

ben franklin academy



13 virtues. one mission.

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

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

President: Janelle Nichols

1. Welcome, Introductions, & Icebreaker
(what Olympic sport in which would you to choose to participate)
 - a. Went around the room and introduced ourselves, children and their grades and how long family has attended BFA
2. PTO Meetings -
2nd Wednesday of each month in the BFA Sanders Science Lab
6:30 - 8:30 pm
3. Review 2024-25 PTO events calendar - a working document that keeps changing and will be distributed
4. Registration and SignUpGenius - link to assist with registration/Check-In Days, still looking for assistance
5. Procedures :
 - a. School activity request - to be submitted online via Google Form
 - b. Print marketing & Posters - every attendee given a packet outlining Marketing Policies and Procedures (if needed, please email [PTO Secretary](#) and I can send you a copy)
 - c. Newsletter & Social Media electronic marketing - every attendee given and packet outlining Newsletter & social Media Policies and Procedures (if needed, please email [PTO Secretary](#) and I can send you a copy)
 - d. Meeting Guidelines - every attendee given a packet outlining these guidelines

6. Thank and Aid Day in the Fall - a new suggestion for the coming year
 - a. Students take time in the classroom or at home to make cards for their classroom aids to thank them for all of their hard work!
 - b. In the Spring each class adopt a support staff team member and find ways to thank them during the appreciation period
7. Committee Updates
 - a. BooHoo Yahoo Event
 - b. Baking Committee (Sage) - link for SignUpGenius for BooHoo Yahoo Event (donations of plates, napkins, bagels, etc.) will be sent with meeting minutes and was also included in the school newsletter. Link is [BooHoo Yahoo Event](#)
 - c. Teacher Appreciation (Cara) - breakfast smoothies prepared and will be delivered by 7:30 am, approximately \$569 for teachers return
 - d. Ben's Brigade (Curtis and Trent) - working to outline promotions for the team

Vice President: Andrey Flanigan

1. PTO Volunteers - please sign up for 2 slots per year (check in/registration tables, events, please ask for any further suggestions)
2. Volunteer Appreciation Gifts - will be at Registrations for distribution
3. Position transfers/hand-off - should all be complete at this point if not please reach out and let us know if you have questions regarding your role
4. Volunteer of the Month - TBD

Secretary: Kelly Dees

1. Forms: Conflict of Interest Policy and Communication & Conflict Resolution Policy - must be signed to participate in the PTO, please email me if you need a copy
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
 - a. If money spent, PTO Reimbursement Form to be completed (alcohol purchases cannot be reimbursed)
 - b. Executive Committee Members have credit card and can assist in purchase of items needed for events, PTO objectives

2. 2024-2025 Budget Discussion - almost complete for approval and once approved will be submitted to PTO Members
3. Bank Balances
 - a. Checking Account - \$54,983
 - b. Savings Account - \$27,828
 - c. Total - \$82,811

Social Coordinator: Ewelina Chrzanowski

1. Franklin Fest - planning has begun!
 - a. Food - Parry's on reserve for pizzas, Urban Village for donation of a side if the cookout idea (Monty and Ben's Brigade to assist) does not pan out for hamburgers/hot dogs. It has been suggested to smoke pork shoulder or brisket. If several food items offered then could do less quantities of each.
 - b. Desperate need to recruit volunteers, is there a way to offer an incentive to come and stay for duration of shift?

Fundraising: Erin Wiley

1. Movie Night
 - a. Saturday, August 24
 - b. Will be held outside
 - c. Gates will open at 7pm, movie to begin at sunset
 - d. Will be showing Despicable Me 4
 - e. \$20 per family - movie, waters, juices, popcorn and cookies
 - f. Seeking help from BEN's Brigade
2. Parking Spots - have been placed with names on them from Silent Auction held in Spring of 2024
3. BENefit Bash 2024
 - a. Will be held on March 8, 2025
 - b. Will be held at Cielo in Castle Pines
 - c. Silent and Live Auction Events
 - d. Themes - Black and White Ball, Boots and Bling or Night in Tuscany (voted upon during the meeting)
 - e. PLENTY of volunteer opportunities in preparation for and on event day
4. Committee Reports
 - a. Future Spirit Nights (Dana)
 - i. August 27/28 at Shake Shack, ideally August 28
 - ii. September 14 or October 5 reserve a block of seats at the Colorado Rapids and possibly consider doing with other sports teams throughout the year

- b. Spirit Wear (Gen)
 - i. Initial store opening this week and a second at the end of August
 - ii. Every Friday will be a Spirit Wear designated day for the 2024-2025 school year. The Spirit Wear will be designated and submitted via the school calendar.
 - iii. Suggested that spirit wear pieces (Broncos Wear, etc.) be donated for used uniform sales events
- c. Sponsorships (Cassie)
 - i. Opened early this year in August
 - ii. \$19K in sponsorship dollars raised so far for the 2024-2025 year and 25 sponsors total!
 - iii. Several sponsors from last year have chosen to return and several have chosen to move up a level
 - iv. Early Bird Perk offered this year for additional \$25 - yard signs for the month of August
 - v. Sponsorships will remain open through August 30
 - vi. (2) donations thus far for Franklin Fest
 - vii. Will focus on Teacher Appreciation Week, Franklin Fest, BENefit Bash for sponsor involvement
- d. Spirit Rock (Lindsay)
 - i. SignUpGenius has been created, link will be emailed out and posted on our website and social media
 - ii. Families should pay upon making the reservation

Room Parent Coordinator: Amy Marks

- 1. Changes to the Room Parent Program
 - i. Co-Room Parents - work together to oversee participation in classroom
 - ii. Pre-K will be included in the program
- 2. Room parent training
 - i. Responsibilities will outlined and presented and turned over to the Room Parents
 - ii. Will be held on August 25 at 3pm and August 27 (will be rescheduled as Back to School Night) at 4:30 pm (one in person and one via ZOOM)
 - iii. Remaining spots needed will be posted on the Friends of Ben page in the coming days

Next Meeting Scheduled for: September 11 at 6:30 pm

