

ben franklin academy



13 virtues. one mission.

Ben Franklin Academy

PTO MEETING MINUTES

Date: 09/13/23 Time: 6:30p- 8:00p

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

President: Janelle Nichols

1. Introductions - additional new attendees, went around the room and made introductions again
2. Role Updates and Reminders - over 25 positions on the PTO, all currently filled but always seeking new members looking to learn and fill future positions
 - * Please review your role as a member and if you have questions about your responsibilities the Exec Committee is happy to review them with you.
3. Follow Up from PTO Training Meeting
 - a. 2023-2024 Calendar - review of calendar during the meeting, will send an updated copy out
 - b. School Activity Request Form - if hosting an event must complete the form prior to the event
4. Committee Reports
 - a. Ben's Brigade
 1. Successful first meeting, smaller but engaged group
 2. Provide Curtis with any further opportunities with which the group can help
 3. Introduction of Justin as co-chair of the group with Curtis
 - b. Teacher Appreciation
 1. Provided teachers with smoothies first day of school
 2. Used Torchy's for Back to School Nights
 3. Conferences will be the next event
 4. Staff shirts have been ordered for all staff as a gift from PTO
 - c. Uniform Buy Back

- d. Used uniform sale at Back to School Nights
- 5. Trunk or Treat Updates
 - a. On Halloween, class parties to follow
 - b. Will need to purchase additional “trinkets” for event (bubbles, spiders, sticky hands, skeleton stencils/bookmarks)
 - c. Purchased additional more durable bags
 - d. Sign-ups will go out the end of September
 - e. Those that donate candy will be entered into a raffle for a fun Halloween “TBD” gift
 - f. Cassie has some sponsors interested in contributing
 - g. Work to keep flow moving better than last year and avoid lulls in between groups
 - h. Question of allergy friendly items, if needed. No complaints or concerns thus far but something to consider for the future

Vice President: Alissa Motazed

- 1. Volunteers of the Month
 - a. Keri S. - works several hours on the board currently but is a past PTO Member. At BFA since 2014 and two sons in seventh and fourth grades. A good BFA resource!
 - b. Randomly selected volunteer of the month - Laurel S. - second year at BFA, second grader. CEC volunteer with back to school night.

- 2. Directory Spot - will be used again and currently working to update class rosters. Opt out dates are September 14 - 28, 2023. Last year’s directory is still live.

Secretary: Kelly Dees

- 1. Conflict of Interest Policy
- 2. Communication & Conflict Resolution Policy
 - a. Both forms must be reviewed and signed by ALL PTO Members, please email me if you need me to send them to you for your review
- 3. Vote Log Review - 2023-2024 Budget Approved

Treasurer: Christiana Sparks

- 1. 23-24 Budget - Approved
- 2. August Activity
 - a. Spirit Rock - \$1,900 up over last year
 - b. Spiritwear - \$5,600 up over last year
 - c. Uniform Sale - \$834 down from last year
 - d. Donation to school - \$45,000 based on success of 2023 Spring

Fundraiser

- e. Teacher Appreciation - costs of smoothies and dinners \$1,354

3. Upcoming Events - Franklin Fest and Sponsorships

4. Bank Balances

- a. \$41,678 checking account
- b. \$27,812 savings account
- c. \$69,490 total

Social Coordinator: Ewelina Chrzanowski

1. Franklin Fest

- a. Largest event of the year to include the entire school
- b. Need assistance on day of as Kim, the chair, has a prior commitment
- c. VOLUNTEERS NEEDED! Signup genius is live. PTO Exec Committee members will be walking the event to make sure volunteers do not leave commitments early, if so, volunteer hours will not be granted.
- d. Cake Walk donation signup. Cakes are needed.
- e. Tickets Sales on MySchoolBucks and live until September 22
- f. Parry's pizza will provide the food for the event
- g. Three sponsors to cover the costs of face painters
- h. Eleven sponsors to setup display tables during the event
- i. Seven inflatables for the event - need two volunteers at each for the duration of the event, great Ben's Brigade volunteer opportunity!
- j. Wristbands will be distributed to all attendees and all attendees must sign a waiver.

Fundraising: Andrey Flanigan

1. Movie Night Update

- a. Had to move from August to May

2. Committee Reports

- a. Spirit Wear - NEW STORE IS OPEN! Currently 99 orders have been placed and will remain open through Sunday, September 17. Store will open again right before the holidays. Spirit Wear will be distributed during parent teacher conferences.
- b. Spirit Nights - Spirit Night at Torchy's a success and Mod Market event is Tuesday, September 19. For October trying to work with Blue Island Oyster in Lone Tree.
- c. Sponsorships - currently at \$16,000 and 22 sponsors, projected to receive another \$2000. Working to gather checks and logos. Requesting to set up an option on MySchoolBucks to pay for sponsorships via credit card.

Working with other PTO Committee members to get sponsors involved in more events and school activities.

Franklin Fest will be used as sponsor “kick-off.”

Working to encourage sponsors to in fact get involved and build more community involvement.

Working on banners to display sponsor logos on campus and in the school.

SAVE THE DATE - Sponsor Appreciation Breakfast on November 15, 2023 at Gelato. And Sponsor Appreciation Lunch at Urban Grill on April 5 at 12:30 pm (tentatively).

- d. Spirit Rock - 29 open spots remain, 36 unpaid spots. A reminder will be set to all that have yet to pay.
3. Spring Fundraiser - Fun Run
 - a. Using a company to assist in production.
 - b. Working to finalize the date in April.

Room Parent Coordinator: Amy Marks

1. All Training complete and all spots are filled
2. Great Group of parents this year!

Other: New Logos in development to also assist in outlining the parameters of each logo/BFA brand guidelines.