



PARENT TEACHER ORGANIZATION MINUTES

September 10, 2025

President: Christiana Sparks

Meeting was called to order by Christiana Sparks at 6:33 pm

Quorum was met with all members of the Executive team present

There were 27 people in attendance at the meeting, all in person and none via zoom in as there was no remote option.

1. **Introductions:** Christiana Sparks welcomed everyone and asked those that were not present at the PTO Training in August to please take a moment to introduce themselves.
2. **Role Updates and Reminders:** Christiana Sparks reviewed the timelines and lead time necessary for our marketing, online communications, and MySchool Bucks, to ensure delivery of requests. For timelines, please review the PTO training documents.
3. **Follow Up from PTO Training Meeting:** Christiana Sparks shared that the PTO meetings will typically follow the schedule of the second Wednesday of the month, please see the PTO calendar for months where there is a change to this due to breaks, or other school conflicts. The next PTO meeting will fall on October 22nd, the fourth Wednesday of the month due to Fall Break.
 - a. PTO meetings allow the team to run smoothly, please plan to attend as it keeps the team aligned with varying initiatives and updates.
4. **PTO Calendar Updates:** Spirit Wear store is currently open, and upcoming events that were highlighted were the Spirit Night at Skate City, the Sponsor Mingle and Franklin Fest. The only update that was made to the calendar from previous meetings was the Sponsor Mingle date, which will now occur on October 3rd.
 - a. For the upcoming events volunteer support will be needed, and for the Sponsor Mingle engagement by members of the PTO is encouraged.
5. **Committee Reports:**
 - a. **Teacher Appreciation: Lindy Busby:** Lindy shared some of the events that have already taken place and the upcoming events.
 - i. Smoothie breakfast for the teachers was a success as a welcome back to school for the teachers and staff.
 - ii. Back to School night was a success with catering the dinners for the teachers.

- iii. Coffee/tea will be provided for the teachers and staff for the upcoming Professional Development Day.
- iv. Trimester Treats are also planned for the teachers.
- v. For parent teacher conferences dinner will be provided one of the nights.
- b. **Ben's Brigade: Brady Golinski**
 - i. September Ben's Brigade meeting is scheduled and upcoming.
 - ii. Ben's Brigade is planning a Fall Day workday to tackle various repair projects. One example mentioned is repainting the four-square area on the playground.
 - iii. Ben's Brigade is planning to pull volunteers together for directing traffic for Goodies with Grandparents.
- c. **Birthday Chair: Cara Brzezici**
 - i. Cara shared her enjoyment for the role and that she is continuing to write personalized notes and cards for the teachers on their birthdays with an included gift card for Starbucks.
- d. **Bulletin Board: Anna Larson**
 - i. The Welcome Back Board was completed, and the theme was "Believe in Yourself."
 - ii. She is working on the Volunteer of the month display.
- e. **Baking Committee: Sage Felux**
 - i. Sage was not in attendance; update is that the PTO will do a taco night for the teachers for one of the nights of parent teacher conferences. Watch for a signup genius.
- f. **Yearbook: Lara Chatterton and Shayla Riggins**
 - i. Christiana took a moment to welcome them as the newest addition to the PTO team.
 - ii. Lara and Shayla have completed their email communications for introductions and to ensure all parties are connected.
 - iii. Efforts are underway to obtain the correct slips for providing teachers with free yearbooks.
 - iv. Kelley Marie Paulson highlighted that the weekly newsletter is a great place to share yearbook information, and she will work with Lara and Shayla.

Vice President: Andrey Flanigan

- 1. **Volunteers of the Month:** Anna Larson has managed the volunteer of the month case timely.
 - a. Andrey took time to recognize our previous volunteers of the month, August volunteer of the month Cassie Roberts, September volunteer of the month Jamie Kroese and a Gelato gift card for Alaina Tinney.

2. **Directory Spot:** With the opt in requirement this year additional thanks were necessary, to which she recognized Kelley Marie Paulson for all the support around the push to get more parents to opt in to have their information added to the directory. The final directory will be published soon; the final spreadsheets are being reviewed and uploaded.
3. **Staff Shirts:** Staff shirts were purchased by the PTO, currently they are in production. She thanked Gen Townsend for her assistance with this. When they are delivered the PTO will either hand deliver them or write small notes and attach them to say thank you from the PTO.

Secretary: Shelly Jonasen

1. **Conflict of Interest Policy Communication & Conflict Resolution Policy:** Shelly Jonasen spoke to both forms, thanking all members of the PTO for their cooperation in completing the necessary forms. It was highlighted that as of the meeting almost all forms had been signed and returned, with anticipation of all being completed by the end of the night.
2. **Vote Log Review:** There were two new votes, a camera was approved to be purchased for the communications director, and a vote to finalize the budget for the current fiscal year.

