



PARENT TEACHER ORGANIZATION MINUTES
May 11th, 2026
BFA MIDDLE SCHOOL COMMONS 6:00 PM

President: Christiana Sparks called the meeting to order at 6:32 pm

Quorum was met with 7 of 8 members from the executive team present. Alyssa Gale Freund, Christiana Sparks, Vanessa Wilson, Abby Jensen, Shelly Jonasen, Erin Wiley Andrey Flanigan

1. Thank you: Special recognition was given to outgoing and transitioning team members, including Andrey Flanigan for five years of service, Erin Wiley, Cassie Roberts, Curtis Anderson, Sara Dawson, and Melinda Schmalzer.
2. Special Recognition: Erin Wiley for the 15-Year Celebration, Katie Graham and Erica Reese used uniform sales Alyssa Gale Freund for Room Parent coordination, Shelly Jonasen for PTO elections, Emily Swanson for the Mother Son event, and Lindy and team for Teacher Appreciation efforts.
3. Calendar Updates: Leading into the end of the year, the 8th Grade Dinner, Pirates Cove and Field Day are some of the events to stay aware of.
4. Gmail updates Two Step Verification: Recent change to bfacademy email accounts was made by Ben Franklin IT, and a result of this has been the need to add two step verification, if you have a BFA email address, if you have not already added two step verification, please reach out to get your account unlocked.

Vice President: Andrey Flanigan

Andrey Flanigan shared that parent volunteer hours must be submitted by May 24. A SignUpGenius will be sent out for Pirates Cove, and that families with 60 or more volunteer hours will receive a backpack.

Secretary: Shelly Jonasen

1. Vote Log Review
 - a. Shelly reviewed the votes that have come through since the last PTO meeting and explained some of them to the team as there were high values associated.
2. PTO Elections Results
 - a. Results were read out to the team acknowledging the strengths that each person will be bringing to the table, and how excited we are for them to join.

- b. All Results will be accessible online on the PTO website.

Treasurer: Shannon Reddy

Presented by Christiana

1. Balances
 - a. Spring Social \$3,500
 - i. Paid \$3,300
 - b. Silent Auction with ~\$18,000
 - c. Uniform exchange \$3,000
 - d. Current balances and allocations reviewed.
 - i. Checking: \$86,210
 - ii. Savings: \$27,832

Social Coordinators: Abby Jensen and Vanessa Wilson

1. Social Dinner for the Grads and thank you to our leads and support.
 - a. Qdoba will be served and for a theme of Taco Tuesday
 - b. Students may dress up, and if you are volunteering it is invited for those attending to do so but not required.
2. Emily Swanson ran the Mother Son Spring Social event; the event of Nerf Battles was successful.

Fundraising Coordinator: Erin Wiley

1. 15-year re-cap— Erin Wiley provided a recap of the 15-Year Celebration. The event was very successful, and the students were very happy. The success of the event was credited to the support and coordination of the full team.

Room Parent Coordinator: Alyssa Gale Freund

1. Thank you to Room Parents
 - a. Room parents were appreciated and thanked for all the communications and the support for the parents and the teachers.
2. Room Parent Appreciation Dinner Recap: Was held at Prost, 17 people attended and really good environment.
 - a. Did bring gifts and would like to make sure that all room parents received their gifts so will be leaving them in the office for distribution.
3. RaiseRight: RaiseRight classroom communication was discussed and highlighted the decrease in emails yet results still came in high.

4. Preschool Field Day Update: The Preschool team will be managing the activities, communication and planning, volunteer opportunities will be available.
5. Middle School Room Parent Program—Proposal was approved by Diana, 2 room parents per grade level and they will each be responsible for tow home room classes, will do birthday communications out to the parents in an effort to support the middle school staff.
6. Room Parent Interest for Next Year—Form was sent out already has 50 people interested but will need to fill 63 positions.

