



## Ben Franklin Academy PTO Meeting Recap

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

**Minutes:** Minutes of 1/9/14 meeting read and accepted on 1/18/14.

**Attendees:** All attendees are recorded on the PTO meeting sign in sheet.

**Date:** 01/19/14

**Time:** Meeting Called to Order  
By Tiffanie Vaught at 6:30pm

### Officer Reports

#### **CoPresident: Tiffanie Vaught**

- PTO received a thank you card from Amy C. for birthday card and Starbucks gift card. These are a big hit with teachers and staff.
- Wahoo's week profit was \$237.66. Boxtops \$1,333.30, United Way \$300 and Shop & Drop approximately \$400-\$500 profit.
- Vision and Hearing screenings are Feb. 18, 19 & 20. Will need a volunteer to head the program as well as other volunteers to screen students. Sign-up will be sent out.
- Parent Teacher conferences will take place in Feb 11 & 13. Will need volunteers to be at the PTO table to answer questions and sell spirit wear. Signup genius will be sent out.
- Thank yous will be going out for volunteer hours completed. Most thank you items remain the same but Ben Bucks will be handled differently.
- Card was passed around for Deanne.

#### **Treasurer: Jen Jones**

- Deposit of \$778 was put down for Father Daughter Dance.
- King Soopers total at \$4,371.39. We will receive 1st check once we reach \$5,000.
- Collected \$225.76 from Timbuck Toys sales and \$491.71 from Uniform sales.
- Middle School collected \$2,895.99 from Entertainment Books and \$403.03 for concessions.
- Must turn in PTO Reimbursement/Expense Forms for ALL TRANSACTIONS (including debit cards)! The form is on the BFA website under Parents, PTO, BFA PTO Reimbursement Form.pdf or blank forms are available at the front desk in the office.

#### **Secretary: Tiffanie Vaught on Behalf of Nicole Eubanks**

- Vote List Review
- Elections begin in February. Let the PTO Board know if you'd like to rerun for your position.
- Make sure you have signed the Conflict Policy each school year and email to Nicole if you have not already turn yours in for this year.

**Fundraising Coordinator: Tiffanie Vaught on Behalf of Halsley Hoff**

- The next Fundraising meeting is Monday, Jan. 13 at 6:30pm in the Library. For procurement contact Tiffani Titus or Kimberly Kent to help on the display committee.
- There is an art contest for the Silent Auction Catalog. Students should submit all artwork by Jan. 31. Winner will be placed on the cover and other selected artwork will be placed throughout the catalog. First name and grade only will be placed on the art.

**Social Coordinator: Tiffanie Vaught and Shelly Dana on Behalf of Melissa Andersen**

- Father Daughter Dance is Saturday, Feb. 1 from 5:30-9:30pm. Tickets must be purchased online through the BFA store. No tickets sales at the door. Cost is \$40 per couple. \$15 each additional daughter with a max of \$55 total. Ticket cost includes drinks, snacks and photo.
- Ben Franklin Birthday celebration – volunteers will be serving cupcakes during lunch.
- Vote on \$600 to buy 1000 cupcakes and paper ware for Ben Franklin celebration.
- 4-Yaes, 0-Nays (3 Officers Absent)
- Shelly ordered BFA signs at no cost with points from DR Photos for Father Daughter Dance.
- Discussed dates for PTO Social Event at Elvis Theater. It was decided she will rent theater space on Feb. 14 10am. Movie will be announced as date gets closer. Flyers will go out in Thursday folders and RSVP will be requested.

**School Lunch Coordinator: Pamela Betts**

- Lunch is going smoothly overall. Could still use more volunteers on a regular basis. If even for just set up from 11:10-11:25 and/or breakdown 12:25-12:50.

**Coordinator Reports****Middle School Coordinators- Angie Kersey**

- Pancake Breakfast with Ben is Saturday, Jan. 25 from 9-11am. Tickets available through BFA online store.
- Middle School Dance is Friday, Jan. 31 from 7-10pm. Cost is \$5 at the door. Kimberly Douglas is planning the event with several students. Signup will be sent to parents for food. Students will be able to purchase glow bracelets, etc. There will also be contests and prizes.

**Uniform Buy Back Coordinator- Kimberly Blum**

- Uniform sale went really well. The first hour was good. Second hour was kind of slow. Made almost \$500. Looking to do another sale in June as well as August.

## Chair Reports

### **Yearbook and School Pictures Chairs-Katie Devlin**

- A contract was signed with LunaPic. Dates set and pages are due just before the ice cream social. Panel pages and class/individual pictures due by Jan. 31.
- Our cost for yearbook is \$17.30 each. PTO Board will determine cost to parents/students and announce soon.
- 513 have been ordered. Can order up or down by 10%.
- Deadline for complete order March 18-21.
- 1<sup>st</sup> deadline for BFA online store orders will be in Feb. 2<sup>nd</sup> in April.
- Will ask DR Photo to create deadline posters by the end of January.
- 8<sup>th</sup> grade dedication pages including pictures and wording can be purchased for \$15 each through the online store. Email yearbook coordinator with wording. Flyer will go out in the Thursday folders. Will also be put in Newsletter and posted on Facebook.
- Dedications for grades younger than 8<sup>th</sup> will be taken words only (no pictures) for \$10 each through the online store. Email yearbook coordinator with wording. To be placed under class photo. March 1 is the deadline. Flyer will go out in the Thursday folders. Will also be put in Newsletter and posted on Facebook.
- A yearbook club was set up and will meet frequently until complete.
- Need pictures from last year's Silent Auction. Shelly will email to Katie.

## New Business

### **Tiffanie Vaught**

- Next meeting at Streets at Southglenn is Jan. 16. We have a volunteer who is attending the meeting. There is a box in the BFA office to turn in receipts. You can turn them in from Aug-May. If you need the originals you may have them stamped at the desk at the office lobby of the Streets at Southglenn. You can also email receipts to them online via their website.
- The rock climbing wall will be installed in the gym over President's Day.
- The new calendar for 2014/2015 has been approved by the Board and is on the website. School starts Aug. 20, 2014.