



Ben Franklin Academy PTO Training - Meeting Minutes

Date: 8/9/16 Time: 5:00-6:30pm

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

President: Pam Betts

Introductions

- Provided notebooks for PTO Members

Reviewed PTO Meeting Schedule/Process

- PTO Meetings scheduled for 3rd Thursday of the month, Location is 1st Floor Science Lab, 6:30-8:00pm
- "Open Comments" should be submitted 3 days prior to the scheduled PTO Meeting
- Attendance Sheet will be distributed at each meeting. Please initial each time you attend.

Calendar of Events

- Please review the calendar, some dates have been modified

Registration Table/Back-to-School Night

- Need to have at least 3 people per time slot
- Please sign up for at least 1-2 slots
- Dire need for Friday, 8/12 – PLEASE SIGN UP
- Need to have a calculator app on your phone
- No Credit Cards – Cash/Check ONLY

Vice President: Christi Richardson

Flyers

- The following flyers will be at the PTO Table at Registration: Spirit Wear dates/ Ben's Brigade/ PTO Monthly Meeting Dates for 2016-17/ BFA Online Directory (Rooster Room) – Directory On Tap
- Help Counter – This is how to track our volunteer hours. Record ALL hours (even past the required 30 hours as this helps with grants). **Please go into Help Counter and update your children, grades, teachers and carpool/ family number this will be used for reporting.**
- ARC Fundraiser – DC Fundraiser Trip – Clothes need to be donated in a Target shopping bag. \$1 per bag. Multiple donation dates/times in September (please refer to flyer).

Grocery Cards

- Last 5 digits of gift card number and Family Name will be recorded.
- \$5.00 per card – Safeway and King Soopers cards will be available (in small file folder)
- Grocery Cards will also be available on the BFA Store and Amy will send the card through child's classroom.

Position Training

- If you are new to your position, and do not know who held the position previously, please see Christi Richardson, Vice President, and we can assist in the transition.

Secretary: Lisa Travis-Fischer & Mindy Pooler

Reviewed "Open" PTO Coordinator Positions:

- Marketing Flyer Committee Manager
- Bulletin Board/Sandwich Board (to advertise PTO Events)
- Baking Committee Manager
- Father/Daughter Committee Manager
- Benefit Bash Procurement Committee Manager – This position will have time to plan as the Benefit Bash will not take place until Fall 2017. This would be a 2-year position and can be co-chaired if interested.

If you have any interest, or know someone who might be interested, please contact Co-Secretary's – Mindy Pooler & Lisa Travis-Fischer at ptosecretary@bfacademy.org.

Treasurer: Lisa Watanabe

Spirit Wear

- There will be a product list for Youth Products, Adult Products, Non-Clothing Products (lanyards, stickers, calendars, etc.). There will be 3 sheets of each category on the table. All sheets have a picture of the item to make it more user friendly.
- Please put a tally mark on the sheet in the last column titled, "Tally Items Sold", for each item **SOLD at the PTO Table**.
- If the family decides to purchase on the online store, rather than at the table, please encourage them to write down the sizes/item number/ colors/etc. so that they remember what to purchase.
- Please keep in mind -- T-shirts run big, Sweatshirts run small, Adult Small is the same size of a Child XL
- Please encourage kids to try on the clothing items.
- Samples – will NOT be hung up but will be in the box behind the tables.
- If there is any product left from Wednesday, it will be moved to the Thursday box and any items from Thursday will be moved to the Friday box so that new families will have an opportunity to purchase Spirit Wear.
- Many more red, lightning bolt shirts as they are more popular.
- Will be selling Spirit Wear at Back-to-School Night and Teacher/Parent Conferences
- Calendars are ready for purchase this year! 😊
- No tax on items
- Will have small petty cash on hand
- Do not have to write down method of payment. Most interested in inventory!
- Poster on Spirit Wear Dates for the Table

Fundraising Coordinator: Serena Grissom & Rachael Hamburger

- 2016-2017 Apex Fun Run
- October 17-28, 2016
- Run location TBD

Social Coordinator: Brook Svanda

First Social Event – August 15, 2016, 5-8pm, Civic Green Park

- 1st BFA Social Event – Back-to-School Picnic – joint event with CEC
- Looking for some setup volunteers to set up games/music for families
- CEC and PTO tables set up near the covered stage
- Please introduce yourself to at least 1 new BFA Family – they will have different name tags
- Middle School will be selling concessions and Coupon Books to fundraise for the DC Trip
- Apex staff will assist with games/setup/cleanup

Room Parent Coordinator: Angela Gibson

- 2016-2017 Room Parent Recruitment
- Still looking for a Room Parent for Ms. Kinsella – 3rd Grade – Mandy Doolittle
- Assistant Room Parent – still looking for this position for almost all classrooms. It is a rather lightweight position but a great way to get your feet wet and learn the position.

Additional Items

- PTO will be updating the names/positions on the BFA Website
- Ben's Brigade – will schedule a Dad's Night Out in November 2016. Ben's Brigade will have a budget to purchase food (not alcoholic beverages) for the events.

Next PTO Meeting:
August 18, 2016 at 6:30pm
Science Lab (1st Floor)