

# Ben Franklin Academy PTO MEETING MINUTES

Date: 10/04/23 Time: 6:30p- 8:00p

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

**President: Janelle Nichols** - thank you for all that attended Franklin Fest and volunteered!

- 1. Trunk or Treat
  - a. On October 31, 2023
  - b. Same as in years past, in the morning and class parties in the afternoon
  - c. Candy will be collected after Fall Break
- 2. Staff Shirts
  - a. Updated and gave all staff new shirts they turned out well and staff was appreciative
  - b. Plan to order a few more
- 3. Committee Reports
  - a. Ben's Brigade
    - 1. Seeking support for Magical Night with Mom's Event
    - 2. Looking to plan a campus work day date TBD
    - 3. Guys Night Out is November 9, 2023
    - 4. Great Ben's Brigade support at Franklin Fest
  - b. Teacher Appreciation
    - 1. Dinner for Parent Teacher Conferences Tuesday will be Mod Market and Thursday will be a Taco Bar (parent supported)
  - c. Uniform Buy Back
    - 1. Several new uniforms added, ample supply for sale
  - d. Virtues
    - 1. Flags have been found! And will be switched out.
  - e. Yearbook
    - 1. In the process of collecting pictures from events thus far, if

you have any please email them to Erin, yearbook@bfacademy.org

### Vice President: Alissa Motazedi

1. Directory Spot - opt out period ended Thursday, September 28. Working to enter the opt-outs so that listing can go public.

# **Secretary: Kelly Dees**

1. Conflict of Interest Policy and Communication and Conflict Resolution Policy - Kelly will send out another email to those who have yet to sign the documents.

# **Treasurer: Christiana Sparks**

- 1. Month Over Month Changes
  - a. Franklin Fest \$5300 in sales and total expenses \$6100 (includes sponsorships of \$750). Netted (\$800)
  - b. Sales higher than in 2022
  - c. Sponsorships received in September \$16,000 (\$16,750 including Franklin Fest Sponsored events)
  - d. Desktop Calendars \$2100
  - e. Additional Spirit Wear Order
  - f. Repair and Maintenance monies to Monty
- 2. Form 990 Filed
- 3. Bank Balances
  - a. Checking Account \$52,666
  - b. Savings Account \$27,815
  - c. Total of two account \$80,481
  - d. Up approximately \$19,000 from this time last year

#### Social Coordinator: Ewelina Chrzanowski

- 1. Recap Franklin Fest
  - a. Great Attendance! (approximately 750 ppl)
  - Thank you to all volunteers and sponsors Urban Village, Destiny Dance sponsored a Face Painter, Joe Dawson, Scott with AllStars, Osborne Family sponsored yard signs
  - c. Pictures and recap will be in next week's newsletter

# Fundraising: Andreya Flanigan

- 1. Committee Reports
  - a. Spirit Wear

- 1. New Spirit Wear orders will be ready to hand out at conferences
- 2. Sold over 400 items and raised over \$2,000
- 3. Will open another store in November and items will be delivered before Christmas Break

## b. Spirit Nights

- 1. September Night was Mod Market brought in \$456
- 2. October 24 Blue Island in Lone Tree from 4-8pm and will be making a 20% donation, it is a Tuesday night and kids eat free!
- 3. Zell's will be November Night and they will also donate 20%
- 4. Trying to coordinated with Minted, they will donate 20% and offer 20% off orders placed
- c. Sponsorships
  - 1. Sponsorships Banners have been put up on the school fencing
  - 2. Working on sponsor shout-outs for Newsletter
  - 3. Appreciation Breakfast on November 15 at Gelato (likely 8:30 10 am)
  - 4. All but one sponsorship check have been received
  - 5. Seven sponsors had a presence at Franklin Fest
  - 6. Contacts introduced between PTO Committees and Sponsors for event involvement
- 2. Spring Fundraiser
  - a. Fun Run in April date TBD

# **Room Parent Coordinator: Amy Marks**

- 1. Trunk or Treat
- 2. Halloween Parties
  - a. Email templates sent and emails sent out to parents for volunteer support
  - b. Working to establish a list of best practices to outline party structures
  - c. Use of Venmo for parents to contribute for supply and goody purchases by Room Parents
- 3. Volunteer Hours Keep logging your hours!

Next PTO Meeting - Wednesday, November 8, 2023 from 6:30 - 8;00 pm