



Ben Franklin Academy

PTO Minutes

Date: 02/08/18 Time: 6:30-8:00 pm

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

President: Mollie Anderson (6:30-6:45 pm)

1. Parent/Teacher Conferences - 2/13 and 2/15
 - o Please volunteer to assist with setup/cleanup for Teacher Dinner on 2/13. Sign-up genius went out last week. Please keep an eye out for it!
2. Spiritwear Sales - Online store available March 1 - April 15
 - o Spiritwear inventory is located in the shed.
 - o Nancy Sevinsky will be assisting Rachael Molieri with inventory.
 - o Will send email next week, reminding parents when the store will be open.
3. Virtues Awareness / Bookmark Contest
 - o PTO Executive Board voted on bookmarks. There were many wonderful entries for each virtue!
 - o K-5 will receive bookmarks and Middle school will have posters of the Virtues in their Commons.
 - o Jodi will create a flyer each month to highlight the winner and distribute the bookmark.

Vice President: Christi Richardson (6:45-7:00 pm)

1. Volunteer Appreciation update
 - o 124 families met the quota for 30+ volunteer hours for a total of 8,107 hours!
 - o K-4th grade: 287 emails letting families know that they qualified to sign-up early for their parent/teacher conference.
 - o 5-8th grade: 168 emails (however, email was not sent because these grades have drop-in conferences)

Secretary: Mindy Pooler & Lisa Travis Fischer (7:00-7:10 pm)

1. Vote List review - No votes since last meeting.
2. Election reminder
 - o PTO Elections will be held in mid-to-late April

- o If you are interested in remaining in your position or taking on a new role, please reach out to a PTO Executive Officer to express your interest.
- o If you know someone who is interested in serving on the PTO, please encourage them to nominate themselves for a position.
- o All positions will be detailed on the website. Feel free to reach out if you have any questions.
- o A flyer will be in Thursday folders next week detailing the positions that are voted and appointed in the 2018-19 elections.
- o Mother's Night Out will take place at the end of March. Please encourage new moms to attend. This is a great recruitment event for the PTO!
- o We hope you will consider taking on a role in the 2018-19 PTO!!!!

Treasurer: Lisa Watanabe (7:10-7:20 pm)

1. Treasurer's report - as of 1/31/18 balance is \$120,905
2. If you have any expenses from last year, **please submit ASAP**. Lisa will be closing out the 2017 books.

Fundraising Coordinators: Rachael Hamburger & Serena Grissom (7:20-7:30 pm)

1. SCRIP
 - a. PTO earned \$504.00 from SCRIP Program in December
 - b. Platte River is running SCRIP online and committee members met with PRA Staff to better understand their process. Committee will be able to automate the backend and will work to automate the front-end in the coming school year.
 - c. SCRIP Committee spent 105 volunteer hours over a 3 week period. Nice work!

Social Coordinators: Katie Devlin & Kim Byers (7:30- 7:40 pm)

1. Father/Daughter Recap
 - o Successful event: 443 ppl, approximately 200 Fathers
 - o Thank you to everyone who helped with the dance! It was a wonderful evening, awesome party favors and yummy baked goods provided by the Baking Committee.
2. Mother/Son Update - April 28
 - o Committee is considering ideas for the Mother/Son Event. Please contact Katie Devlin or Kim Byers if you are interested in volunteering.

Room Parent Coordinators: Amanda Trenck & Emily Tenhundfeld (7:45-7:50 pm)

1. Service projects at parties this year
 - o CEC leads the service project. A decision was made not to include this aspect in the holiday parties.

- o Want to have more consistency in classrooms and have parties be a fun hour for the kids.
 - o CEC will schedule a Service Project in the Spring - date/time TBD.
2. Valentine's Day party 2/14
- o Parents received sign-ups for classroom parties. Please keep an eye out for an email from your homeroom teacher.
3. No end-of-year "party"
- o K-5 - no party
 - o Middle School - Lyndsey will confer with MS Principal to determine activities for 6th and 7th graders (8th graders will not be in school that day).

Additional Agenda Items:

Funding Request from Ms. Johnson:

Ms. Johnson submitted a funding request for new risers for choir and elementary school performances. Specifically, a "3-rise Choral Riser" (7 sets) of risers on wheels in the amount of \$1,071/set. Total Cost = \$8,077. The risers that are currently being used were donated to the school (not originally new). PTO Members weighed in on funding request; mainly in favor but have a couple questions. President will confer with principal around school budget/contribution and remaining questions prior to voting. Exec Team will vote via email.

Next PTO Meeting
March 15, 2018 at 6:30 pm in the Science Lab