



Ben Franklin Academy PTO MINUTES

Date: 04/19/18 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. New family orientation - 4/25
 - Looking for volunteers to represent the PTO at New Family Orientation on Wednesday evening, 4/25, 6-8pm
 - Time commitment would be approximately 30 minutes unless the volunteer decides to stay to answer questions. Please contact Mollie if you are able to assist.

2. Teacher and staff appreciation week - 5/7 thru 5/11
 - Luau theme
 - Massages with Sign-Up Genius
 - Sweet Treat morning
 - Vases for 12-15 donated (Needed no later than Wednesday). Room Parents will handle vases for K-5. Office can collect for Middle school on Monday.
 - Baking Committee will provide food and there will be a Sign-Up
 - Thought to do yard signs similar the first day of school
 - Friday is Field Day and will be Scrip giving
 - Love notes on Bulletin board

3. PTO End of year gathering
 - Dinner (TBD) on 5/17 at the PTO meeting. After the PTO Meeting we will adjourn to Landsdown Arms. We hope you will join us!

4. Uniform consignment sale - 5/19
 - Stephanie has streamlined the process and has created a tracking system for inventory. Thank you!
 - Our next sale will take place on Saturday, May 19, 2018.

5. Review Teacher Funding Requests
 - No teacher requests at this time

Vice President: Christi Richardson (6:45-6:55 pm)

1. Volunteer Appreciation update:
 - Christi purchased snacks for the PTO Meeting this evening in celebration of Volunteer Appreciation Week. Please enjoy!
 - Pirates Cove – still waiting for a response from Pirates Cove. Looking at dates in July hoping that the weather will be a little warmer.

Secretary: Mindy Pooler & Lisa Travis Fischer (6:55-7:05 pm)

1. Vote List review
 - One vote for Mrs. Brook's funding request of \$344.85 to replace the existing headphones for all kindergarten students' classroom use with the iPads and tablets.
2. Election update
 - Reviewed the open positions including 1 open Executive Position – Social
 - Reviewed the election timeline. Elections will be open to the BFA school community April 23-27, 2018.
 - Announcements to all candidates on April 28th.
 - If you are interested in taking an active role on the PTO, please feel free to review the position descriptions on the PTO website and/or reach out to someone on the Executive Board for more information.

Treasurer: Lisa Watanabe (7:05-7:15 pm)

1. Treasurer's report – Lisa was unable to attend
2. (Lisa reported after meeting ended: PTO Balance \$104,996 as of March 31, 2018)

Fundraising Coordinators: Rachael Hamburger & Serena Grissom (7:15-7:30 pm)

1. Scrip - Year-end giving
 - 160 families donated, \$11,810 raised, \$489 Rebate to the PTO
2. Spirit Rock - progress and position
 - Spirit Rock fundraising will not begin until next school year.
 - PTO will be looking for a volunteer willing to monitor all activities associated with the Spirit Rock.
 - If you are interested, please reach out to a member of the PTO Executive Board.
3. Fundraising Committee Update
 - Field Day Shirts were ordered. Sizes (as always!) were a challenge to obtain.
 - The front of the shirt contains artwork by a student and the PTO sponsors will have spots on the back depending on their sponsorship category.

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

1. Mother/Son Update
 - AMF Littleton Lanes – Saturday, April 28, 4:30-6pm
 - 58 moms purchased tickets to date (153ppl total)
 - Extended ticket sales through the weekend to ramp up sales. Room parents will send a communication tomorrow to remind families of the deadline.

- Still need a volunteer photographer. Jaime Olson assisted with Mother/Son event last year. Katie will contact her.

Room Parent Coordinators: Amanda Trenk & Emily Tenhundfeld (7:40-8:00 pm)

1. Room Parents – 2018-19 School Year
 - If anyone wants to be a room parent please contact Amanda and Emily
 - People will be assigned as children are assigned to teachers
2. End of Year Parties
 - No end of year parties; however, classrooms will be doing popsicles for the last day!
 - Room Parents will be coordinating popsicles for classrooms
3. SCRIP Participation
 - Room Parents will be notified how much their teacher was gifted for SCRIP and will disseminate information to parents.

Additional Comments:

1. Alyssa M. – announced that yearbooks have gone to print. On-time scheduled delivery for end of school.

**Next PTO Meeting:
May 17, 2018 at 6:30 pm in the Science Lab for dinner,
to be followed by our end of year celebration offsite**