

Ben Franklin Elementary PTO

April 2023 Meeting Minutes

WHEN: Tuesday, April 11, 2023

WHERE: In person and Zoom **Facilitator(s):** Bonne Giglio

PTO BOARD: Bonne Giglio, Petra Crevier, Rachelle Picarello, Nicole Bottrel, Kristen Paladino, and Megan Coopersmith

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

START TIME: 7:05 pm **END TIME:** 7:53pm

Topic and Spokesperson	Discussion Points
Introductions Bonne Giglio	-Bonne Giglio-PTO President, Petra Crevier-VP1, Rachelle Picarello-VP2, Megan Coopersmith-Recording Secretary, -Nicole Bottrel-Corresponding Secretary, and Kristen Paladino-Treasurer (Nicole Bottrel absent from the meeting)
PTO President's Update Bonne Giglio	Just got back from Spring Break and will go through a detailed list of all the activities coming up later in the meeting
Principal Update Mr. Billy	We have 49 days left of school 3rd grade testing is May 8-12 (testing in the morning and regular school day in afternoon) There will be 2 days of Language (75 minutes each) and 3 days of Math (60 minutes each). Makeup testings can be the following week or in the afternoons The testing is called New Jersey SLA Kids that choose not to take the testing will move into a different classroom and do individual work It is not a required test and families can opt out School schedule changes those days for all kids since it involves a lot of moving around Ms. Skorupa is organizing Earth Day activities that are being sponsored by the PTO The Earth Day activities will be held an hour in the morning on Friday, April 21 June 5th is the Kindergarten orientation for incoming Kindergarten students and families at 3:30pm. PTO will be coming to the event and selling spirit wear to the incoming families.

<p>Principal Update cont.</p> <p>Mr. Billy</p>	<p>Teach Like a Pirate Day was postponed due to not getting enough parents/guardians signing up to run an activity. Mr. Billy is looking into picking a new day and if he can schedule it on a different day, he will reach out again to try to get families to sign up.</p>
<p>Treasurer's Report</p> <p>Kristen Paladino</p>	<p>Please scroll to the end of the Meeting Minutes for Kristen's Treasurer's Report</p>
<p>Committee Reports</p> <p>Event chairs</p>	<p><u>Dine to Donate</u> Petra spoke Taco Landia went well and there was the BF Special Platter. We made about \$95 The next dine to donate is April 26 & 27 at Limoncello's</p> <p><u>Household Clothing Drive</u> Petra spoke It's happening now! Send in your old clothes, household items, etc! If you have very heavy items, reach out to us at bfptorocks@gmail.com and we will coordinate how to get it to the location in West Windsor We will be sending out a signup genius to ask for help hauling all the bags from the school into the truck when it comes for pickup on May 2nd See flyer</p> <p><u>Book Fair</u> Kristen spoke Book Fair starts in one week Sales will be Wednesday, Thursday, Friday, and late night on Thursday and a Saturday event. We still need volunteers to help at Book Fair, especially for the Saturday event. View signup to help</p> <p><u>3rd Grade Committee</u> Kristen spoke Made about \$380 for Pay-jama Day fundraiser 3rd Grade Committee fundraised about \$1,050 through its 3 fundraisers so together with the PTO contributing \$500 towards the party, we will have \$1500 budget for the 3rd grade party Ilana is working on the yearbook</p>

<p>Committee Reports (cont.)</p> <p>Event chairs</p>	<p><u>Spirit Wear</u> Rachelle spoke Orders were sent to Aztec which is the company we use to make the shirts. There was an error by Aztec that delayed our order, but they are trying to still get it done by the end of this week We hope to get orders in backpacks by early next week. The teddy bears take longer so they will be coming later. We will need to distribute them separately.</p> <p><u>Carnival</u> Megan spoke Carnival is on May 21 from 1-4pm We will have a juggling show, sand art, a lot of carnival games like skee ball, prizes for the games, snacks for sale, and a ton of raffle baskets to try to win (over 40 raffle items!!) A signup genius will be going out closer to the event to get volunteers to help at the Carnival. We will need people to oversee the games, help with sand art, and oversee the prize table. This is a big event and will need a lot of volunteers to make it work. See flyer</p> <p><u>Teacher Appreciation Lunch for 3rd Grade Families</u> Nicole spoke We still need a lot of items on the signup. If you are a 3rd grade family, please view the signup and consider sending in an item or making a monetary donation to help purchase items for the lunch.</p> <p><u>Teacher Appreciation Week</u> Rachelle spoke Teacher Appreciation Week is the first week of May and the PTO is planning activities for all the teachers and staff that week. However, each class may wish to do their own thing for their specific teacher as well. Rachelle will be reaching out to the Homeroom Coordinators to let them know to consider collecting money for a gift or doing something else for the teacher from the class. See flyer for PTO sponsored Teacher Appreciation Week for all of the teachers and staff</p>
<p>New Business</p> <p>Event chairs</p>	<p><u>Nominations for Open Board Positions</u> Bonne spoke There will be open Board positions for the 2023-2024 school year. We are taking nominations at this meeting and a vote will be done at the May 15th meeting. Nominations close at the end of the April meeting</p> <p>BF PTO bylaws can be found on our website. Bonne read the guidelines to be eligible to be Board member on the PTO: For a candidate to be eligible for an Executive Officer position, prior to nomination all of the following requirements must be satisfied in the current</p>

school year: (1) attended at least 50% of the PTO meetings, and (2) volunteered for PTO activities.

