

ben franklin academy

PTO

13 virtues. one mission.

Ben Franklin Academy

PTO MEETING MINUTES

Date: 1/10/24 Time: 6:30-8:00 p

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

President: Janelle Nichols

1. Review Calendar - will send an updated copy with the meeting minutes as a few items have changed:
 - Chipotle - University and Highlands Ranch Parkway on January 24, 4-8:00 pm
 - Parent Teacher Conferences - dinner will be served each evening and contemplating a used uniform sale
 - Ben's Brigade Meeting on January 25
2. Committee Reports
 - A. Ben's Brigade
 1. Guys Night Out on February 22 at the Main Event
 - B. Virtue Awareness
 1. Board updated January 10
 - C. Teacher Appreciation
 1. Working on new gift ideas for third trimester
 2. Conference Meal Sign Ups will be posted for the first night of parent teacher conferences

Vice President: Alissa Motazed

1. Volunteer of the Month - has not been picked as of yet, will be listed with December and January volunteers in next week's newsletter
2. Volunteer of the Month for School - Vanessa Wilson (assistance with all posters and logo design)
3. Pirates Cove - date selection will open February 1, tentative date requesting is June 22 for Volunteer Appreciation Event

Secretary: Kelly Dees

1. Vote Log - no new votes
2. PTO Elections
 - a. Intent Form February 5
 - b. Nominations March 11-25
 - c. Voting Window April 22-28

Treasurer: Christiana Sparks

1. Month to Month Changes
 - a. Raise Right Collections - \$22,925 (net of fees)
 - b. Spirit Night Collections - \$976 (from Mod Market, Zelle's and Blue Island)
 - c. PTO Holiday Party at Old Blinking Light - \$925
 - d. Staff Gifts - \$1,585 (t-shirts and Starbucks gift cards)
 - e. Raise Right payments - \$23,400
2. Bank Balances
 - a. Checking - \$52,212
 - b. Savings - \$27,825
 - c. PayPal - \$190
 - d. Total - \$80,227

Social Coordinator: Ewelina Chrzanowski

1. Ben's Birthday
 - a. January 17
 - b. Cookie distribution will begin at 10:00 am
 - c. There are allergy sensitive options
2. Sweetheart Ball Update
 - a. VOLUNTEERS NEEDED - to help with decor and clean-up
 - b. All vendors secured and confirmed
 - c. Semi-Formal - masks will be provided if do not have one for daughter
 - d. Desserts, candy table and beverages provided, no dinner
 - e. Tickets currently on sale in MySchoolBucks - \$35 for a couple, \$15 individual (pre-school included)
 - f. CAKES NEEDED!

Fundraising: Andrey Flanigan

1. Spring Fundraiser
 - a. Meeting next Thursday, January 18 with Fun Run producers
2. Committee reports
 - a. Sponsorships

- i. Working to get sponsors involved in spring school events - from sponsors perspective helpful if given a specific task to complete for the event success or specific item that can be contributed. Follow-up is essential as most are small business owners being pulled in multiple directions and outlining specific exposure for the event is crucial from their point of view.
 - ii. Newsletter "call-outs" complete
 - iii. Working to update electronic sign
 - iv. Directory Spot updates complete
 - v. Second sponsor appreciation event at Urban Village Grill on April 5
 - b. Spirit Wear
 - i. Looking to open spring store in March with a mid-April delivery
 - c. Spirit Nights
 - 1. Chipotle on January 24
 - 2. Gelato - May 13 (tentative)
- 3.
 - a. Spirit Rock

Room Parent Coordinator: Amy Marks

- 1. Holiday Parties - a success!
 - a. Did receive feedback about contributions through Venmo and some parents have requested that there are both the options to provide snacks/paper products/etc. and use of Venmo for donations.
 - b. Providing items for the parties does not translate to volunteer hours. Something like baking a cake would qualify for volunteer hours.
 - c. Venmo cannot be used unless a clear budget is presented to the classroom and parents. There should not be any money left over from the particular party. Helpful to get a list of what the party lead has outlined as needed for the party and then create a Sign-Up Genius to designate how Venmo payment should be applied.
 - d. Possible idea for review at a later time - Teacher completes an Amazon wish-list for the party and items sent directly to the party lead.
 - e. Please use templates sent out by Amy prior to the party.
- 2. Valentine Parties
 - a. On Valentine's Day
 - b. Will distribute template next week for the email correspondence
- 3. Will work on ideas for Room Parent Appreciation Event

Other Issues

- 1. Is there a liaison between CEC and PTO, would it be appropriate to establish a

- position? Structure of each organization would allow for such a position.
2. Girls Night Out - for moms throughout the entire school, date yet to be determined

***Next Meeting** - Wednesday, February 7 at 6:30 pm