

Ben Franklin Academy PTO MEETING

Date: 09/14/22 Time: 6:30p- 8:00p

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

President: Janelle Nichols

- 1. Introductions
- 2. Role Updates
 - Desiree Schwalm/Spring Social Cristina Dilley and Kelly Dees/Sweetheart Ball
- 3. Follow Up from PTO Training Meeting
 - a. 2022-2023 Calendar
 - i. Parrys pizza spirit night-Sept 28th
 - ii. Franklin Fest- Sept 17th
 - iii. Sponsorships- open Sept 12th and close Sept 30th
 - iv. Next Ben's Brigade mtg- Sept 22nd
 - v. Next PTO mtg on zoom- Oct 5
 - vi. Benefit Bash- March 4th
 - b. School Activity Request Form
 - i. It was updated, need to print and submit. Not online as we originally thought
- 4. Committee Reports
 - a. Ben's Brigade
 - i. At The first mtg 35-37 people showed up, a great turnout, and ordered t-shirts for members.
 - ii. Working on school project ideas for the year (trees, fencing)
 - b. Teacher Appreciation
 - i. Got out new teachers gifts
 - ii. Back to school night dinners
 - c. Uniform Buy Back
 - i. Several sales of PTO items at meet the teacher and back to school nights
 - ii. Got rid of a lot of inventory
 - d. Virtue Awareness
 - i. Revamping- trying to tie in with "be a bolt of kindness."

Notecard size with virtue of the month to print or send home. Will keep banners out front but also maybe do sandwich boards. School has ordered a new digital sign and will possibly put the virtue on that as well.

Vice President: Alissa Motazedi

- 1. Free Admission for Franklin Fest
 - a. This Saturday from 3-7. If a family has logged 30 hours or 15 hours for single parent families you get free admission.
- 2. Directory Spot
 - a. New directory instead of directory on tap. Pretty easy to use. School wide roll out Oct 1. This week it will be in the newsletter to opt out.
- 3. Volunteers of the Month
 - a. Kimberly Hines and Chantel Contiguglia volunteers of the month

Secretary: Erin Crowe

- 1. Conflict of Interest Policy
 - a. Please fill out and get to Erin if you haven't
- 2. Communication & Conflict Resolution Policy
 - a. Please fill out and get to Erin if you haven't
- 3. PTO Positions Filled
 - a. No open positions
- 4. Vote Log Review
 - a. Appointments for Spring Social/Desireee Schwalm and Sweetheart Ball/ Cristina Dilley and Kelly Dees
 - Names changes from Scrip to Raise Right and Uniform Buy Back to Uniform Consignment
 - c. PTO Budget approved
 - d. Approval of t-shirts to purchase for Ben's Brigade

Treasurer: Christiana Sparks

- 1. Bank Balances
 - a. 35, 585 in checking, 27,778 in savings -63,000 total
- 2. Month Over Month Changes
 - a. Spirit Event Sales
 - i. Outdoor movie brought in \$885
 - b. Spirit Wear Sales
 - i. \$4000 from family check in days
 - c. Uniform PTO Sales
 - i. Donations only, brought in \$2000
 - d. Spirit Rock Sales
 - i. Higher than previous year at \$1700

- e. Teacher Appreciation Expenses
 - i. Smoothies for back to school staff, dinners on back to school nights
- f. Franklin fest
 - i. will see how our sales come through
- 3. 2022-2023 Budget Approved
 - a. Approved and have emailed people their budgets

Social Coordinator: Ewelina Chrzanowski

- 1. Franklin Fest
 - a. This Saturday, ticket sales through Friday. Sales a little slow at first
 - b. Expecting 500-600 people
 - c. Providing Parry's pizza
 - d. Will have list for those who purchased tickets or get free tickets, do not need physical tickets
 - e. Need more volunteers, especially the inflatables (must be adults). We would have to pay the company to man them if we don't have the volunteers, asking Ben's Brigade, but either way need people to help, also need hallway monitors
 - f. Need cakes for cake walk still, have 80 need 120
 - g. Will also have water activities so prepare accordingly (towels, change of clothes)
 - h. Balloon Artist and face painting

Fundraising: Andreya Flanigan

- 1. Movie Night Update
 - a. Some technical difficulties
 - b. Overall a fun night that we plan to repeat
- 2. Committee Reports
 - a. Spirit Wear
 - i. Inventory isn't quite matching up
 - ii. Some parents reached out about items they would like to see, parent friendly items
 - iii. EO order, waiting for it to be ready
 - b. Spirit Nights
 - i. Parry's, Crepes, Skate City coming up in the next few months
 - ii. Looking for idea similar to modern plate as they have shut down their business
 - c. Sponsorships
 - i. Met with Principal Simpson to discuss ideas
 - ii. Will be adding more perks to sponsors (business item to

benefit bash bag, appreciation event, providing items to staff, educating middle school, able to promote their business 3x a year)

- iii. Already have several sponsors
- 3. Spring Fundraiser
 - a. Will be starting committee very soon
 - b. BENefit Bash will be March 4th

Room Parent Coordinator: Anne Chacon

- 1. Halloween Parties
 - a. Oct 28th, Friday
 - b. 3-4 volunteers per class and no younger siblings
 - c. If you volunteer let others do so in the future
 - d. Room parent is included in the 3-4 volunteers
- 2. Trunk or Treat
 - a. Erin Wiley is working on all the logistics
 - b. Buying candy does not count as volunteer hours
 - c. Trunk or treat in AM and Parties in PM