



Ben Franklin Academy PTO Meeting Minutes

Date: 9/15/16 Time: 6:30-8:00pm

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

Ice Breaker: Amber Clendening

- Raffle Items

Vice President: Christi Richardson

- Teacher Appreciation - Mollie Anderson created very cute 'Welcoming Baskets' for all the new BFA Staff. Thank you Mollie!
- Open Positions - Spirit Wear Position - Rachel Molieri offered to accept this position. Thanks Rachel!
- BENefit Bash Procurement – still looking for a candidate for this position
- Teacher Request (Mrs. Sieradski) – Request for \$80, focused on Middle School, to purchase 20 Webster Rhyming Dictionary's – Approved by PTO Board

Secretary: Mindy Pooler & Lisa Travis Fischer

- Reviewed Vote List

Treasurer: Lisa Watanabe

- Treasurer's Report – Bank Balance \$102,032
- Budget – Reviewed each budget line item at PTO Retreat but will need to take a vote to approve the budget. If you have any questions about the budget for a certain event/position, please feel free to contact Lisa Watanabe at ptotreasurer@bfacademy.org.
- Budget requests are compiled in the Spring, reviewed and approved in the Fall.

Fundraising Coordinator: Serena Grissom & Rachael Hamburger

- On-line Auction Recap
 - Auction included reserved parking spots and reserved seats for various performances/graduations
 - Total Revenue of On-line Auction: \$5,616
 - New Auction Software has been purchased. Utilized this software for the On-line Auction and will be used for the 2017 BENefit Bash as well. Need to work through some kinks but overall new software is more user friendly.

- Fun Run Updates / Volunteers for Fun Run
 - October 27th – K-5th in the morning; Middle School will be doing a Color Run in the afternoon
 - Teachers will receive 5% of what the students in their classroom raise
 - Need volunteers the day of the Fun Run – Look for a Sign-up Genius
- Sponsorships
 - Re-working sponsorship levels, need to be reviewed by PTO Board and then finalized/approved
 - More process around timelines for Sponsors
 - There will be a Field Day shirt this year

Social Coordinator: Brook Svanda

- Recap of New Parent Event – Kimberly Blanchard – had our 1st Event at Old Blinking Notes, marketed well, nice mix with PTO representation and new families, 18 people attended.
- A few recommendations: Include a sheet with timeframes, Help Counter information, Sheet of websites to school in Thursday folder, add contact person for each link, need to advertise Kimberly Blanchard as New Parent Resource, add information to the Room Parent Role, hyperlink to homepage for New Families (Feeling Lost?), Friends of Ben – how to get access, encourage Principal Newsletter, New Parent 101 Link, Tab for New Families, send mailing?, school supplies, collect uniform shirts (hand me downs?), new family event prior to the school year starting – Spring?
- If someone you know is not receiving communications, please contact the school administration so that they can be included in the mass email and new BFA App.
- Sara Mullen and Julie Prutzman will be meeting next week to discuss the Father/Daughter Dance. If you have any questions, ideas, suggestions, please reach out to Brooke at ptosocial@bfacademy.org

Room Parent Coordinator: Angela Gibson

- Fun Run T-Shirts
 - Select children sizes at registration? Any ideas about how to collect sizes for shirts, please contact Angela at roomparents@bfacademy.org
- Room Parent Requests
 - Attempting to reduce communication – room parent is main source of communication
 - Would like to eliminate the classroom directory since Rooster Room/Directory on Tap is in place – more information in Principal Barber’s Weekly Newsletter
- Friends of Ben (Facebook Page) is not a school sanctioned FB Page – please be aware that not all parents feel comfortable with their children’s pictures on-line; Angela will address this and ask the Friends of Ben FB Page owner to put out a reminder to the BFA Community.

Additional Items

- Birthday Committee Chair (Amanda Trenck) – each teacher receives a birthday card and gift card to Starbucks. Thanks, Amanda!
- Week of Parent Teacher Conferences – will have a week long fundraiser - Monday through Sunday at Wahoo's; Catering for teachers the Tuesday of Parent/Teacher Conference Week
- Box Tops – can submit any day of the month and drop off Box Tops in the office.

**Next PTO Meeting:
October 20, 2016 at 6:30pm
Science Lab – 1st Floor**