Officers shall be elected by a majority vote by PTO members at the last monthly PTO meeting of the school year and shall assume office at the end of the school year.

The term of office shall be 2 years with a maximum of 3 consecutive terms held in the same position. An election is required for each officer at the end of each term.

Nomination and election - Prior to the April nomination meeting, the President will announce the potential open Executive Board positions for the next school year. Nominations for Executive Officer positions will be accepted beginning 10 days prior to the April PTO meeting. Nominations will be accepted by email to the Recording Secretary or in person at the April PTO meeting.

Nominations will close at the end of the April PTO meeting. At the May meeting, the President shall present all candidates running for each office and an election will then take place for any position with more than one candidate.

The candidate with the majority vote takes office. In the event of a tie, a revote will be held unless a candidate concedes.

A majority vote of those qualified to vote and voting shall constitute election.

Absentee or proxy voting shall not be permitted.

**New Business
(cont.)**

Event chairs

President: Bonne will be leaving this school at the end of this year so the President position is open for the 2023-2024 school year

VP 1: Petra officially would like to continue her first term in her position

VP2: Rachelle officially would like to continue her first term in her position

Corresponding Secretary- Nicole would like to run for a second term for her position

Recording Secretary- Megan does not want to continue in her position

Bonne is nominating Nicole for a second term as Corresponding Secretary

Rachelle seconded

Nicole is nominated for a second term of Corresponding Secretary

Megan is nominating Ilana Hernandez for the Recording Secretary position

Petra seconded

Ilana is nominated for Recording Secretary

Kristen is nominating Megan Coopersmith for the President position

Nicole seconded

Megan is nominated for President

Voting will occur on May 15 for these open board positions

	<p><u>Screen Free Week</u> Kristen spoke Screen Free Week activities for students and families will be on May 1-5 -Monday, May 1: We are partnering with Mercer County Library. A craft and scavenger hunt will be done at the Library and we will do a library card drive -Tuesday, May 2: annual rock painting at the school -Wednesday, May 3: author coming to BF to talk about her book and creativity in general -Thursday, May 4: Minute to Win It- family style games at BF -Friday, May 5: school and sweat will be involved. still working out the details so keep an eye out for the Screen Free flyer with all the details for each day's events</p>
<p>Questions or Comments</p> <p>All</p>	<p>None</p>
<p>Announcements</p> <p>Bonne Giglio</p>	<p>-next PTO meeting is May 15 at 7pm</p>
<p>Adjournment</p>	<p>Thank you all for coming! Stay connected with us: Ben Franklin PTO Facebook: https://www.facebook.com/BFLawrNj Ben Franklin PTO Twitter: @bfpto Ben Franklin PTO website: http://bfpto.org/</p>

April Treasurer's Report by Kristen Paladino:

<p style="text-align: center;">4/11 Meeting Summary</p> <p>1. Spring Teacher Club Income: \$15,943.55 (includes refunds for cancelled club, totalling \$512.50). Collected \$2041.21 for Spirit Wear (\$42 for Fall, remainder for Spring; less \$4.81 for Clover Expenses).</p> <p>2. Paid final payments for K/PK, 2nd and 3rd Grade Field Trips: \$2551; paid \$36.11 for Teacher Request (LaFlamme)</p> <p>3. Expenses Paid for Events/Fundraisers totalling \$343.98 (see Event Summary for Breakdown). \$42.34 for Website Domain.</p> <p>4. Color Run Income: \$3236.74 (includes Enrollments + Teacher Raffles) plus \$92.50 for 50/50.</p> <p>5. \$100 in Dine to Donate, \$96 from Amerikick (see Event Summary for Totals); \$368.50 added to 3rd Grade</p>

Teacher Appreciation Monthly		
September	\$ 106.63	Back to School Gift
October	\$ 46.65	Mr. Billy
November	\$ 81.86	Vet's Day Breakfast + Honey BEE
December	-	
January	-	
February	\$ 105.74	Tissues, Birthday Kits & Cookies for Vday
March		
April		
May		
June		
Total	\$ 340.88	
Budget	\$ 1,000.00	
Remaining	\$ 659.12	

