



PTO Training Minutes: 8-4-2025 6-8 pm

President: Christiana Sparks

1. Welcome—Introductions Christiana Sparks
 - a. Started at 6:12 pm 25 PTO members present and one 1st grader to be
2. Review 2025-2026 PTO Events Calendar
 - a. Highlighted the Top Events on the calendar
 - i. Discussed the lightning launch and the support needed and all helps appreciated, still slots available
 - ii. Discussed when the Different Groups meet i.e. CEC, SAC
 - iii. Parties and events shared
 - iv. Used Uniform sales and Spirit wear
 - v. Raise Right
 - vi. PTO Nominations and PTO elections
 - vii. Fun run will be the large fundraiser of the year
 - viii. End of year events and recap
 - b. Registration and SignUpGenius 8/5 & 8/6
 - i. Still room to sign up
3. PTO Handbook
 - i. Christiana read the Mission statement of the PTO for all to know how important our roles are
 - b. PTO Meetings-quick call out about the agenda and items will go out prior to the meeting at least 24 hours in advance
 - c. Marketing: Print and Electronic
 - i. Discussed that there have been some changes as it pertains to the turnaround time frames as well as ensuring that there is communication around the volume of the work
 - ii. Discussed that all information for electronic must be done by Monday at 9:00
 - iii. Myschool Bucks one week notice for big events and 48 hours to open an event that has existed before, website updates, also asking for 2 weeks for new logos and website updates

- iv. Kelley Marie—will communicate if we encounter any challenges, otherwise she will happily take ad hoc communications
- d. Forms
 - i. Spoke to what conflict of interest and conflict resolution forms are and referred to By-Laws for review
 - ii. Grant Funding Forms
 - iii. BFA PTO Payment request Form
 - iv. Teacher Special request forms
- 4. Expectation: 2 forms need to be signed and returned to PTO Secretary
 - a. Christiana discussed that two forms need to be signed and returned to Shelly Jonasen
 - b. PTO Shirts
 - i. Christaiana brought shirts for those that are new to the PTO

Vice President: Andrey Flanigan

- 1. PTO Volunteers—please sign up for 2 slots per year
 - a. Recognized that this is not typically an issue but a friendly reminder and highlighted that there is a great opportunity for the first one being Lightning Launch or the Franklin Fest
- 2. Volunteer Appreciation Gifts
 - a. Going to pre-buy gifts and celebrate by giving the gifts when the hours are met
 - i. This may help with getting more excitement as it pertains to volunteering and to drive people to log their hours
 - ii. Also put out the ask for any ideas of cool ideas or new and different ideas
- 3. Position Transfers and Hand/offs
 - a. Asked for anyone to see her in the event that any transitions may not have already occurred and she will support the process
- 4. Directory Spot
 - a. Bumping this up to an earlier date and try to roll this out by September 13

Secretary: Shelly Jonasen

- 1) Reminder to return the Conflict of Interest and Conflict Resolution forms by August 27th 2025
- 2) Agenda items need to be sent to the Secretary at least 48 hours prior to the meeting, Secretary will send a reminder ~a week in advance and send the final agenda 24 hours prior
- 3) By-Law updates
 - a) Discussed that we made a few changes to the bylaws and shared the example of the BoxTops role transitioning to Rebate Manager and SCRIP being changed to allow us to use any vendor for gifting
- 4) Vote Log Review—No current outstanding votes
 - a) Discussed that we made many changes and highlighted that some were the addition of a parking spot for the preschool director, wording in the Bylaws, and to change the fiscal year for our budget
- 5) Parking spots discussion
 - a) Adreya and Erin shared that there were new spots that had been voted on and that new to the spots were-

- i) Volunteer of the month
- ii) Staff member of the month
- iii) The VP of middle school and VP of elementary

Treasurer: Shannon Reddy Presented by Christiana Sparks

1. Month to month changes
 - a. Cassie has been working hard with the sponsor program and working to get the final amounts
2. Budget Proposed and awaiting final approval
3. Fiscal year Change
 - a. Changed this to start 8/1 and close 7/31
 - i. July is when we give grant to BFA allowing it to stay in the same fiscal year
4. Bank Balances
 - a. checking account 83415
 - b. savings account 27830
 - c. total \$111,245

Social Coordinator: Abby Jensen and Vanessa Wilson

1. FranklinFest—planning has begun
 - a. Sara Dawson already has been diligently planning the event and close to completion of the event
 - b. Reminder to ask Bens Brigade and others to assist with the grill
 - c. Asked for any roses and thorns about Franklin Fest to be sent to Vanessa and Abby to allow them to adjust this year based on feedback

