

ben franklin academy



13 virtues. one mission.

Ben Franklin Academy
PTO SEPT MEETING MINUTES
Date: 09/9/20 Time: 6:30p- 7:30p

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

President: Mollie Anderson

1. Introductions
2. Follow Up from PTO Training
 - a. Review 2020-21 calendar
 - i. There have been a few updates since calendar release
 - ii. Please see online event calendar for most current information
 - b. School Activity Request Form
 - i. This will need to be completed and sent to Mollie prior to any events
3. Committee Reports
 - a. Ben's Brigade
 - i. 5 new dads were at last meeting
 - ii. Good showing at carpool
 - iii. Determining what events BB will do this year
 - iv. Garden beds are still under consideration * Mollie to follow up with Diana
 - v. Bricks still en route
 - b. Teacher Appreciation
 - i. Breakfast for teachers was done
 - ii. Gifts for new & returning teachers
 - iii. Possible dinner for Parent/Teacher conferences
 - c. Yearbook/School Pictures
 - i. Meeting with Walsworth
 - ii. Pictures have been coming in
 - iii. No date for school pictures
 - d. Spirit Wear
 - i. Going really well
 - ii. \$3200 in sales since store opened
 - iii. Orders being dropped off weekly at front desk
 - iv. Gators & masks are in - began delivery last week
 - e. Virtue Awareness
 - i. Similar program to last year
 - ii. Color of tags have changed to blue
 - iii. Middle School receives cards instead of tags
 - iv. Principal Boland will draw names monthly
4. Funding Requests
 - a. None at this time

Vice President: Denise Battista

1. DOT Update
 - a. Directory on tap - app to download
 - b. Will send out FB blasts and place in newsletter
 - c. Option to opt-out will be available
2. Other
 - a. Volunteer of the month will begin in October
 - b. Remaining gift cards from last year

Secretary: Shauna Kramer

1. Conflict of Interest Policy
 - a. Please sign and send in if not done already
2. Communication & Conflict Resolution Policy
 - a. Please sign and send in if not done already
3. Open position - spring social coordinator
4. Vote Log Review
 - a. Two new votes
 - APPROVED: Vote to approve 4 sewing machines for Mrs Harlow's life skills class
 - APPROVED: Vote to approve moving Boosterthon to Feb 2021
5. Current Votes @ September 9th Monthly PTO Meeting
 - a. APPROVED 7-0: Vote to approve to move BFA's main fundraising event to the spring to begin in 2022
 - b. APPROVED 7-0: Vote to approve 2020-21 sponsorship option pending yearbook specifications

Treasurer: Emerald Holden

1. Bank balances & month over month changes
 - a. 8/31 Bank balances are \$42,922 - \$15,149 checking and \$27,773 saving
2. Gross Spiritwear sales
 - a. Approximately \$1400 in spirit wear & items sold already
3. 2020-2021 Budget Approval in October
 - a. Budget will be finalized by next meeting

Fundraising: Brooke Mitisek

1. Dance Fit - Boosterthon update
 - a. Moving to February 2021
 - b. Will be sports themed
 - c. Unsure of Middle School color run
 - d. Costs to remain the same
2. 2020-21 Sponsorship Programs
 - a. Sales will go on September 18th - October 8th
 - b. Will offer different perks depending on level of sponsorship

- c. 2019-20 Field day sponsorship will carry over
- 3. Online Auction
 - a. Will do an online auction of: bricks, parking spaces, instead of seats for school musical will offer live viewing option
- 4. 2021 Benefit Bash
 - a. Move to Spring 2022
 - b. Previously had been in Spring
- 5. Committee Updates
 - a. SCRIP
 - i. Official handoff done
 - ii. Will open in December
 - iii. Needs the SCRIP calendar to Mollie in October
 - iv. Looking at opening SCRIP to families to purchase gift cards themselves
 - b. Boxtops
 - i. Parents can drop them at front of school or send in with kids
 - ii. Can scan in receipts
 - iii. If doing pickup and don't get receipts you can download and mail in receipts OR ask pickup staff to print your receipt
 - c. Spirit Nights
 - i. Upcoming one is 9/17 at Parry's
 - ii. Next will be at Freddys - need to verify date

Social Coordinator: Alissa Motazed

- 1. Harvest Festival
 - a. Will be moved to spring due to restrictions
 - b. Will be all inclusive for K-8
 - c. Spring Social Coordinator position is open but this may be a role to help Harvest Fest Coordinator

Room Parent Coordinators: Lauren Flint & Amanda Trenck

- 1. Room Parent recap
 - a. Have gotten all positions filled both room parents & assistant room parents
 - b. Lots of questions about parties - still TBD
 - c. This role is crucial to communication PTO items through room parents