

ben franklin academy



13 virtues. one mission.

Ben Franklin Academy

PTO TRAINING MEETING

Date: 08/09/22 Time: 6:30p- 8:00p

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

President: Janelle Nichols

1. Welcome, introduction, & Icebreaker
2. PTO meetings on the 2nd Wednesday of each month in the BFA Sanders Science Lab at 6:30p-8p. SAVE THE DATES!
3. Review 2022-23 PTO events calendar
 - a. Used uniform sale on Aug 15 @ Meet the Teacher
 - b. Spirit Night Sept 28 Parry's Pizza
 - c. Note that Oct 5 mtg is not on typical Wednesday due to a school conflict
 - d. Correction: Mark off online auction in Feb
 - e. Correction: May Ben's Brigade picnic 12-2:30
 - f. Raise Right is the new SCRIP
4. Registration and SignUpGenius
 - a. If you haven't signed up, go ahead and do that. Slots are still available.
5. Procedures :
 - a. School activity request
 - i. If you need let Janelle know, form is now online online
 - b. Print marketing & Posters
 - i. Print and Posters- deadline 5p Wednesday of week before you need them (Nicole Withee)
 - c. Newsletter & Social Media electronic marketing
 - i. Electronic- deadline is Monday at 9am the week you want it posted. (Newsletter/Briauna Smythe, PTO Webpage/Devi Nallappan, Social Media/Subashri Sadasivan)
 - d. Exec Officers

- i. Exec officers will provide committee reports/updates
- ii. Exec officers will vote on items when needed

6. Committee Updates

- a. Teacher appreciation- smoothies tomorrow and new teachers gifts
- b. Welcoming committee will be at meet teacher
- c. Used uniform sale of only PTO items on meet teacher

Vice President: Alissa Motazed

- 1. PTO volunteers - please sign up for 2 slots per year
- 2. Position transfers/hand-off- let Alissa know if your transfer hasn't happened
 - a. Most have transferred or working on it
- 3. HelpCounter- log your hours even after you get to 30
 - a. School gets its grant money by volunteer hours
 - b. Look into helpcounter and how people who log interest there, how do we get those names
 - c. Kerianne will work on a google form for volunteer interest
- 4. School Directory- switching to new option
 - a. Still figuring out other options and it may be more affordable
 - b. Membership Toolkit or Directory Spot
- 5. Volunteer Appreciation
 - a. If you have gifts you didn't get we have them tonight or at registration. Or contact Janelle

Secretary: Erin Crowe

- 1. Open Positions
 - a. Sweetheart ball and spring social
- 2. Forms: conflict of interest policy and communication & conflict resolution policy
 - a. Please sign both and get to Erin
- 3. Agenda item expectations-at least 48 hours before meeting, reminder 7 days prior
 - a. Mostly for exec, managers and chairs will hear from who you are under in exec for reports
- 4. Vote Log
 - a. Amend bylaws to allow instruction aides employed by BFA to be on the Exec board- Passed
 - b. Appoint Erin Crowe to secretary position- Passed

Treasurer: Christiana Sparks

1. Financial Policies & Procedures
2. Budget Discussion
 - a. Close to finalizing before school
 - b. budget is tight, because we gave big chunk to the school
 - c. Try to stay within your budget
 - d. You can be reimbursed, verify with Exec first before purchasing
3. Bank Balances
 - a. Started at \$104,000 now \$55,000 due to amount we gave to the school

Social Coordinator: Ewelina Chrzanowski

1. Franklin Fest
 - a. If you meet 30 volunteer hrs beforehand you get free tickets
 - b. Very early stages of planning
 - c. Might raise cost of tickets a little because things are all going up
 - d. Will look similar to last year, on turf, inflatables, dunk tank, cake walk, etc
2. Sweetheart Ball and Spring Social Positions
 - a. Most of it is done at home and then here for the event.
 - b. Christina Dilley and Kelly Dees will do Sweetheart Ball
 - c. Still need Spring Social

Fundraising: Andrey Flanigan

1. Movie Night August Spirit Night
 - a. Outdoor or in gym movie- Aug 27th
2. Future Spirit Nights- Lexi Christensen
 - a. Working on those
3. Spirit Wear- Amy Marks
 - a. Inventory is done
 - b. A lot of old stuff that isn't selling (maybe use as raffles or prizes at Franklin Fest)
 - c. store will open Aug 17th- Oct 14th
4. Sponsorships- Cassie Roberts
 - a. Need to figure out goal
 - b. Deciding start and stop date
 - c. Idea to have happy hour for sponsors
 - d. Looking into the FB biz group
 - e. Maybe have a biz directory
 - f. Will be working on acknowledging sponsors and volunteers with

thank you notes (Lindy)

5. Spirit Rock Sign Up
 - a. Done and posted on Friends of Ben
6. BENefit Bash
 - a. We will be having a BENefit Bash again this year
7. Online Fundraising
 - a. Amazon
 - b. King Soopers
 - i. Sign up for both, these help out our school a lot
8. Other Notes
 - a. School Store would like a little more notice to getting things posted there

Room Parent Coordinator: Anne Chacon

1. Open positions:
 - a. Harms 2nd ARP
 - b. VanWyk 4th RP
 - c. Lukasiewicz 4th RP and ARP
 - d. Richardson 5th RP and ARP
2. Room parent training
 - a. Aug 13 3p
 - b. Aug 14 9a
 - c. Both @ Target Starbucks