



Ben Franklin Academy PTO Meeting Recap

Date: 10/20/14 Called to order by Shana Tracy at 6:38 pm

Meeting adjourned at 8:03pm

OFFICER REPORTS

Co-Presidents: Shana Tracy and Kimberly Kent

- **Welcome**

- **Fun Run**
 - Pep Rally at 2pm tomorrow 10/22. Whole school outside on field.
 - Kids will bring home information and pledge packets.
 - Pledges can begin tomorrow. You can pledge per lap (average 26/36 laps) or make a flat donation.
 - This is the BIG DADDY fundraiser so we need to mention to everyone! Spread the word to your family members, friends, neighbors, etc.
 - Fun Run on 30th. Kids will start with a warm-up/stretching time and some general guidelines.
Running times:
 - 8:30 – 2nd & 3rd
 - 9:30 – AM Kindie, AM PS, Full Kindie, 1st
 - 10:30 – 4th & 5th
 - 12:40 – PM Kindie, PM PS
 - 1:30 – 6th, 7th & 8th
 - Need a few volunteers for lap counters, snack handout, etc. A signup genius will be sent out.
 - Shana motion to spend up to \$1000, Jones 2nd, all 7 in favor. Money will be used for incentive prizes – all kids that run 30 laps go into drawing and 8 winners will receive a \$50 gift card. We also need popcorn supplies and water.
 - Suggestion to have Diana send email to MS parents – Shana & Kimberly will touch base with her.
 - Shana & Kimberly are working with administration to come up with fun ideas they are willing to do if pledges reach a certain level

- **New PTO emails:**
 - PTOVP@bfacademy.org
 - PTOSecretary@bfacademy.org
 - PTOLunch@bfacademy.org
 - PTOspiritwear@bfacademy.org
 - PTOSocial@bfacademy.org
 - Will list on PTO website and update contact list to include these emails.

- **BFA Bucks Program**

- If you had 50 hours of volunteering last year you received BFA Bucks, which gave you \$2 off an order in the PTO store.
- Having issue with people redeeming multiple causing PTO to loose money on the program. Suggestion to absolve program and not give any more out.
- Need other ideas for volunteer incentive ideas – the ones we've used in the past people have already received.
 - Shamy for wiping phone
 - Carrie will research other ideas – send any suggestions to her

Vice President: Carrie Keen

- **Thursday Folder Flyers**
 - All Thursday Folder Flyers to Serena Grissom by 9am on Monday the week you want them to go out. Printer wants 2 days and then it takes time to sort by youngest & only.
 - Serena can also create the flyer if you email (dasegrissom@yahoo.com) her the details. Deadline would be the Wednesday (8 days prior) by 9am.

Treasurer: Jen Jones

- **Reimbursement Forms**
 - Please complete check request forms correctly!
 - If you are a chair/coordinator in charge of a budget, you can't just spend money as you want. Jen will revise form to include signature line for person in-charge of budget. People turning in form must have signature of budget head before it will be processed.
 - If there is something needed by your committee then the right channels must be followed.
 - Spiritwear
 - Was approved \$500 at the beginning of the year. Chairs thought they had control of that budget, but clarification was made that approval was for initial spiritwear orders.

Secretary: Halsley Hoff

- Vote List Review
- Thank you Baking Committee for all you do. Need to have additional help with cleanup so teachers/staff aren't left to clean up the mess. Mandy will make sure those that sign up for clean-up are taking care of it.
- Read off list of those we are missing conflict of resolution forms. Requested those people to complete. Halsley will send an email to the remaining that weren't at meeting.

Fundraising Coordinator: Tiffani Titus

- **Silent Auction Voids**
 - Tiffani has gone through all items that weren't sold at the auction and marked void on them. Will bring to next meeting to have another officer confirm/shred the certificates.

Lunch Coordinator: Pamela Betts

- Thank you for getting 2nd and 3rd grade switched. Seems to be running just fine.
- Lighting for new storage shed should be coming in 2 weeks.

- Cookie issue settling down.
 - Kids realizing they are there every week.
 - You can't get a cookie unless you have money in your account.

NEW BUSINESS

Communications Chair – Serena Grissom

- QR codes – you can create for free. If you scan it, it will put it into your calendar.
- Serena can add to flyers and information will go out in Mr. Barber's newsletter

OPEN COMMENTS

1) Yearbook Chair – Katie Devlin

- Kicking off yearbook sales October 27th. Flyer will be coming out Thursday.
 - Oct 27th – Dec 31st - \$26 per book
 - Jan 1st – March 31st - \$31 per book
 - April 1st – TBD - \$36 per book
- Tried to figure out how to make discount on our website or Walsworth site for multiple books. There isn't an easy way to do it, so decided to keep ordering through Walsworth website.
- Table decision on what admin/staff the PTO will purchase yearbooks for.

2) Middle School Social Coordinator – Karen Kopp

- Need to see what budget we have from the \$25 fee collected at the beginning of the year. Jen will get that number to her tonight.
- Ms. Carson has the money from the bake sale and will give to Jen.
- They are getting volunteers.
- Party planning elective is really fun. They have come up with great ideas for the upcoming Halloween Party.

PTO Meetings are held the 3rd Monday of each month beginning at 6:30pm in the BFA Library. Please join us for our next meeting – Monday, November 17th