

ben franklin academy



13 virtues. one mission.

Ben Franklin Academy
PTO TRAINING MTG - MINUTES
Date: 08/07/23 Time: 6:30-8:30pm

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

President: Janelle Nichols

1. Welcome, introduction, & Icebreaker
(hobbies before children)
2. PTO meetings on the 2nd Wednesday of each month in the BFA Sanders Science Lab at 6:30pm - 8pm. SAVE THE DATES!
3. Review 2023-24 PTO events calendar
 - a. Updated calendar distributed to all attendees and will continue to update into the start of the year
 - a. New school photographer, Josten's
 - b. Used Uniform Sale during the Teacher Meet and Greet on 08/14
 - c. Possible second Used Uniform Sale during conferences in October
 - d. All PTO Meetings scheduled will be in person, will review option of ZOOM Meetings at a later date
 - e. Spring Social date tentative as currently scheduled over a long weekend
4. Registration and SignUpGenius
 - a. Tuesday, August 8 and Wednesday, August 9 for Registration, we still need assistance at the PTO Table - please help!
5. Procedures :
 - a. School activity request
 1. Can be emailed to you by PTO President (Janelle)
 2. Currently a paper form, hope to transition to an electronic form later in the year

- b. Print marketing & Posters
 - 1. Vanessa Wilson will be working on posters
 - 2. Briana Smythe will be working on newsletter
 - 3. Devi Nallappan and Suba Sadasivan will be working on digital marketing (website and online store)
 - 4. All marketing must be approved by PTO President (Janelle)
 - 5. Marketing guidelines outlined and distributed to meeting attendees
 - c. Newsletter & Social Media electronic marketing
6. Committee Updates
- a. Committee Managers will be required to provide a report during each meeting
 - b. Sage Felux (baking committee manager) - do not have to bake to be on the committee, can also contribute by bringing something in that has been purchased
 - c. Jessica Kostelecky - used uniform sale on August 14 during Teacher Meet and Greet

Vice President: Alissa Motazed

- 1. PTO Volunteers - please sign up for 2 slots per year
 - a. Registration
 - b. Used Uniform Sales
 - c. PTO Events
- 2. Volunteer Appreciation Gifts - pick up at registration or will have to set up a time with Alissa individually
- 3. Position transfers/hand-off- let Alissa know if your transfer hasn't happened

Secretary: Kelly Dees

- 1. Forms: conflict of interest policy and communication & conflict resolution policy
- 2. Agenda item expectations - at least 48 hours before meeting, reminder 7 days prior
- 3. Vote Log - no outstanding votes

Treasurer: Christiana Sparks

- 1. Financial Policies & Procedures
 - a. Receipts and reimbursements to be turned in as soon as possible after each event
 - b. Reimbursement checks require two signatures and sometimes take time to issue

- c. Alcohol is not reimbursable by PTO
- 2. 2023-2024 Budget Discussion
 - a. Budget should be finalized in the coming weeks and submitted to each committee.
 - b. Verify reimbursable items with Executive Team prior to purchase
- 3. Upcoming Events
 - a. Spirit Wear Sales
 - b. Used Uniform Sales
 - c. Back to School Events for Teachers
 - 1. Gifts bags for new teachers
 - 2. T-shirts for all teachers
 - 3. Smoothies for all teachers on first day of school
 - 4. Movie Night on August 19
- 4. Bank Balances
 - a. Checking Account \$32,910.
 - b. Savings Account \$27,804
 - c. Total \$60,714

Social Coordinator: Ewelina Chrzanowski

- 1. Franklin Fest - planning has begun!
 - a. Tickets will be \$15 per child not to exceed \$40 or \$40 per family (adults do not pay, payment for children only)
 - b. If volunteers hours have been obtained and logged by 09/22/23, admission is free
 - c. Fun new inflatables, face painting, balloon artists and food
 - 1. Additional hours and staff have been added for face painting and balloon artists
 - 2. Food - reaching out to Parry's again and looking for additional options
 - d. Volunteers are needed to make this event a success, please email Ewelina or Kim (Franklin Fest Chair) if you are interested. Volunteers will need to remain at their station until the next volunteer arrives.
 - 1. Attendees will be required to sign a waiver when purchasing an event ticket

Fundraising: Andrey Flanigan

- 1. Movie Night August 19, 2023 - Spirit Night
 - a. Working on a flier
 - b. Updating on MySchoolBucks
- 2. Parking Spots
 - a. New Signage for all spots
- 3. Committee Reports

- a. Future Spirit Nights (Dana) - working to book these events and add them to the calendar
- b. Spirit Wear (Gen) - several new options for the coming year
- c. Sponsorships (Cassie) - several new ideas (signage, social media, through event) and hoping to start sponsorship sales earlier in the year
- d. Spirit Rock (Lindsay) - SignUpGenius on the website and requesting payment when signing up for the specific dates
- e. Online Fundraiser - Fun Run on campus for the students

Room Parent Coordinator: Amy Marks

- 1. Open positions
 - a. First Grade
 - 1. Crowe - assistant
 - 2. Knight - assistant
 - b. Second Grade
 - 1. Whelan - assistant
 - c. Third Grade
 - 1. Loehr - assistant
 - d. Fourth Grade
 - 1. Mares - assistant
 - 2. Wall - assistant
 - e. Fifth Grade
 - 1. Dunn - room parent and assistant
 - 2. Wood - assistant
 - 3. Calahan - assistant
- 2. Room parent training - will be two separate ZOOM calls to be scheduled and emailed to Room Parents and Assistants