



**Ben Franklin Academy  
PTO MEETING MINUTES  
Date: 2/7/24 Time: 6:30-8:00 p**

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

**President: Janelle Nichols**

1. Sweetheart Ball Recap
  - A. Theme was a success!
  - B. Thank you to all that helped.
2. PTO Elections - see updates under Secretary Report
3. Field Day
  - A. Using the same shirts for Fun Run and Field Day this year
  - B. Olympic themed year
  - C. Ninja Nation at Redstone for Middle School
  - D. Kona Ice
  - E. Bounce House at BFA
4. Committee Reports
  - A. Teacher Appreciation - next week we will provide Qdoba for the first night of parent teacher conferences and a sign up genius has been posted to assist in providing the meal for the second night.
  - B. Ben's Brigade - Main Event scheduled for February 22, 2024 for 20 people (budget will allow), last meeting had close to 30 people
  - C. Raise Right will open again in May for Staff Appreciation Week

**Vice President: Alissa Motazed**

1. Volunteers of the Month
  - A. Shaina Workman (school selected)
  - B. Amanda Levenson (random selection)
2. Pirate's Cove Update
  - A. Date needed to be changed to Saturday, June 8, 2024 from 6-8pm

**Secretary: Kelly Dees**

1. Vote Review
  - A. One new vote added to vote log - unanimous in favor of increasing Sweetheart Ball Budget by \$500
2. Upcoming PTO Elections
  - A. Intent to Return Form distributed during the meeting and will be emailed out with Meeting Minutes. Forms will be due back to Kelly on Wednesday, February 14
  - B. Open Executive Committee Positions for 2024-2025 School Year - Vice President,

Fundraising Chair, Social Chair and Secretary (these positions are voted upon)

**Treasurer: Christiana Sparks**

1. Month to Month Changes

A. Income

Sweetheart Ball - \$8,000 income, budget was \$6,500, expenses \$7,100, \$900 profit!

Krispy Kreme Spirit Day - \$555

Spirit Wear - \$369

B. Expenses -

Field Day Deposit \$1850 to Ninja Nation

Ben Franklin's B-Day Cookies \$1,700

Second Trimester Teacher Gifts 100

Lunch for Volunteers at Hearing and Vision Screenings \$107

2. Bank Balances

A. Checking Account - \$54,671

B. Savings Account - \$27,826

C. Total - \$82,497

**Social Coordinator: Ewelina Chrzanowski**

1. Sweetheart Ball Recap

A. Record number of attendees.

B. Gelato line flowed much better without doing samples, and ran out of gelato this year!

C. Photographer had some good suggestions how to improve for next year

D. Dance Lesson a hit, provided by Destiny Dance

E. Born to Bake provided several baked goods

F. There were extra supplies that could be returned

G. Working on Thank You notes for sponsors

H. Great volunteer support.

**Fundraising: Andrey Flanigan**

1. Spring Fundraiser - FUN RUN!

A. Met with planning company

B. Event Assembly on April 19

C. April 19 - 25 - several activities and promotional ideas planned

D. Will separate between Elementary and Middle Schools

2. Committee reports

A. Sponsorships -

1. Gold and Platinum Sponsors rotating on the electronic sign

2. Sugar Cookie Store great vendor for future events

B. Spirit Wear

1. Last store of the year will open the first week of March and leave open until Spring Break. Items will then be delivered in the first part of April.

C. Spirit Night

1. Tiger Den Tea House February 23 from 3:30 - 8pm
2. Urban Village in March
3. Skate City in April and Robeck's on April 21
4. Gelato May 13 from 3-9pm

**Room Parent Coordinator: Amy Marks**

1. Valentine Parties
  - A. On February 14
  - B. Room Parents should have sent out emails
  - C. Volunteers being coordinated
  - D. Last party of the year
2. Working on scheduling end of year Happy Hour, tentatively May 8

**Board Liaison: Keri Street**

1. Board Nominations are open, please think about who might be a good candidate!

**Other Updates for Next Meeting:**

1. Mom's Night Out - at Purity Skin Studio (a BFA sponsor) on Thursday, March 28th from 5pm - 7 pm. More details coming soon.
2. Mother/Son Spring Event on April 20
3. Next Used Uniform Sale - Saturday, February 24 from 10:00 am - 1:00 pm

**Next Meeting:** Wednesday, March 13, 2024 from 6:30 - 8:00 pm