

**Ben Franklin Academy**

**PTO Minutes**

**Date: 3/2/17 Time: 6:30-8:00pm**

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

**President: Pamela Betts**

* Shelly Naming Proposal Update

The PTO's proposal was formally presented and discussed at the BFA Board meeting on 2/13.  There was a great deal of community support at the meeting.  The Board made a decision to hold a Special Board Meeting on 2/28 to discuss Naming Guidelines and tabled the proposal vote until their next meeting.

* Calendar Dates for 2017-2018
* New Form/Policy
  + School Activity Request – PTO still determining their process. Michelle Bynum will be the point person and coordinate the school schedule.

**Vice President: Christi Richardson**

* Volunteer Quota Award Winner
  + Reward parent community member who met their volunteer requirements (including lunch room volunteers and carpool volunteers). February winner was Jen Jones. Congratulations, Jen!
* Teacher/Staff Appreciation – March 13-17, 2017
  + Monday = You are a Fan! Bring a card for your teacher
  + Tuesday = Popcorn & Sodas in the Staff Lounge all Day
  + Wednesday = Treat Yourself (Chair Massages for all Staff – 2 parents have volunteered their time)
  + Thursday = Let Us Shower You with Flowers (Bring a flower for your teacher)
  + Friday = Favorites List
* Teacher/Staff Lounge will get a makeover the weekend before appreciation week.

**Secretary: Mindy Pooler & Lisa Travis Fischer**

* Vote List
  + 1/9/17 – Spend up to $800 on Aladdin costumes and set supplies.
  + 1/19/17 – Approve PNO for MS Fundraising 8th Grade DC
  + 1/22/17 – Purchase 4 Kore wobble chairs in the amount of $279.96 for Mrs. Harrell’s K-4 SPED Students. Bob Approved.
  + 1/23/17 – 3 under-the-counter microwaves for a total amount of up to $300.
  + 1/26/17 – Heart Rate Monitors and software requested by Mrs. Bauer to be utilized by all students in K-8 ($4,599).
  + 2/1/17 – Purchase 3 Irons and 3 Ironing Boards for Ms. Harlow’s class in the amount of $125.
  + 2/3/17 – Appoint Kristi Saine-Longo as Middle School Social Committee Chair.
  + 2/3/17 – Motion to spend $450 on 3 Cool and Creative Chemistry assemblies, one for each grade 6-8.
  + 2/8/17 – Create a proposal to name the library for Shelly Dana.
  + 2/8/17 – Appoint Shele Steel Benefit Bash Procurement Committee Manager.
  + 2/8/17 – Allow BFA DI parents to allocate their King Sooper Card for their DI Child (No Vote)
  + 2/9/17 – Spend $400 for HawkQuest to attend our 2017 STEM Expo.
  + 2/20/17 – From Winterfest – PTO pay 85% of the total pizza invoice (Which covers the pizza portion, leaving just the gratuity to come out of MS profit)
  + 2/22/17 - $25.00 minimum for Fun Run Teacher earnings.
  + 2/24/17 – Mrs. DePasse is requesting a Literacy Kit from Box Cars and One Eyed Jacks in the amount of $204.55. Bob has approved.
* BFA PTO Conflict of Interest Form and BFA PTO Communication and Conflict Resolution Form - Everyone needs to complete the form. For those who have not completed the form, forms were distributed this evening.
* PTO Elections
  + PTO will be reaching out to all members of the PTO that currently hold a position to determine if they are interested in continuing.

**Treasurer: Lisa Watanabe**

* Balance as of 2/2817 is $170,096

**Fundraising Coordinator: Serena Grissom & Rachael Hamburger**

* BENefit Bash Volunteers
  + BENefit Bash will take place on November 11, 2017
  + Location: Vehicle Vault in Parker, CO
  + Next week flyers will be going out in Thursday folders that detail the volunteer positions.
  + Shele Steele is the Procurement Coordinator. Procurement is starting immediately to gather donations.
* Teacher Give Back Update
  + 5% of the Fun Run monies has been distributed to each classroom. 1st grade received 10% of the money.

**Social Coordinator: Brooke Svanda**

* Father/Daughter Volunteers
  + Julie and Sara have done an awesome job to make this event very special for the Fathers and Daughters!
  + Volunteers needed for Friday night from 3-8pm
  + Additional volunteers are needed for the event on Saturday night
* Mother/Son Event
  + April 29th at BFA – Theme unconfirmed
  + Marie Vaughan is the Committee Chair
  + Next Meeting – TBD
  + Committee Members: Sara Hope, Rachel Molieri, Amanda Trenck

**Room Parent Coordinator: Angela Gibson**

* End of Year Party
  + Friday, May 26th in the classroom. Unfortunately, outside parties are NOT permitted.
* Adding Music & Art Room Parents for 2017-2018
  + Jaime Johnson and Ali Hinkle are receptive to having a room parent as we do for regular classes.
* Teacher Gift Collection

**Other Agenda Items**

* Mom’s Night Out (Kimberly Blanchard)
  + March 30th – Hacienda in Littleton (Wadsworth Ave), 5:30-8pm, Appetizers will be paid for by the PTO but all alcoholic beverages will be paid for by the participant (not allowed to be paid for by PTO/School). Please RSVP – ASAP
  + This event is for the entire school, not a PTO-specific event.

**Open Comments**

* Discussed creating a Buddy Bench for the playground. Launching ideas – have different grades paint the bench, involve the Art Classroom.
* School- sponsored event around topic of Making Friends/Social Skills
* Pam will discuss further with Mr. Barber

**Next PTO Meeting**

**April 20, 2017 at 6:30pm in the Sanders Science Lab**