Treasurer: Shannon Reddy

1. **25-26 Budget:** - Approved
2. **Month to month changes:** Shannon shared August activities impacting income included sponsor donations, spirit rock donations, corporate donations (Tommy Hilfiger) and retail card sponsors (Kroger). Expenses that were incurred were the new parking signs; the staff appreciation events and the digital camera.
3. **Bank Balances:**
 - a. checking account: \$66,505.48
 - b. savings account \$27,830.65
 - c. total: \$94,336.13

Social Coordinators: Abby Jensen and Vanessa Wilson

1. **Franklin Fest:**

- a. Time for Franklin Fest is from 2-5pm (the time originally had been slated for 3-7).
 - b. Food will be heavy snacks this year rather than a full meal.
 - c. The entry fee will be \$7 per person.
 - d. Staff will receive two free tickets each.
 - e. Volunteers that have met 30 hours or 15 hours for single parent households will receive free entry.
 - f. Activities will include a dump bucket, bounce houses, the cake walk, a positivity photo booth, and a words of affirmation station to build a banner.
 - g. Volunteer opportunities will be plentiful, and it is encouraged for PTO members to assist, additionally as volunteers are necessary, High School students in Douglas County need volunteer hours to graduate and are welcome to assist at this event.
 - h. Cassie Roberts will see if any of the sponsors may have interest in donating or partnering with us for the final outstanding items.
 - i. Tickets will be in MySchool Bucks and communications will occur shortly in the newsletter and on Friends of Ben.
2. **Trunk or Treat:** Candy donation goal is 250+ for cars that sign up to be a part of the event. Collection for candy will begin soon, looking at ideas for incentives to encourage more candy donations. More incentives for obtaining candy will be considered and discussed, final decisions will be presented at the next meeting.

Fundraising: Erin Wiley shared that her updates were minimal at this time, however she handed off the information to all the members that have been working diligently on different initiatives.

1. Fundraising Committee Reports:

a. Spirit Wear: Gen Townsend

- i. The Spirit store is open and there are shirts with the new designs. The last round of the Spirit Store resulted in a total of sales equaling \$2,200 with a \$451 profit.

b. Spirit Nights: Dana Smith

- i. \$648 was raised from the Qdoba night spirit night. Some of the upcoming events are Skate City, Main Event, Lazy Dog and Dana is looking into potentially a Nuggets Night or something similar.
- ii. Business commitments were discussed, the PTO agreed that if a business does not pay the agreed percentage that we will seek to work with other businesses and no longer partner with them. Currently

there are two businesses that we will consider no longer partnering with.

c. Sponsorships: Cassie Roberts

- i. There are 24 sponsors secured and of those sponsors only 1 is new this year. Payments secured at this time equal \$22,925 and she will continue to collect the remaining sponsorship donations.
- ii. Logos are being finalized so final signs can be printed and displayed in the carpool areas.
- iii. Sponsor Mingle is October 3rd and any PTO members available are encouraged to join the event to get to know the Sponsors and thank them for their support of the school.
- iv. Cassie will work with the PTO and the sponsors to identify interest in supporting Franklin Fest, Trunk or Treat and potentially future events.

d. Spirit Rock: Jaimie Kroese

- i. Spirit Rock continues to be a success, however previous approach for reservation and payments needs to be reviewed. No show, no payment or late cancellations are becoming more frequent. The policy will be reviewed and revamped, however, this year the people that have reserved a date for the Spirit Rock will be asked to pay by October 31st or they will relinquish their reserved spot.

a. Used Uniforms: Katie Graham

- a. The used sale was successful at the lightning launch prior to school starting, total was not shared as the items sold were a mix of spirit wear and used uniforms.
- b. A weekend drop-off for used uniforms to provide ease for parents will be set soon.
- c. Kelley Marie shared there is a grandparent who has offered to fix buttons and zippers if the supplies are provided.
- d. A policy for quality is looking to be established to assist with uniforms coming in, in better condition.

Room Parent Coordinator: Alyssa Gale Freund

1. Assignments and Training were all completed prior to back-to-school night.
 - a. One session was one in person session and one virtual session
2. Introductory emails should have all been sent to teachers and parents.

3. Party lead recruitment is in progress for Halloween parties that all room parents should be in the beginning stages of party planning.
4. Co-ownership promoting teamwork amongst the co-room parents has been positive to this point.
5. Media Blackout Policy while not entirely new this year, more scrutiny will be in place to ensure all photos of kids do not include those that are a part of the Media Blackout. If there is any question about where a student on the media blackout list is in a photo room parents should send those photos to Kelley Marie Paulson for review.
 - a. Kelley Marie shared that there are two levels of the media blackout policy which is held at the district level.
 - b. This year there are 33 children in the school that require no photos to be taken or identifiable with their faces. The list of these kids resides with Kelley Marie and staff, they will work to ensure that any photos that are a part of newsletters, or yearbook have been vetted prior.
 - c. There may be some photos that are shared on classroom drives, and to eliminate the risk these classroom pages have been password protected to provide the levels of security required.
 - d. For room parents it is crucial to share this policy with individuals running the parties and those coming to the classroom.
6. Student Release and Safety—Kelley Marie Paulson explained the process for checking students and siblings out after parties for this school year. There was also a request to be mindful of early release for your student, if doing so please attempt to provide prior communication if feasible to allow lessons in the classroom to remain uninterrupted.

Walk On Items:

1. Kelley Marie shared that the front office is working on enhancing security which will include all parents or individuals in the school being required to sign in. Going forward if you are coming into the school, the front office asks that all parents sign in. These sign-ins will only apply to volunteers and will not negatively impact volunteer hours. Parents will not need to sign in when coming to a meeting as those meetings are all noted, and they are accompanied by a staff member.

Adjournment:

Meeting adjournment was called by Christiana Sparks at 8:34 PM



Next Meeting October 22nd 6:30 PM in the Middle School Commons.