. Store open in January and sell at a higher price \$5 more (\$40 youth and \$45 adult)
4. Elementary Talent Show K-5
 - o STEAM committee considering planning
 - o Nothing to report

Please submit open comments three (3) days prior to scheduled meeting

Next PTO Meeting

October 19, 2017 at 6:30pm in the Science Lab