



President: Mollie Anderson

1. Welcome, introductions, and icebreaker
2. SAVE THE DATE - PTO Meetings at 6:30P on the 2nd Wed of each month
3. Review 2020-2021 PTO events calendar
 - a. Events are currently ON HOLD
4. Spirit wear sales
 - a. Will be online ONLY and go until end of 1st trimester
 - b. There are BFA masks and gaiters
 - c. Online store launches 8/12
5. Procedures
 - a. School activity request
 - i. Contact Mollie
 - b. Flyers and posters (Print marketing)
 - i. Email Jeanne DeFauw for flyers
 - ii. Not going to use flyers as main advertising for events
 - c. Newsletter and social media posts (Electronic marketing)
 - i. Email Mollie Anderson to have social media posts made
 - ii. Email Reine Linden to have updates made to website/online
 - iii. Email Briauna Smythe by MONDAY to add to Thursday newsletters

Vice President: Denise Battista

1. Position Transfer
 - a. If you have not done so already please set up a time to transfer your position ASAP
2. Help Counter
 - a. This is where you track all your volunteer hours
 - b. Plan is still 30 hours/year for family / 15/year for single parent
3. Directory on Tap (DOT)
 - a. This is the whole school directory broken down by class or just alphabetized
 - b. Families can opt out of this
 - c. Has FEMALE contact info listed on top then MALE listed underneath
4. Volunteer Appreciation
 - a. Will continue monthly drawings for giftcards

Secretary: Shauna Kramer

1. Conflict of Interest Policy
2. Communication & Conflict Resolution Policy
 - a. PLEASE SIGN & RETURN BOTH POLICIES TO SHAUNA KRAMER, email to PTOSECRETARY@bfacademy.org or PTO@bfacademy.org
3. OTHER
 - a. 10 days prior to PTO monthly meeting email will be sent out for agenda items
 - b. 1 week prior to PTO monthly meeting, agenda items will be due
 - c. Agenda will be sent within 24 hours to PTO
 - d. Everyone is able to add to agenda items! PLEASE DO if you have an event coming up
 - e. Minutes will be posted to website within a week

Treasurer: Emerald Holden

1. Check request request form
 - a. If you need a check, contact Emerald for check request form (one to be sent out)
 - b. Takes a few days to week to get check made
 - c. Please email Emerald request form at least a week before PTO monthly meeting so she can bring the check to the meeting
 - d. We are nonprofit so please ask for tax exempt certificate if purchasing
 - e. We have Costco & Amazon account - contact Molly or Denise if need to order
 - f. President, Vice President, Treasurer and Fundraising Coordinator have credit cards
2. King Soopers Community Rewards program
 - a. Reminders need to be made about this program as it's underutilized
 - b. 5% back

Fundraising: Brooke Mitisek

1. Fundraising introduction & connection
2. Fall Boosterthon update
 - a. Sept 23rd
 - b. DanceFit for PreK - 5
 - c. Middle School may have color run depending on CO COVID restrictions if not possible, will do TikTok-esque DanceFit
3. Benefit Bash 2021
 - a. Planning is beginning!!

Room Parent Coordinators: Lauren Flint & Amanda Trenck

1. Room Parents will be needed & we will be reaching out soon to get classes filled
 - a. Need more room parents - will contact parents
2. Room parent role this year
 - a. Still TBD but will help communicate to parents
 - b. Need BOTH Room Parent & Assistant Room Parent
 - i. Should be from cohort A and B