



Ben Franklin Academy PTO Meeting Agenda

Date: 2/18/15 Time: 6:30-8:30pm

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

OFFICER REPORTS

Co-Presidents: Shana Tracy & Kimberly Kent 6:30-7:10

- Welcome
- D&O Insurance
- BENefit Bash
- Sponsorships

Vice-President: Carrie Keen 7:10-7:30

- 2015-2016 PTO Calendar
- Volunteer Appreciation

Treasurer: Jen Jones 7:30-7:40

- Financial Update

Secretary: Halsley Hoff 7:40-7:55

- Vote List Review
- 2015-2016 Elections

Social Coordinators: Kim Stockton 7:55-8:10

- Father/Daughter Event recap
- Mother/Son Event Update

NEW BUSINESS

STEM – Kristi Morris – 8:10-8:15

- Need for Planners & Coordinators

Teacher Requests – Shana Tracy & Kimberly Kent – 8:15-8:30

- Review & Vote
 - Mrs. Molnar
 - STEM Equipment

We will only have open comments if they have been emailed to Halsley Hoff prior to the meeting or during the meeting at ptosecretary@bfacademy.org

**Ben Franklin Academy Parent Teacher Organization
Vote Tracking Log
2014-2015**

Vote Date	Vote Description	Cost Associated	Vote Passed	Vote Via	Yeas	Nays	
7/21/14	Budget for 2014 Harvest Festival	\$3,000	Yes	Email	7	0	
7/30/14	Round BFA Supporter Stickers	\$326	Yes	Email	7	0	
8/4/14	Change Target/King Soopers Coordinator to Grocery Card Coordinator	-	Yes	Meeting	7	0	
8/4/14	Appoint Christie Richardson as Spirit Event Coordinator	-	Yes	Meeting	7	0	
8/4/14	Appoint Amber Clendening as Mother/Son Event Chair	-	Yes	Meeting	7	0	
8/5/14	Spiritwear Order	\$500.00	Yes	Email	7	0	
8/5/14	Cameras for Yearbook Elective	\$500	Yes	Email	7	0	
8/6/14	Tech Talk Tuesdays Program - Need to discuss prizes and vote on that	-	Yes	Email	7	0	
8/7/14	3 5-gallon beverage containers for PTO events	\$80.00	Yes	Email	7	0	
8/8/14	BFA Desk Calendars	\$400.00	Yes	Email	7	0	
8/17/14	Appoint Vanessa Leonard as Streets of Southglenn Coordinator	-	Yes	Email	7	0	
8/20/14	Breakaway lanyards for K-3	\$250.00	YES	Email	7	0	
8/22/14	Electrician - Add lights to storage shed & hang lighted sign in office	\$1,000.00	YES	Email	7	0	
8/23/14	Purchase Thursday Folders for all students	\$1,300	YES	Email	7	0	
8/25/14	Fun Run Company	-	YES	Secret Ballot at Meeting	6 - APEX	1 - Kent	
8/25/14	Cover registration for Katie Devlin to attend Yearbook Conference	\$30	YES	Meeting	6		1 Absent
8/25/14	Families with 30+ hours as of 11:59pm on 9/8 will receive free admission to Harvest Festival	-	YES	Meeting	6		1 Absent
9/17/14	Payment of cleaning bill from Harvest Festival	\$100	YES	Email	7	0	
10/21/14	Funds for MS Halloween Party	\$500	YES	Email	7	0	
11/4/14	Purchase checks and deposit slips for PTO checking account	\$250	YES	Email	7	0	
11/4/14	Purchase stamps for mailing checks	\$39	YES	Email	7	0	
11/4/14	Sweatshirts for Mrs. Ward & Ms. Goldin for Computer Science Week	\$90	YES	Email	7	0	
11/5/14	Deposit for PTO Holiday Party	\$900	YES	Email	7	0	
11/20/14	1,000 Buttons for Computer Science Code Week	\$200.00	YES	Meeting	7	0	
11/20/14	Matching of staff collection for Mr. Barber's birthday gift	\$140.00	YES	Email	7	0	
11/30/14	Prizes for top AR students per grade & class	\$100 per trimester	YES	Email	7	0	
12/15/14	Lexia renewal for year	\$10,500	YES	Meeting	7	0	
12/15/14	Cover cost of MS pancake breakfast up to 850 so the ticket sales can be divided among students who worked event.	\$850	NO	Meeting	3	3	Pres divid
12/15/14	Cover deficit of MS pancake breakfast and give \$400 additional to be divided among students who worked event.	\$400 plus deficit	NO	Meeting	3	3	Pres divid
12/15/14	Welcome basket for two new teachers (4th and 5th)	\$125	YES	Meeting	7	0	
12/17/14	Purchase gift cards for DCDS and BFA lunch staff	\$100	YES	Email	7	0	
12/17/14	Purchase small laminator and 2 boxes of lamination	\$100	YES	Email	7	0	
1/5/15	Increase previously approved \$250 for 1,000 checks. Order 2,000 with deposit slips and free shipping	\$128	YES	Email	7	0	
1/7/15	1,000 Cookies & napkins for Ben Franklin birthday celebration	\$625	YES	Email	5	2	
1/19/15	\$1000 to support MS Business Elective	\$1,000	YES	Meeting	6		1 Absent
1/19/15	Install 3 lights in teacher parking lot	\$3,000	YES	Meeting	6		1 Absent
1/19/15	Teacher house rocks DVD's for MS Aides	\$105	YES	Meeting	6		1 Absent
1/19/15	Destination Imagination - cover team lead background checks	\$300	YES	Meeting	6		1 Absent
1/28/15	Registration fees for 20 students to attend District Science Fair	\$500	YES	Email			
2/11/15	Hold Ben Franklin Bash on November 7th - venue booking	none	YES	Meeting	6		1 Absent