

Ben Franklin Elementary PTO

September 2019 Meeting Minutes

WHEN: Wednesday, September 25, 2019

WHERE: BF Library **Facilitator(s):** Kim Naughton

PTO BOARD: Kim Naughton, Dina Calu, Carrie Spiteri, Lauren Berger, Stacy Donohue, and Megan Coopersmith

ATTENDEES: Principal Jay Billy, PTO Board, Ben Franklin Parents and Guardians

START TIME: 7:10 **END TIME:** 7:56

Topic and Spokesperson	Discussion Points
Introductions Kim Naughton	Everyone introduced themselves and the grade and teacher of their child
Principal Update Mr. Billy	<p>Been a busy week at Ben Franklin- An author visited today and a magician is coming tomorrow! Thanked the PTO for all the fun events during the summer and the beginning of the school year.</p> <p>Second Step: Mrs Rutt introducing the Second Step Program at the school. It is a program rooted in social-emotional learning. Ben Franklin Elementary likes to promote kindness and this program encourages that type of behavior and helps a child learn how to control their behavior. All the classes will be using this program.</p>
PTO President's Update Kim Naughton	<p>What the PTO does and why we raise money?</p> <ul style="list-style-type: none"> -The Ben Franklin PTO is a non-profit organization that works with the school to raise funds for field trips, buses for field trips, school supplies, and events. These funds supplement the school's budget. -Last year, the BFPTO spent over \$19,000 on the school for experiences, field trips, buses, and supplies. -So many flyers are sent home because the PTO is trying to do a lot of events so there is something for everyone! PTO is sorry for all the flyers, but it is needed to advertise all the events to help raise money for the school. -Please consider volunteering. PTO always needs help working events. Volunteering for the day of the event is usually only an hour or two. -Please come to PTO meetings-great way to be in the know with what is going on. Always feel free to ask questions at meetings. Meetings are usually only 45-60 minutes because families are busy and everyone needs to get home for bedtime routines. -Follow us on Facebook and Twitter to stay connected and informed
Recaps Respective Chairs	<p>Ice Cream Social</p> <ul style="list-style-type: none"> -Huge turnout! 387 people came. \$383.08 profit

<p style="text-align: center;">Recaps continued</p> <p>Respective Chairs</p>	<p>Cash Bingo -Decent turnout-people who went enjoyed it. A lot of sports events fell on the same day so people couldn't attend. Thinking of doing the event again on January 31st when it is cold outside and people's schedules are not so filled with other activities.</p> <p>Captain Paul's -Dine to Donate. This means a portion of your order goes towards BFPTO. -\$75 raised -Mr- Billy encourages people to come visit Captain Paul's because they give back to the school so much and the owner is very generous. Dine to Donate actually only made \$52, but Paul bumped it up to \$75 for the PTO.</p>
<p style="text-align: center;">Upcoming Events</p> <p>Respective Chairs</p>	<p>Amerikick- Sept 28th -40 kids signed up so far which is \$200 for the PTO -Parents at the meeting still asking if they can sign their kids up. Yes, they can but must be done quickly because Sensei Vince needs final headcount on Friday morning.</p> <p>Fall Fest –October 5th from 10-2pm -One of PTO's biggest events of the year -Many vendors will be there selling things-including the doll clothes lady that sold American Girl clothing! (a hit in past years) -There will be free activities, as well as activities that require payment. -Touch a Truck, "squishee Lady", raffles, pumpkin decorating, family kickball, family wiffleball, mum sale, Gingered Peach selling food, 4 face painters and glitter tattooing available for purchase, pony rides for purchase -Funkin Contest: A "funkin" is a fake pumpkin. Classes can get a funkun and decorate it and then auction it off at the Fall Fest. The highest price funkun wins! The winning class gets a cider and donuts party and the teacher gets a gift card.</p> <p>Fall Clubs – Yoga, Mad Science, Golf, Tennis -Start: week of October 15th -Flyers sent home for Mad Science-NASA, TGA, and Yoga was posted on Facebook. A second Mad Science class will have a flyer sent home soon. -Kids can sign up for multiple clubs since they meet on different days. -Need parent volunteers for fall clubs. If a parent volunteers, their child gets to do the club for free! BF Parents volunteered during the meeting for several of the clubs. Tennis and Golf still need volunteer parents.</p> <p>Trunk or Treat – Saturday, October 26th -Free event for families. -Flyers going home around Tuesday next week advertising the event. Families interested in decorating their car trunk need to sign up by emailing Dina Calu. They need to arrive prior to event to set up car and bring candy and a substitute for kids with allergies.</p>

