

ben franklin academy



13 virtues. one mission.

Ben Franklin Academy
PTO TRAINING MTG AGENDA
Date: 08/05/24 Time: 6:30-8:30pm

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

President: Janelle Nichols

1. Welcome, Introduction, & Icebreaker
2. PTO Meetings -
 - 2nd Wednesday of each month in the BFA Sanders Science Lab
3. Review 2024-25 PTO events calendar
4. Registration and SignUpGenius
5. Procedures :
 - a. School activity request
 - b. Print marketing & Posters
 - c. Newsletter & Social Media electronic marketing
6. Thank and Aid
7. Committee Updates
 - a. BooHoo Yahoo Event

Vice President: Andrey Flanigan

1. PTO Volunteers - please sign up for 2 slots per year
2. Volunteer Appreciation Gifts
3. Position transfers/hand-off

Secretary: Kelly Dees

1. Forms: Conflict of Interest Policy and Communication & Conflict Resolution Policy
2. Agenda item expectations - at least 48 hours before meeting, reminder 7 days prior
3. Vote Log - no outstanding votes

Treasurer: Christiana Sparks

1. Financial Policies & Procedures
2. 2024-2025 Budget Discussion
3. Bank Balances
 - a. Checking Account
 - b. Savings Account
 - c. Total

Social Coordinator: Ewelina Chrzanowski

1. Franklin Fest - planning has begun!

Fundraising: Erin Wiley

1. Movie Night
2. Parking Spots
3. BENefit Bash 2024
4. Committee Reports
 - a. Future Spirit Nights (Dana)
 - b. Spirit Wear (Gen)
 - c. Sponsorships (Cassie)
 - d. Spirit Rock (Lindsay)

Room Parent Coordinator: Amy Marks

1. Changes to the Room Parent Training
2. Room parent training
3. Request for feedback