



Ben Franklin Academy PTO MINUTES

Date: 08/22/18 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. Questions from PTO Training contact Mollie
2. No PTO spirit wear tables at back-to-school nights next week
 - Anyone looking for spirit wear, direct them online
 - DC will be present selling yard signs
3. Zoe's will cater both nights of back-to-school night for teachers - if anyone would like to help wipe down tables, let Mollie know.
4. Outdoor classroom update - built from money raised from last year's bash. Currently in the works. Looking at design options.
5. Teacher funding request
 - Mr. Macias - Custom with BFA logo, 10x10 pop-up sports tent for cross country events and field day. Estimate is for no more than \$1,200. PTO voted to approve purchase at an amount not to exceed \$1,200. Favor: 6. Opposed: 0. Absentee: 1.

Vice President: Natalie Lucero (6:45-6:55 pm)

1. Volunteers of the month
 - Adding a second volunteer of the month via a drawing in the office. Anytime someone comes in to volunteer, they put their name in for a drawing, and they will receive a gift card.
 - Volunteer of the month bulletin board in the glass case.
2. Helpcounter - if you need to log hours and there's no specific category, log under "PTO General."
 - If you're past your required hours, continue to log hours because it helps us receive grant money.
 - If you need last year's volunteer hours report, ask Michelle Bynum
3. Directory on Tap (DOT) - our directory for everyone in the school.
 - Initial communication about it will go out in the newsletter this week.
 - The opt-out deadline is Sept. 7.
 - Full roll-out will be Sept. 20

Secretary: Sara Hope and Taryn Peine (6:55-7:00 pm)

1. Mother/Son Event (April 27) Open Position - our only chair position still open.
 - If you're interested, talk to Mollie or Rachel Molieri.
 - You can co-chair the event with someone else as well.
2. Review Vote log through July
 - Use Square for credit card sales - PASS
 - Approval for back-to-school shirts for staff for \$1,500 - PASS
 - Appoint Allie Warner as Spirit Wear Committee Chair - PASS
 - \$1,400 to help cover expense of 2017-2018 DC entertainment books - PASS

Treasurer: Lisa Watanabe (7:00-7:15 pm)

1. Account balance as of July 31, 2018: \$96,937

Fundraising Coordinator: Julia Porterfield (7:15-7:30 pm)

1. Fun Run - starts Oct. 16 with a pep rally and continue until Oct. 25 with the fun run.
 - Three runs to make sure we get everyone.
 - Pre-K - second grade - 8:30
 - Third grade - Fifth grade - 9:40
 - Middle School color run - 2:15
 - STEAM-oriented, everyone gets a participation prize
 - Need 8-10 volunteers to hand out water and each run, and people to mark the backs of the shirts for the elementary students
 - Color run volunteers will get to put chalk on the kids
2. Spirit Rock (Sara Hope)
 - Doing very well
 - 76 days rented, over \$1,000
 - August was completely rented, and September only has five available days
 - Natalie and DC would like to block off two days for the Spirit Rock.
3. Update for Spirit Nights
 - Bahama Buck's for August
 - Coldstone for September
 - Kneaders for January
4. Sponsorships (Denise Battista)
 - All size sponsorships available
 - Sponsorship packages coming out soon for signs along the carpool lane

5. Procurement - (Rachelle Calahan)

- Any new businesses that would be good for the Benefit Bash next year. Any ideas, questions, or if you want to help, send her an e-mail.
- If you are interested in helping look at the old procurement list to look into individual businesses requirements for giving. These are home volunteer hours.
- A lot of businesses start their giving in January, so we are trying to get a head start.

Social Coordinator: Rachel Moleri (7:30- 7:40 pm)

1. Harvest Festival is September 15.
 - Gwen Feifarek's last year to do Harvest Festival is next year - Rachel needs someone to be a Harvest Festival apprentice before Gwen leaves.
 - Chick-fil-a will be for sale to raise money for eighth graders going to DC.
 - There will be around 500 entrees.
 - Food will go on sale at 5:00.
 - There will be a contest for the top three cakes at the cake walk.
 - Volunteer sign-ups are going out now.
 - \$10 per kid, max \$25 per family if you pay in advance.
 - Families with 30 hours by the end of August get in for free
 - Middle schoolers and high schoolers are also welcome to volunteer.

Room Parent Coordinators: Amanda Trenck & Emily Tenhundfeld (7:40-7:55 pm)

1. All open slots have been filled and all teachers are covered.
2. Everyone has been trained and room parent e-mails have gone out.

Spirit Wear Committee Manager: Allie Warner (7:55- 8:00 pm)

1. Inventory has been completed.
2. Sales at registration were about \$1,000 per day on the Square, plus our sales in cash.