Fundraising: Erin Wiley

Erin did a quick call out about the Desktop calendars and thanked Christiana, Kelley Marie and Shelly for the quick delivery of these

1. Back to School Bids “Mini Auction”
 - a. Mini Auction is already in flight and a silent auction
 - i. Due to the parking spot change of placing one of the spots with the president of the BOD opened up on of the spots
 - ii. The auction is live and will close on 8/10 and it did open on 8/3
 - iii. There are also options for 1st row spots for musicals and graduations
 - iv. Putting more transparency about the PTO and ways to share with the community what we do and why
2. Fun Run 2026
 - a. There will not be a Benefit Bash this year rather there will be a Fun Run and Silent Auction with parking spots, and other opportunities. Still interviewing companies for the fun run
3. Committee Reports
 - a. Future Spirit Nights (Dana Smith)
 - i. Already been diligently working on pulling together spirit nights

- ii. After discussion some events were removed and altered to provide quality over quantity
 - iii. Some events of highlight were Skate City, Qdoba and Main Event
- b. Spirit Wear (Gen Townsend)
 - i. First store is open until Monday delivered first week of September
 - ii. Second store will open end of August and delivered at parent Teacher conference
 - iii. November and Spring they are planning to do more rounds
- c. Sponsorships (Cassie Roberts and Melinda Schmalzer)
 - i. Opened up sponsorship sales after the 4th of July and has yard signs to put out during the Lightning Launch and will stay up the whole month of September
 - 1. By Franklin Fest all sponsors should be finalized
 - 2. Rather than blanket gifts tiered them for the sponsors to provide a sign of gratitude
 - 3. Trying to put multiple points of recognition to bring awareness of the sponsors
 - 4. Sponsor mingles
 - a. There will be 2 events this year to bring the sponsors together to get to know one another from a small business relationship standpoint
 - i. Looking for how to bring awareness to the sponsors and the families that they are a part of
 - b. Will be putting together a facebook group for the Sponsors
 - c. 19 sponsors already and all the same as last year
 - i. Any people that you may think would be interested give them a nudge
 - ii. End of August give or take is the deadline for gaining sponsors
- d. Spirit Rock (Jamie Kroese)
 - i. Signup Genius is already very full, there have been people before that have not paid and keeping an eye on payments and if not paid in full will post to Friends of Ben to open the spot
 - ii. There are rules that if they go 3 days without signup that we would need to paint
 - 1. Alyssa had a great idea of sponsor rock and will work with Cassie
- e. Used Uniforms (Katie Graham and Erica Reese)
 - i. Katie mentioned that they are getting rid of the round bins that appear to look like trash cans and will look like a rolling bins to avoid the trash being put in as well
 - ii. Erica is trying something new this year with Myschool Bucks and bundle options to keep the sales open throughout the year
 - iii. Sought out permission for removal of spirit wear that is not appropriate or uniforms that are not approved for all grades
 - iv. Venmo code/square and cash all sales will be by donation

Room Parent Coordinator: Alyssa Gale Freund

1. Room parent volunteers needed
 - a. Still in need for room parent volunteers have 35 so far and anticipates that may have to ask for more
2. Continuing co-room parent model
 - a. Great feedback from this model from last year
 - b. Streamline this more and give a checklist with sign off for their planning purposes
3. Upcoming room parent training
 - a. August 23rd 2:00 in person at the Highlands Ranch Library
 - b. August 25th 6:30 via zoom/google meets
 - c. Kelley Marie asked to add the Pik My Kid training for sign in for volunteers and for signing kids out
 - d. Middle School Room parent exploration
 - i. Used to be one per grade level per Kelley Marie more to come
4. Room Parent Appreciation Happy Hour
 - a. Looking forward to bringing the community together
 - b. Templates for communications
5. Request for feedback and suggestions
 - a. Asked for suggestions
 - i. Looking for how increase the number of parents allowed at parties to number 5
 - ii. Tighten up the cleanup
 - iii. Is there a way that the teachers can share field trip information?
 1. Next year ideas
6. Yearbook PTO spot—Melinda offered to fill this role—more to come on filling this role
7. Fund raising assistant
 - a. This role is still an open role and will be a role that is set to transition to the Fundraising Coordinator eventually
8. New Change this year-Is you have any school related questions or need things from the school come to Kelley Marie rather than other staff members