



Ben Franklin Academy PTO Minutes

Date: 8/17/17 Time: 6:30-8:30pm

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

President: Mollie Anderson

1. Introductions
2. General Policies and Procedures
 - A. Meetings
 - i. 6:30 pm on 3rd Thursday of each month, Sanders Science Lab, with exceptions on the school calendar
 - ii. "Open comments" to be submitted 3 days prior to scheduled meeting
 - iii. Attendance sheet. Please confirm your information and/or initial each time you attend. If you don't sign in, you were not here.
 - B. Room Reservation Policy- Please do NOT reserve a room for the PTO unless you chat with Mollie or a PTO Officer as there is a new school policy.
3. Flyer and Newsletter process
 - A. Newsletter: Submitted by Monday of the week it goes out
 - B. Flyer and flyer with newsletter: Submitted by Wednesday of the week prior to the flyers going home in folders
 - C. Advertise events 3 weeks in advance
4. Review Calendar of Event Dates for 2017-2018. Note some dates have changed from what was proposed in May 2017.
5. Fun Run Spending: Playground Project Update (net \$64,000)
 - A. Swings
 - B. 5 Tetherball
 - C. Paving tetherball area
 - D. 8 foot fence
 - E. Retaining Wall
 - F. September 5 new playground equipment to shop
 - G. Buddy Bench- Boosterthon providing and doing Fun Run next year
6. Back to School Night – August 30 (grades k-4) and 31 (grades 5-8)
 - A. Spirit wear tables
 - B. Staff dinners
7. Shelly Proposal Update- approved by BFA Board, looking for date for Dedication

Vice President: Christi Richardson

1. Volunteer Quota Awards: How we'll recognize 30, 50, and 100 volunteer hour
 - A. Early sign up for Parent/Teacher conferences at 30 hours
 - B. Free entrance to Harvest Festival
 - C. Still working for 50 and 100 hours
2. Helpcounter Reminders

- A. Update profile each year with kids new teacher
 - i. * put in newsletter
- 3. Spirit Wear Timing for 2017-2018
 - A. Chunks of time Fall, turn off in season holiday, turn on again in spring
 - i. * put in newsletter
 - B. Turn off during all school events- Harvest, Father, Mother
- 4. Website Update with Current Information
- 5. Directory on Tap
- 6. Free Tickets to Harvest Festival
 - A. Reward for 30 hours earned 2 weeks before
 - i. * put in newsletter

Secretary: Mindy Pooler & Lisa Travis Fischer

- 1. Bylaws Update- review and send comments to PTO Secretary
- 2. Vote List Review- recap of votes since June 15
- 3. BFA PTO Conflict of Interest Policy- sign and return to PTO Secretary
- 4. BFA PTO Communication and Conflict Resolution Policy- sign and return to PTO Secretary
- 5. Open Positions-None
- 6. Job Descriptions- sent to PTO Secretary
- 7. Organizational Chart- review and send comments to PTO Secretary

Treasurer: Lisa Watanabe

- 1. Budget Status
 - A. First Draft reviewed, hope to have finalized by end of next week
- 2. Financial Update
 - A. Plan to have it ready to be posted on website by end of month
- 3. Reimbursement Process
 - A. Review

Fundraising Coordinators: Rachael Hamburger & Serena Grissom

- 1. Fundraising Vote- approved PNO
- 2. BENefit Bash Update- November 11, Silent and Live auction
- 3. BENefit Bash-Next Meeting- September 7, Science Lab at 7:00
- 4. BENefit Bash Purpose- still in discussions
- 5. Next Spirit Night- September 20th-Cold Stone from 4:30-7:30
 - A. Teacher Sign up, Mollie and Christi work together
 - B. Chipotle, October 17
- 6. Sponsor Information
 - A. Location Sponsors for Benefit Bash
 - B. Table Sponsors- was suggested
 - C. Photo Booth Sponsor- was suggested
- 7. Ways to Give Back to the School
 - A. Amazon Smiles
 - B. Boxtops
 - C. King Soopers
 - D. Safeway
 - E. American Furniture- not yet
 - F. See if your company has matching funds
 - i. * Thursday folder in December
 - G. Does your company want to be a Sponsor!!!?
 - i. * Thursday folder in September

8. Bricks Update- completed in July 2017. Thank you to Shele and Mike Steel!
9. Scrip Fundraising Information- research in progress

Social Coordinators: Katie Devlin & Kim Byers

1. Harvest Festival- September 16
 - A. Ticket pricing- suggest change to \$10 a child, with family cap at \$25
 - B. Adults Free
 - C. 4-7 instead of 5-8
 - D. Food trucks- 2 trucks and Kona Ice
 - E. Collect for \$15 Wine Wall, empty Growler Grab, and Baskets
 - F. Cleaning after event
2. Father/Daughter Event- February 3- need snow date
3. Mother/Son Event- April 28- need snow date
4. Welcome Night- OBL on Wednesday, August 23, 5-7pm
5. Mom's Night Out- October 18

Room Parent Coordinators: Amanda Trenck & Emily Tenhundfeld

1. Positions Filled/Open- all filled, ½ with asst room parents
2. Training Update- 90% attended
3. Contact List for Room Parents by grade level
4. Baskets for BENefit Bash Information
 - A. All themes and descriptions assigned
 - B. Fundraising is next
5. End of Year Party Change
 - A. Halloween, Winter, Valentine's Day all same
 - B. End of year is going mellow

Open Comments

1. Elementary Talent Show K-5
 - A. STEAM committee considering planning

**Please submit open comments three (3) days prior to scheduled meeting
Next PTO Meeting
September 21, 2017 at 6:30 pm in the Science Lab**