<p>Upcoming Events continued</p> <p>Respective Chairs</p>	<p>Charleston Wrap fundraiser</p> <ul style="list-style-type: none"> -Yankee candle will be done in springtime-in time for Mother's Day and Teacher Appreciation. -Charleston Wrap offers wrapping paper, stuff for kitchen, bags and more. -This is another way families can help the PTO by selling these products. -BFPTO gets 40% of the sales!
<p>Updates</p> <p>Respective Chairs</p>	<p>Coin Wars – ended 9/24</p> <ul style="list-style-type: none"> -Parents asked to extend it until Friday. Megan Coopersmith will post on Facebook after the meeting that it has been extended. -The winning grade level will get pajama day with popsicles -Feel free to send in bills too-not just coins -To keep things fresh, PTO is not doing Winter Blast this year and instead incorporated new events like Cash Bingo and Coin Wars. -100% of money collected goes back to BFPTO!! When children take field trips, the PTO asks families to send \$5 for the field trip. The cost of admission and busing for the field trips costs much more than \$5/student. The \$5 cost families pay simply helps supplement the high cost to fund field trips. Busing for field trips alone costs PTO \$4,000 a year. <p>Coupon books – ended today- 9/25</p> <ul style="list-style-type: none"> -Cost is \$25 and PTO gets \$12.50 back from it -If you don't want to do the fundraiser and don't want to buy the book, that's ok! Just please send the book back into school so PTO does not get charged for it. <p>Directory</p> <ul style="list-style-type: none"> -\$1,110 in sales. Membership Toolkit cost about \$400 so deduct that from sales. -If you would like to have your email unpublished in the school directory, but also receive PTO emails and newsletters, you will need to log in to Membership Toolkit and adjust privacy settings: <ul style="list-style-type: none"> Please log in or create an account either through the Membership Toolkit app or by visiting https://bfpto.membershiptoolkit.com. Go to "Directory Publish Preferences" and uncheck your email address. Doing this will keep your email address off of the school directory while also enabling you to continue to receive emails from the PTO. -If you purchased a membership and you have already set up your account with Membership Toolkit, you are ready to start using the directory. If you have not yet created an account, you will need to in order to get access. Once you have an account, you can then log in to view it. Please follow the instructions below to create an account: <ul style="list-style-type: none"> ● Go to https://bfpto.membershiptoolkit.com/home. ● Click on the Register/Login button.

**Updates
continued**

Respective Chairs

- If you already have an account with another organization that uses Membership Toolkit you can use the same email and password to login. You can then proceed to the numbered steps below.
- Select "Create Account" and fill in the name, email, and password information.
- Click "verify my email" and then check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, log back in and finish the registration process.

1. Complete the Parent/Family and Student Information.
2. Complete the Directory/Publish Preferences.
3. Once these forms are complete, you will be presented with forms for all of your Back-to-School needs in one convenient place!

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account

Clothing Drive – until 10/31

1,034 pounds of clothes
\$175.78 money raised so far

Coca Cola Give

- On many Coke products, there is a code that can be entered to raise money for the school. Go to Coca Cola Give online, find school and enter the code to raise money
- Flyers coming home next week
- Can also download the app, sign up and scan with your phone.
- Can also send into the school the actual coke bottle caps that have the codes and Donna Erichsen, the chair of this fundraiser, will enter them herself.

Box Tops

- going digital
- There is an app that allows you to scan grocery receipts-only have 14 days to scan it
 - can clip box tops and send in with your child or drop off in box at main office
 - \$632 raised from Box Tops last year from one collection.Box Tops does two collections each school year.

Miscellaneous

-unrelated to PTO and Ben Franklin news: Dina Calu getting her masters and is writing about working moms work-life balance. Working moms at the PTO meeting agreed to fill out a short survey to help her collect data.

Treasurer's Report: August 2019 through September 25,2019

Expenses:

Go Fund Me on behalf of Joel - \$250
Joe Romano - magician assembly 9/26 -\$750.00
Lawrence Township Board of Education- field trip/bus transportation - \$4,000.00
Laminate - \$166.32
Labels/envelopes - \$68.43
PTO charity registration(taxes fee) - \$60
Crown Trophy- true blue award plaque - \$15
Popsicles on playground - \$16.74
Teacher –stock fridge - \$111.60
Teacher breakfast - \$124.09
Etsy-vinyl bathroom decals (15) - \$309.52
Directory –Membership toolkit - \$398
Donna Delgado-office supplies - \$31.92
Website hosting (Godaddy) - \$12.00
Ice Cream Social supplies - \$336.64 (payable to the chair, Christina Botti)
Cash Bingo supplies & permit - \$1842.52
Jennifer Skorupa - \$49.03 (superhero cape supplies)

Total Expenses for August 2019 through September 25, 2019: \$8,541.81

Deposits:

Spirit Wear Sales (from Meet and Greet/Back to School Night) - \$367
Amazonsmile - \$6.06
Captain Paul's (Dine to Donate) - \$75
Ice Cream Social - \$741
Cash Bingo - \$2118.40

**Treasurer's
Report**

Stacy Donohue

<p>Treasurer's Report continued</p> <p>Stacy Donohue</p>	<p>Directory - \$912.24</p> <p>Amerikick - \$170</p> <p style="text-align: center;">Total Deposits for August 2019 through September 25, 2019: \$4,389.70</p>
<p>Questions or Comments</p> <p>All</p>	<p>-Homeroom Coordinator and Homeroom Helpers will get email tomorrow. Homeroom Coordinators should send an email to the teacher to ask what supportive role he/she would like.</p> <p>-Homeroom Coordinators organize class gifts, create signups for class/party supplies, and plan events throughout the year for Ben Franklin birthday, Teacher Appreciation, holidays etc</p> <p>-If a parent signed up to volunteer on the paper sent home at the beginning of the year with all the list of PTO events, they can expect to receive an email from the chair of the committee about 4-6 weeks prior to the event. Email Dina Calu at dcalu@comcast.net with any issues or if you want to sign up to help with an event. Help is always appreciated!</p> <p>-Any ideas for a fundraiser? wanna chair a fundraiser? just let us know! Email Dina.</p>
<p>Next Meeting</p>	<p>Wednesday, October 23rd @7pm</p>