



Ben Franklin Academy PTO Meeting Recap

Location: Ben Franklin Academy. 2270 Plaza Drive. Highlands Ranch, CO
Minutes: Minutes of 3/13/14 meeting read and accepted on 3/25/14.
Attendees: All attendees are recorded on the PTO meeting sign in sheet.

Date: 3/13/2014

Time: Meeting Called to Order
By Shelly Dana at 6:30pm

Officer Reports

CoPresident: Shelly Dana

- The 4/10 PTO Night Out was moved to 4/17
 - Vote to move the PTO Night Out to 4/17
 - 7-Yaes, 0-Nays
- The Directory will be moved to discuss in the 4/10 PTO meeting.
- The calendar for next year needs to be reviewed by Bob and we will discuss at the 4/10 meeting.
- PTO is thinking of new ideas for fundraising for next year.
 - Major fundraising might move to Fall.
 - Do not move fundraising to November or December because it is too close to the holidays.
- Bylaws
 - Update to Bylaws on email voting.
 - Vote to update the Bylaws with the new email voting details.
 - 7-Yaes, 0-Nays
 - Jen explained the reimbursement form.
 - Nicole to add to the Bylaws Section 6.1 to add 2 PTO Members, 2 Board Members and 1 Administration Member to the Fundraising Committee.
 - Jen to send Nicole the Insufficient Funds letter.
 - Bylaws will be reviewed again at the 4/10 PTO Meeting.

Treasurer: Jen Jones

- Treasurer's Update
- 1st Safeway check has been received in.
- The first Middle School 1st Payment on the 8th grade trip has been made.
- Recent payments of the Mother/Son event, storage and Chromebooks.

Secretary: Nicole Eubanks

- Vote List Review
- Elections Review
 - Why join the PTO flyer will be updated and sent out.
 - A link to the PTO flyer will be in the next newsletter.
 - Room Parents can send out information to the class on PTO elections.
 - Vote to add position to the PTO of a Vision and Hearing Coordinator
 - 7-Yaes, 0-Nays
 - At the 4/10 meeting follow up on the Streets of Southglenn Coordinator position.

- Vote on new position to the PTO of a Streets of Southglenn Coordinator pending our acceptance into the program.
- 7-Yaes, 0-Nays
- In the next PTO Officer Executive session, the Officers need to outline if current Officers that have served their consecutive terms can come back to the PTO in another Officer position.

Fundraising Coordinator: Halsley Hoff

- BENefit Bash
 - The document of items that the PTO has completed will be sent out within the next week and it was passed around at the meeting.
 - The same document will be sent out by the room parents.
 - Tickets on sale for BENefit Bash. Tickets are currently \$45 will go up to \$55 dollars.
 - Donation team has been busy.
 - Sound Relief is a sponsor.
 - Donation deadline is Friday 3/21/14.
 - Auctioneer was at the BENefit Bash meeting on Monday and he is great.
- BENbucks
 - Open discussion on BENbucks rewards for donating items or purchasing tickets.
 - PTO would like ideas on marketing the event for next year.
 - Vote on the use of BENbucks as an incentive for BENefit Bash and to retract the vote on Tuesday 3/11/14.
 - 7-Yaes, 0-Nays

Social Coordinator: Melissa Andersen

- Mother/Son Event Recap
 - Thank you Melissa for the social event this year!
 - Ticket sales on Mother/Son was 220 tickets sold.
 - Great turn out and made \$900

School Lunch Coordinator: Pamela Betts

- Need volunteers for lunch.
- If you know anyone that is looking for a part time job for 2 hours a day. We are still looking for a part time person.

Chair Reports

Student Appreciation Chairs-Kim Stockton

- April 11th is the Redemption for BENbucks

Yearbook and School Pictures Chairs-Katie Devlin

- Yearbook Update
 - Deadline for the 1st draft is next week.
 - Yearbooks must be purchased by April 1st.
 - Katie has spoken to Walsworth Publishing (Steven) for ideas for next year. It is a web based program. The current program is hard to use. We need to look into another program due to technical issues and lack of help from current company.
 - Focus on more students getting involved in yearbook committee.

- PTO to make a decision in May on who we want to go with for yearbook for next year.
- Place on the May PTO agenda.
- Final Yearbooks will be back on May 6th

Coordinator Reports

Middle School Coordinators- Chad Greenberg and Angie Kersey

- 29 students are going on the DC Trip.
- Someone on the trip will take a lot of pictures. Chad offered to take photos.
- Jason will meet with 7th grade families in May on the topic.
- Discussion on improving marketing from year to year so parents know the “highlight” of the year coming up.
- Discussion on parent confusion on fundraising for restaurant nights and which night went to which grade level.
- April 10 is the next restaurant night out at Freddy’s.

New Business

Shana Tracy

- Staff Appreciation
 - A lot of feedback of timing. Teacher appreciation and staff appreciation being confused.
 - Instead of money provide lunches and thank you notes.
 - We need to add Staff Appreciation to the April 10th PTO meeting and have Jen in this discussion too.

Shelly Dana

- Vote on Teacher Requests
- Kiln for the art room. Platte River purchased a Kiln and we would like to try and buy it from them. This vote to be revisited after more feedback from Bob.
- Vote on up to \$450 for the purchase of Pixie software
- 7-Yaes, 0-Nays

We will only have open comments if they have been emailed to Nicole Eubanks prior to the meeting or during the meeting at eubanksnicoled@gmail.com.