



Ben Franklin Academy PTO MEETING MINUTES

Date: 10/13/21 Time: 6:30p-

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

Join Zoom Meeting:

<https://us04web.zoom.us/j/75674924070?pwd=RG55ZVpaWmF1ZmFmL1RRd0NrSjlyUT09>

Meeting ID: 756 7492 4070 / Passcode: 9RjdRe

President: Denise Battista

1. Trunk or Treat
 - a. Will be held on Friday, October 29th
 - b. Signups have come out
 - c. Parents are invited due to Halloween parties being "capped" at 3 volunteers
2. Benefit Bash
 - a. Still un-decided as what will happen – possible not Bash but a fundraiser of some type. TBD
3. Committee reports
 - a. Ben's Brigade
 - i. Upcoming meeting Dads Night Out on November 4th – Max Taps
 - b. Welcoming Committee
 - i. No big event this year
 - ii. Had table at Parent-Teacher conferences
 - c. Teacher Appreciation
 - i. Meals from Red Robin for parent teacher conferences
 - d. Uniform Buyback
 - i. Went REALLY well – great turnout
 - ii. Thank you Amanda for turning around checks to families so quickly
 - e. Virtues Awareness
 - i. Lots of pictures being taken of kids receiving tags/gift cards
 1. Possibly looking at bulletin board to have these displayed
 - ii. Flags of virtues of the month need to be updated
 1. One needs to be replaced entirely, bad condition
 - iii. September gift card drawing will be held next week for middle school
 - f. Yearbook
 - i. Prices for ads will have to go up this year
 - ii. Suggestion to sell just online and not in-person, can make it confusing for some families

Vice President: Janelle Nichols

1. Directory on Tap (DOT)
 - a. Please let Janelle know if there's any issue with DOT
2. Volunteers Of the Month – September
 - a. Andrea Flanigan – parking spot
 - b. Lisa and Caleb Kim – gift card
3. December meeting/holiday party
 - a. Wednesday December 8th – potential conflict due to Choir performance
 - b. Send out email to executive board for decision

Secretary: Shauna Kramer

1. Vote Review

Treasurer: Amanda Trenck

1. Bank Balances
 - a. Bank \$24,588
 - b. Savings \$27,775
2. Uniform Sales
3. 2021-22 Budget
 - a. Budget is finally put together
 - b. Major highlights
 - i. Total Revenue \$160,000
 - ii. Total expenses \$159,000
 - iii. Did increase a few line item budgets

Social Coordinator: Alyssa Motazed

1. Franklin Fest
 - a. Huge success – largest turnout to an event! 650 people in attendance
 - b. Went over budget but lesson learned on the event – maybe no food trucks
2. Sweetheart Ball
 - a. Will need help with Sweetheart Ball planning – please email PTOSOCIAL@bfacademy.org
 - b. January 29th, 2021 – will be held at school

Fundraising: Sage Felux

1. Spirit Wear
 - a. Waiting on outwear – went with Educational Outfitters
 - b. Keep store until 14th – then open again November 2nd hoping everything will be in stock by November
 - c. Will order outwear in Spring again for next year

- d. Venmo?
- 2. Spirit Night
 - a. Parry's went well
 - b. Upcoming Shake Shack Night on October 26th – will be all day long
 - c. Try something new for November – Modern Plate
 - i. Order online, they deliver
- 3. Spring Fundraiser
 - a. Nothing firmed up yet
 - b. Possible pledge based fundraiser
- 4. November Auction
 - a. Working to get that set up
 - b. November 29th – December 3rd
- 5. SCRIP
 - a. Starts on November 29th – December
- 6. Spirit Rock
 - a. Going well – almost every spot is done
 - b. Skeleton for Halloween – Erin Crowe did the prior stencil

Room Parent Coordinator: Erin Crowe

- 1. Trunk or Treat
 - a. Signups went out with Diana's newsletter last week
 - b. Can work with other executives to help with item drop offs
 - c. PTO is providing trinkets, misc stuff
 - d. 6th graders will not be able to participate due to outdoor ed
 - e. Schedule for going through was sent to Room Parents (K-5)
- 2. Halloween Parties
 - a. Only 3 volunteers – send list to room parent as these names will be checked at front desk
 - b. Parties time will be done from 2p - 3p
 - c. Food needs to be individually wrapped