



**Ben Franklin Academy  
PTO MEETING MINUTES  
Date: 4/10/23 Time: 6:30-8:00 p**

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

**President: Janelle Nichols**

1. PTO Calendar
2. Election Updates
  - A. Elections April 22-28
3. Request for Pictures
  - A. Working to redo the website, any pictures you are willing to contribute would be greatly appreciated. Please send them to Janelle
4. Committee Reports
  - A. Teacher Appreciation -
    - i. Little or no response from sponsors
    - ii. Teacher Appreciation Week - direct parents to use Raise Right, small contributions organized by Room Parents encouraged throughout the week
  - B. Ben's Brigade
    - i. Business Meeting on March 28, attendance only 10 ppl
    - ii. Feel that meeting time is too late, plan to poll members regarding time and location
    - iii. Last meeting on April 25
    - iv. Working on succession plan
  - C. Raise Right for Teacher Appreciation Week ends Sunday, April 14
  - D. Yearbook - been completed and submitted for print
  - E. Virtues - contributed to purchase of stickers sent home at the beginning of the year as the school has taken over the promotion of virtues. Would like to meet at the end of the year to review and discuss how else to promote within the school, specifically within the middle school (gift cards, etc.)

**Vice President: Alissa Motazed**

1. Volunteer of the Month - Jen Townsend (parking spot) for assistance with election signage and for her assistance in streamlining BFA logo colors; Haley Lancaster for Starbucks Gift Card

2. Volunteer Appreciation Gifts - working to procure items and will offer a tiered gift again for cumulated volunteer hours

**Secretary: Kelly Dees**

1. Vote Review
  - A. Vote submitted and approved to purchase the rights to the Spring Musical, Mary Poppins
2. PTO Elections
  - A. Elections will begin April 21 - 28
  - B. We have not received any nominations for the Uniform Consignment Committee Chair
  - C. Will reach out after elections to notify you of your elected/appointed positions or to offer other possible positions
  - D. Still looking for Ben's Brigade Committee Manager, Bulletin Board, Committee Manager, Raise Right Committee Manager, Welcoming Committee Manager and Social Media Committee Manager
  - E. Executive positions and Committee Chairs will be on the ballot. Committee Managers will be appointed by the Executive PTO Board
  - F. A google form will go out to the community on Monday, April 22 in order to vote.

**Treasurer: Christiana Sparks**

1. Month over Month changes
  - A. Income - Longmont Dairy \$204, Tiger's Den Spirit Night \$196
  - B. Expenses - Deposit on pirates cove, AR Awards \$150 and volunteer gift card purchases in the amount of \$40
2. Tax Form 990 - submitted necessary documentation for filing
3. Bank Balances
  - A. Checking Account \$53,490
  - B. Savings Account \$27,827

**Social Coordinator: Ewelina Chrzanowski**

1. Mother/Son Event
  - A. Saturday, April 20
  - B. Ticket Sales Close Sunday, April 14
  - C. LED Mini Golf and Bounce Castle
  - D. Time slots assigned once ticket sales close with a waiver
  - E. Food to be provided by Parry's
  - F. Working to find a dessert within budget
  - G. Volunteers needed from 5:30 - 8:30 pm
2. Any 8th grade parents interested in helping to plan the graduation dinner please email Ewelina

**Fundraising: Andrey Flanigan**

1. Silent Auction Update
  - A. Online auction a success, approximately \$23,000 raised (waiting on final totals and recipients)

2. Fun Run
  - A. Communication being sent out to parents
  - B. Same shirt will be used for Fun Run and Field Day (sponsors reviewed and correct on the back)
  - C. Olympic Themed Field Day on (Lower) May 21 and (Middle) on May 22
3. Committee Updates
  - A. Sponsorships
    - i. Working to finalize Teacher Appreciation Breakfast - good final way for sponsors to be involved
    - ii. Looking at remaining events for the year for ways to get sponsors involved
    - iii. Electronic sign has been spotty but working to keep displaying sponsors
    - iv. Sponsor Lunch rescheduled for April 17 at 12:30 pm - will work to poll sponsors about involvement throughout the year
  - B. Teacher Appreciation
  - C. .Spirit Wear
    - i. Last web store was a success - 34 orders, 100 pieces, \$485 in fundraising
    - ii. All orders have been distributed
    - iii. When to open at the beginning of the school year - would like to open prior to school start, first week of August?
  - D. Spirit Nights
    - i. Urban Village brought in \$108
    - ii. Skate City brought in \$1,068Rohbeck's on April 21  
MAy 13 - Gelato and Company

**Room Parent Coordinator: Amy Marks**

1. Raise Right closes on April 14, please encourage contributions to Raise Right versus actual gifts
2. If a current Room Parent and interested in doing so
3. End of year Celebration on May 9 at Probst
4. Working with Gelato to provide gift cards for appreciation gifts

**Next Meeting (final meeting of the year!) - Sunday, May 5, 2024**