

ben franklin academy



13 virtues. one mission.

## Ben Franklin Academy

### PTO MEETING MINUTES

Date: 09/8/21 Time: 6:30p- 8:30p

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

#### President: Denise Battista

1. Introductions
2. Role changes
  - a. New VP - Janelle Nichols
  - b. Teacher Appreciation - Marra Bellinger
  - c. Spirit Wear - Jacqui Condon
  - d. Marketing Manager - Nicole Withee
3. Follow up from PTO training
  - a. 2021-22 calendar
  - b. School Activity Request Form
4. Committee Reports
  - a. Ben's Brigade
    - i. Pints & Principals tomorrow night 9/9
    - ii. Carpool on October 1st
  - b. Teacher Appreciation
    - i. Smoothies on day back
    - ii. Red shirts given
    - iii. Bags of popcorn for Meet the Teacher
    - iv. Dinner for Back to School Night
  - c. Virtue Awareness
    - i. New tag designs
    - ii. Monthly drawing for middle schoolers
  - d. Welcoming Committee
    - i. New Family Welcome Event @ school
    - ii. October 10th, 3p-5p
  - e. Uniform Buy Back - October 2nd
    - i. Volunteers needed for evening before and day of
5. Funding Requests - none
6. PTO website update
7. Bulletin Board Committee Manager
  - a. This position is open, please email [PTO@bfacademy.org](mailto:PTO@bfacademy.org) if interested

**Vice President: Janelle Nichols**

1. Directory on Tap (DOT)
  - a. Live for school week of Sept 27th
2. Volunteers Of the Month
  - a. August - Lance & Sara Klassen, gift cards
  - b. August - Becky Mayka, parking spot

**Secretary: Shauna Kramer**

1. Forms: conflict of interest and communication & conflict resolution
2. Vote Review

**Treasurer: Amanda Trenck**

1. Bank Balances
  - a. Checking - \$24,419.46
  - b. Savings - \$27,775.47
2. Month over Month changes
  - a. August is busy, lots of transactions
    - i. Spirit Wear sales
    - ii. King Soopers rewards
    - iii. Smoothie
    - iv. Amazon Smiles
    - v. Pirate's Cove
    - vi. Walsworth
    - vii. Desk Calendars
    - viii. Qdoba
    - ix. Barbazan - Fun Run Fundraiser
    - x. MJ Thomas sweetheart ball photos
3. Spirit Wear sales
4. 2021-22 Budget

**Social Coordinator: Alyssa Motazed**

1. Franklin Fest
  - a. Changing things up this year - different than the Harvest Fest of the past, similar to Sweetheart Ball
  - b. Cake Walk REMAINS :)
  - c. Activities for ALL ages
    - i. Carnivalesque games for younger kids
    - ii. Obstacle course activities for older kids
    - iii. Dunk tank event

- iv. Yard games, mini golf, bouncy houses,
- d. Needs MC people - hilarious type of person to host cake walk
- e. DJ needed - TBD if DJ would do MC
- f. Masks not required for outdoor activities
- g. \$10 per child - \$30 family (this would be for families with 3+ kids) adults not being charged
- h. If you log hours by Monday, Sept 13th
- i. Food Trucks, popcorn, cotton candy
- j. Parking spots and Bronco tickets will be "raffled off"

### **Fundraising: Sage Felux**

1. Spirit Rock
  - a. Sign Ups are filling up!
2. Spirit Wear
  - a. Shortage on inventory
  - b. Ordered: tote bags, tanks, men's shirt, blue bolts shirts
3. Spirit Nights
  - a. Parry's Pizza
  - b. Gelato - \$250 raised
  - c. Shake Shack
  - d. Crumbl Cookie
4. Sponsorship
  - a. If you know any business that want to promote - talk to Anne Guisti Chacon
  - b. Sponsorships will go on sale Sept 17th - different levels available
  - c. The more the better
5. SCRIP
  - a. Donate money to staff members, that money is grouped together per staff and they get to pick out gift cards
  - b. Makes a little money for the school when we buy gift cards in bulk
6. Spring Fundraiser
  - a. BENefit Bash - keep the name
  - b. Casual event that involves more people
  - c. Looking into Pindustry, Top Golf, Yard House
  - d. Meeting was held today, Sept 8th - 12 volunteers
    - i. Will begin to assign roles

### **Room Parent Coordinator: Erin Crowe**

1. Open positions: NONE
2. Room parent training -
  - a. Most everyone attended
3. Holiday Parties -
  - a. will take place but must have pre packaged treats

4. Trunk or Treat -
  - a. planning to take place soon
  - b. Marries old tradition of party with new of trunk or treat

**Follow Up on:**

1. What is the COVID rule around treats and cake walk for Franklin Fest? (Denise to follow up with Diana)
2. Shauna send out PTO calendar and contact list to all
3. Shauna to send out contact list to Rachel Hamburger
4. Can we offer volunteer incentive hours for lunch room?
- 5.