Committee Reports

- Spring Social -Mother Son Not here Abby gave the update.
- Spirit Wear—No new report but shared that they have been given the greenlight to add more designs and fonts so keep your eyes open as new gear comes out Gen gave the update.
- RaiseRight: Not here but update provided \$20611.
- Teacher Appreciation—Lindy shared Starbucks provided free coffee to teachers on 4/24 for their in-service day.
 - Thank you to: Christiana, Trish Anderson, Raegan Hedlund, KelleyMarie Paulson, Lauren Flint, and Mrs. Lukasavic.
 - Coffee Truck (Travelin' Tom's) provided on Monday.
 - Cookies from Alyssa's girls scout troop a box for each teacher were provided. Lindy and Erin's troops provided sampler trays.
 - Jason Strong assisted with the delivery of the cookies and delivered shirts out.
 - Dirty pop truck was well appreciated, with little posted notes and a nineties theme and they got to dress up to match the day Special shoutout to Cat Cichon for what she came up with for the flyers.
- Ben's Brigade- Base hallway, will be repainted already did it once, but it is pending final approval, Main Event is next week 12-2 on 5/17 for the final meeting of the year.
- Baking: Not here, and no update
- Rebate: Not here and no update
- Welcoming Committee Not here and no update
- Spirit Rock: Not here and no update
- Spirit Night: This year was a little harder to get something from different events and most recently Skate City was not as successful as hoped. The final Spirit Night of the year will be 5/14 from 4-9.
- Used Uniforms: Not here and no update.
- Bulletin Board: no updates.



- Sponsors: Not here but shared a quick note of gratitude.
- Yearbook: If you get a Yearbook that has a page that is defective don't be alarmed, there are a few reports of pages sticking together. Reach out to the Yearbook Committee, teachers are reaching out that they forgot to order their free books—
 - Students produced yearbooks, our role is to spot check it and recommend changes that would more appropriately make sense. Media Blackout is managed by KelleyMarie, if students are upset that they did not appear in the yearbook it may be due to this.
 - If still interested in buying on they are \$60 via check made out to BFA PTO
- Virtues: Not here and no update
- Birthday No update
- Sweetheart Ball: Starting to think of themes already and looking at January for the timeframe.

Walk on Items:

Suggestions at the end of the meeting were to look at how to do a small Blurb about PTO to incoming parents.

Fundraising procurement, looking for an auction procurement team member, Roles at large, don't have to be role specific but lean in across roles. A Healthy discussion was had around the roles on the PTO and how we may all be able to support cross over opportunities more effectively.

Trent Ongert thanks Christiana for all she's done as PTO president.

Meeting adjourned at 7:26 PTO training will be around August 10th.

Attendance

Name	Role	Present Y/N
Christiana Sparks	BFA PTO President	Y
Andreya Flanigan	Vice-President	Y
Shannon Reddy	Treasurer	N
Shelly Jonasen	Secretary	Y
Erin Wiley	Fundraising Coordinator	Y
Abby Jensen	Social Coordinator	Y
Vanessa Wilson	Social Coordinator	Y
Alyssa Gale Freund	Room Parent Coordinators	Y
Cara Brzezici	Birthday Committee Chair	Y

Dana Smith	Restaurant/Spirit-Night Committee Chair	Y
Lindy Busbee	Teacher Appreciation Committee Chair	Y
Katie Graham	Uniform Consignment Committee Chair	N
Erica Reese	Uniform Consignment Committee Chair	N
Kit Ansay	Virtues Awareness Committee Chair	N
Shayla Rigglin	Yearbook	Y
Lara Chatterton	Yearbook	Y
Sage Felux	Baking Committee Manager	N
Curtis Anderson	Ben's Brigade Co-Committee Manager	N
Brady Golinski	Ben's Brigade Co-Committee Manager	Y
Anna Larson	Bulletin Board Committee Manager	Y
Sara Dawson	Franklin Fest Committee Manager	N
Cat Cichon	Marketing Committee Manager - Flyers	Y
Briauna Smythe	Marketing Committee Manager - Newsletter	N
Anneke DelPiccolo	Rebate Committee Manager	N
Jamie Kroese	Spirit Rock Committee Manager	N
Gen Townsend	Spirit Wear Committee Manager	Y
Cassie Roberts	Sponsor Committee Manager	N
Melinda Schmalzer	Sponsor Committee Manager	N
Emily Swanson	Spring Social Committee Manager	N
Chantel Greske	Sweetheart Ball Committee Manager	Y
Rebecca Mullenix	Teacher Gifting Program Committee Manager	N
Devi Nallappan	Digital Co-Committee Manager-Web Page and Online Store	Y
Kelley Marie Paulson	Digital Co-Committee Manager-Social Media	Y
Raegan Hedlund	Welcoming Committee Manager	N
Trent Ongert	Board Liaison	Y
Teresa Lopez	New Member	
Kelly Ott	New Member	
Tonja Fucile	New Member	
Chelsey Erlanger	New Member	
Mandi Fox	New Member	