Ben Franklin PTO 2022-2023

*updated 4/10/23

Budget Categories

Income Categories	2021-2022	Recommended	Actual 2022-2023	Dif
Box Tops	\$ -	\$ -	\$ 133.29	\$ 133.29
Cash Donations	\$ 3,500.00	\$ 3,200.00	\$ 3,182.26	\$ (17.74)
Coin Wars Income	\$ 1,400.00	\$ 1,226.75	\$ 1,226.75	\$ -
Color Run Income	\$ 2,000.00	\$ 2,000.00	\$ 3,236.74	\$ 1,236.74
Dine to Donate Income	\$ 1,100.00	\$ 1,500.00	\$ 1,291.58	\$ (208.42)
End of Year Carnival Income	\$ -	\$ 3,000.00	\$ -	\$ (3,000.00)
Fundraising Activity Income	\$ 300.00	\$ 2,400.00	\$ 2,251.96	\$ (148.04)
Grade Level Teacher Appreciation Luncheon	\$ 3,000.00		\$ -	\$ -
Insurance Refund/Reimbursements			\$ 1,590.20	\$ 1,590.20
Fall Fest Income		\$ 1,454.50	\$ 1,454.50	\$ -
Field Trip Offset Income			\$ -	\$ -
Income Category 20			\$ -	\$ -
Other Income	\$ 1,500.00	\$ 200.00	\$ 204.42	\$ 4.42
Raffle/Gaming Income	\$ 350.00	\$ 250.00	\$ 244.50	\$ (5.50)
Scholastic Book Fair Income	\$ 6,500.00	\$ 6,500.00	\$ 4,065.06	\$ (2,434.94)
Spirit Wear Income	\$ 4,300.00	\$ 10,000.00	\$ 9,463.26	\$ (536.74)
Teacher Clubs Income	\$ 12,000.00	\$ 30,000.00	\$ 37,247.30	\$ 7,247.30
Third Grade Party Fundraising	\$ 2,000.00	\$ 1,000.00	\$ 1,081.63	\$ 81.63
Trenton Thunder Income		\$ 2,200.00	\$ -	\$ (2,200.00)
Expense Categories	2021-2022	Recommended	Actual 2022-2023	Dif
Assemblies		\$ 1,000.00	\$ 590.00	\$ 410.00
Cash Donations - Fees			\$ 35.23	\$ (35.23)
Coin Wars Expenses		\$ 46.77	\$ 46.77	\$ -
Color Run Expenses	\$ 904.00	\$ 900.00	\$ 704.34	\$ 195.66
Day of Service	\$ 500.00	\$ -	\$ -	\$ -
End of Year Carnival Expenses	\$ 3,000.00	\$ 3,000.00	\$ 511.23	\$ 2,488.77
Fall Fest Expenses	\$ 500.00	\$ 1,175.39	\$ 1,175.39	\$ -
Field Trips	\$ -	\$ 7,500.00	\$ 3,056.00	\$ 4,444.00
Fundraising Activity Expenses		\$ 700.00	\$ 506.20	\$ 193.80
Grade Level Teacher Appreciation Luncheon Expenses			\$ -	\$ -
Insurance Expenses	\$ 499.00	\$ 2,000.00	\$ 2,082.83	\$ (62.83)
Misc Family School Activities	\$ 200.00	\$ 355.30	\$ 355.30	\$ -
Misc In-School Activities Expenses			\$ 26.60	\$ (26.60)
Operating Expenses		\$ 500.00	\$ 553.22	\$ (53.22)
Other Expenses			\$ 459.22	\$ (459.22)
Postage & Postage			\$ -	\$ -
Raffle/Gaming Expenses			\$ -	\$ -
Scholastic Book Fair Expenses	\$ 7,000.00	\$ 5,000.00	\$ 4,396.64	\$ 603.36
Screen Free Week Expenses	\$ 500.00	\$ 500.00	\$ 74.42	\$ 425.58
Spirit Wear Expense	\$ 1,500.00	\$ 10,500.00	\$ 6,514.77	\$ 3,985.23
Teacher Appreciation Activity	\$ 4,550.00	\$ 3,100.00	\$ 997.89	\$ 2,102.11
Teacher Appreciation Lunch	\$ 5,000.00		\$ -	\$ -
Teacher Club Expenses	\$ 7,459.00	\$ 18,500.00	\$ 12,650.62	\$ 5,849.38
Teacher Request Fund	\$ 1,512.00	\$ 1,500.00	\$ 833.49	\$ 666.51
Third Grade End of Year	\$ 4,630.00	\$ 5,081.63	\$ -	\$ 5,081.63
Treasurer Expenses			\$ -	\$ -
Trenton Thunder Expenses		\$ 1,400.00	\$ 700.00	\$ 700.00
Trunk or Treat	\$ 250.00	\$ 103.29	\$ 103.29	\$ -
Volunteer Appreciation		\$ 250.00	\$ -	\$ 250.00
Winter Event	\$ 750.00	\$ 663.26	\$ 663.26	\$ -
Income Total	\$ 37,950.00	\$ 64,931.25	\$ 66,673.45	\$ 1,742.20
Expenses Total	\$ 38,754.00	\$ 63,775.64	\$ 37,036.71	\$ 26,738.93
NET	\$ (804.00)	\$ 1,155.61	\$ 29,636.74	\$ (24,996.73)

