

ben franklin academy



13 virtues. one mission.

Ben Franklin Academy

PTO MINUTES

Date: 04/24/19 Time: 6:30-8:00 pm

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

President: Mollie Anderson

1. PTO staff liaisons
 - Mrs. McGinty and Mrs. Brooke
2. Teacher funding request(s)
 - Ms. Johnson - for a portable dance floor to dance over carpet in the music room
 - \$219.99
 - Mollie Anderson makes a motion to approve Ms. Johnson's request for a portable dance floor
 - Rachel Molieri seconds
 - All vote in favor
 - Motion passes
3. Maker Space
 - Mollie makes a motion to gift the BFA Foundation \$20,000 to start funding the Maker Space
 - Lisa Watanabe seconds
 - All vote in favor
 - Motion passes
4. New family orientation 4/30
 - For new families only
 - 6:00
5. Teacher appreciation week 5/6-5/10
 - Sock Hop theme
 - Need someone to give massages
 - Find gift baskets to give away a gift basket per day
 - Monday - massages
 - Tuesday - Breakfast bar
 - Wednesday - Thank you wall
 - After the pledge - all the kids will do a standing ovation
 - Thursday - ice cream bar - teacher's lounge (will need volunteers 10:30-1:30)
 - Friday - Scrip giving
 - Decorating May 3 at 2:00 if anyone would like to volunteer to help

6. Uniform buyback 5/18
 - Will confirm what Stephanie needs at May meeting
7. Ben's Brigade
 - Would like to do one of the baskets for Teacher Appreciation
 - Annual Draft Night at Max Taps tomorrow night
 - Annual Dads and Kids BBQ at Redstone Park 12-2 on May 5
 - Summer workday the last weekend before school
8. Online store
 - Moving to MySchoolBucks for next year
 - Get trained on it over the summer

Vice President: Natalie Lucero

1. Photography update
 - Signed with MJ Thomas photography
2. Volunteer end-of-year gifts
 - Finalizing now
 - Gifts for 50, 75 and 100 hours
3. Fun Run giveback purchases
 - Teachers have submitted orders - ordered \$8,300 of purchases for teachers
4. Pirate's Cove
 - July 13
 - For families that have met their 30 volunteer hours
 - Hours need to be logged by June 1
5. Yearbooks
 - A few extra yearbooks available on first-come, first-serve basis
6. Monthly volunteer drawing
 - Will continue next year
 - People love it when they win
 - Total volunteer hours are up this year

Secretary: Sara Hope and Taryn Peine

1. Vote list
 - 3/27 via email approved DI's request for fundraising activities to help pay for Globals
 - 4/6 via email - vote on PTO Positions: co-BENefit Bash Procurement Committee Managers & co-BENefit Bash Assistant Committee Managers, as designated
 - 4/17 via email approved Mrs. Triplett's request for \$725.30 for Orton Gillingham reading materials
2. Elections
 - Elections have begun
 - One position open - Sweetheart Ball

3. Spirit Rock
 - Rent during the summer through July 31

Treasurer: Lisa Watanabe

1. Treasurer's report
 - March 31 bank balance \$112,541
 - Allocated between now and the end of the year:
 - \$15,000 to DC due to their fundraising efforts this year
 - Up to \$50,000 for the Maker Space
 - About \$10,000 in teacher requests
 - \$40,000 for reserves

Fundraising Coordinator: Julia Porterfield

1. 2019-2020 change in fundraising policy
 - a. One big fundraising event every year, won't be asked on a regular basis for small groups
 - i. Can still fundraise, but will not be done thru BFA channels. No emails asking the parent community directly
 - b. Spirit Rock was created to put a pool together for small groups to petition funds to be used for their activities and programs
 - i. Funding request form available now, will be given to any group that wants to request funds
 - ii. Funds are a reimbursement, must be used for current school year
 - iii. Should have one way of writing checks for everyone
 - iv. Julia Porterfield makes a motion to approve the Spirit Rock Funding Request Form for 2018-2019; Mollie Anderson seconds; all in favor
2. Grant account
 - a. Create through the PTO for small groups to petition funds throughout the year
 - b. Grant fundings will be done four times per year on a quarterly basis
 - c. One form, one time per program for the year
 - d. Julia Porterfield moves to approve Grant Funding Guidelines and Funding Request Form for 2019-2020 school year; Mollie seconds; all in favor.
3. Fundraising Acknowledgment form
 - a. When individual fundraising asks go away, the Fundraising Acknowledgment form can go away
 - b. It will be the group representative's responsibility to communicate the guidelines to the group
4. BASH/procurement
 - a. October 26
 - b. Have not finalized location, but very close
 - c. Finalizing themes
 - d. Online auction - open to everyone, regardless of event attendance

- i. Specific items only available to bid for people who attend one of the events
 - e. Working to bring ticket prices down
- 5. Bash procurement - Rachelle and Courtney
 - a. If you have anything you're interested in donating or if you have a contact, get in touch with Rachelle or Courtney
 - b. Will send out Sign-up Genius soon to start weekly work sessions for e-mailing
- 6. Bash sponsorships
 - a. Looking at in-kind sponsorships - instead of giving monetarily, you're giving us product for the Bash to help bring the cost of the event down. That will bring the ticket prices down as well.
 - b. Multiple opportunities for sponsorships next year
- 7. Sponsorships - Denise Battista
 - a. Last five Facebook shout-outs that Carrie is putting out on the Ben Franklin site
 - b. Will send wrap-up emails to sponsors so they can see what their sponsorship looked like
- 8. Spirit Night - Chipotle 4/29
- 9. King Sooper program has changed - you can link BFA PTO to be your beneficiary through your frequent shopper card

Social Coordinator: Rachel Molieri

- 1. Spring Social / Mother Son
 - a. This Saturday at Bowlero at 2:00
 - b. Check-in between 1:30 and 2:00
 - c. Handful of last-minute ticket sales
 - d. Sold 182 tickets and we RSVP'd for 200
 - e. Baking committee bringing in cupcakes
 - f. Still light on volunteers
- 2. Field day

Room Parent Coordinators

- 1. Year-end room parent appreciation happy hour rescheduled this Sunday 4:00-6:00 at Smokin Fins

**Next PTO Meeting
May 8, 2019 at 6:30 pm in the Science Lab**