

Ben Franklin Elementary PTO

October 2023 Meeting Minutes

WHEN: Monday, October 16, 2023

WHERE: BF Library **Facilitator(s):** Megan Coopersmith

PTO BOARD: Megan Coopersmith, Petra Crevier, Rachelle Picarello, Nicole Bottrel (virtual), Ilana Hernandez, and Kristen Paladino

ATTENDEES: Principal Geoff Hewitt, PTO Board, Ben Franklin Parents and Guardians

START TIME: 7:04pm **END TIME:** 7:49pm

Topic and Spokesperson	Discussion Points
<p>Introductions</p> <p style="text-align: center;">Megan Coopersmith</p>	<ul style="list-style-type: none"> - Board introduced themselves: Megan Coopersmith - PTO President, Petra Crevier - 1st VP, Rachelle Picarello - 2nd VP, Nicole Bottrel - Corresponding Secretary, Ilana Hernandez - Recording Secretary, Kristen Paladino - Treasurer
<p>Principal Update</p> <p style="text-align: center;">Mr. Hewitt</p>	<ul style="list-style-type: none"> - Mr. Hewitt thanked the PTO for Coin Wars. The third graders won a pajama day with popsicles and an extra recess, which took place last week. The event was a success and the third graders were super happy. - The Halloween parade will start at 2:15pm on Tues., Oct. 31. It'll take place at the BF bus loop. The parade will be a bit different from past years as the 3rd grade will lead the parade. Mr. Hewitt is hoping to include Pre-K in the parade as previously the parade only featured grades K to 3. There will be time for parents to take pictures afterwards. Students can be dismissed to their parents at the end of the parade. - Halloween celebrations in the classrooms will take place before the parade. The school day will operate on an early dismissal day schedule so that students can attend all classes. In-class celebrations and costume changes will take place around 1:05/1:15pm. These celebrations will only include teachers and students unless teachers request assistance from parents. More information from individual teachers. - November is a busy month. There are lots of early dismissal days due to parent/teacher conferences and Thanksgiving. Students will be dismissed at 1:15pm on early dismissal days. Parents are urged to arrange for childcare if needed. - Parent/teacher evening conferences will take place on Thurs., Nov. 16. Afternoon conferences will take place from Nov. 17 to 21 (early dismissal days).

<p>PTO President Update</p> <p>Megan Coopersmith</p>	<ul style="list-style-type: none"> - Megan Coopersmith reviewed the purpose of the PTO. The BF PTO is responsible for throwing events, raising money for the school, and making purchases that the school budget cannot cover. Each year the PTO spends an average of \$25k on assemblies, bussing, books for students, insurance, etc. All PTO board members are unpaid volunteers. - Within the past month, the PTO has purchased two items that the school needed to be replaced: entry mat (\$1700) and trout chiller (\$780).
<p>Recaps</p> <p>Respective Chairs</p>	<p><u>Dine to Donate</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - The Dine to Donate for the month of September took place at Candela Brothers on Tues., Sept. 26. - Many families participated in this event and ate alongside one another at the restaurant. Dine to Donate events provide opportunities for people to run into each other and form community outside of the school building. - Candela Brothers donated \$242 to the PTO; this was 20% of the proceeds. <p><u>Coin Wars</u></p> <ul style="list-style-type: none"> - Nicole Bottrel spoke. - Took place from Sept. 18 to Oct. 6 - Thanks to BF families who participated and made this a fun competition for students! - 3rd grade won and enjoyed a pajama day with extra recess and popsicles. - The PTO raised over \$1600. <p><u>Ice Cream Social</u></p> <ul style="list-style-type: none"> - Kristen Paladino spoke. - Took place on Wed., Sept. 27 - Super fun free event. Many families showed up and enjoyed ice cream/water ice. <p><u>Fall Fest</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Took place on Sun., Oct. 15 - The weather was fantastic and there was a great turnout. Kids had fun playing games, winning tickets and getting prizes. The magician did a magic show and bubble show. There was also lots of cotton candy and raffles. - Raffle basket winners were announced at the event. Mr. Hewitt pulled the winners. <p>Raffle winners are listed below:</p> <ul style="list-style-type: none"> - 50/50 - Todd Dellinger - Baking Basket - Taisha Alvarez - Free Entrees - Taisha Alvarez - Candy Basket - Shayla/Ford Coopersmith - Science Basket - Taisha Alvarez

	<ul style="list-style-type: none"> - Kendra Scott prize - Ava Deleo - Bark Box - Jessica Deak - Restaurant prize - Dani Kane - Mini Brands Basket - Joseph Cooper - Owl Crate - Sang Nguyen - Soccer Ball/Preschool Basket - Jen Baldassari <p>- BF students were invited to play Guess the Candy Corns for an opportunity to win a prize. There were 479 candy corns in the jar. Willa Kulkarni won with the closest guess of 468 candy corns.</p>
<p>Upcoming Events</p> <p>Respective Chairs</p>	<p><u>Dine to Donate</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - This month the event will take place at La Taqueria on Oct. 17 & 18. - Flyers were sent home. For this event, families must bring the flyer with them as they get attached to checks for La Taqueria to keep track. - 20% of all proceeds will be donated to the school. <p><u>Trunk or Treat</u></p> <ul style="list-style-type: none"> - Nicole Bottrel spoke. - This event is taking place on Fri., Oct. 27 at 6:30pm in the BF parking lot. - Thus far, 19 trunks have signed up. - This is a free event for BF families and siblings. Kids can go trick or treating around the parking lot. - There will also be a freeze dance competition inside at 7:30pm. A winner for each grade will be announced. - Rain date will be for Sat., Oct. 28. <p><u>Warm Clothing Drive</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - Will begin early/mid Nov. Official start date to be determined. - Homefront will be giving donation bins and will do the pick up as bins fill. More details to follow. <p><u>Teacher Appreciation Meal Sponsored by Pre-K/K</u></p> <ul style="list-style-type: none"> - Ilana Hernandez spoke. - As a way to demonstrate appreciation to all BF teachers and staff, meals are provided four times a year. Each time a meal is sponsored by a grade, where families from that grade are solicited to provide contributions of food, drinks or money. - The first teacher appreciation meal is to be sponsored by Pre-K and Kindergarten families. It will be Thanksgiving themed - Will take place on Thurs., Nov. 16 to line up with evening conferences. - Signup Genius will be sent out to Pre-Kindergarten and Kindergarten families by the end of the month.

	<p><u>Fall Book Fair</u></p> <ul style="list-style-type: none"> - Kristen Paladino spoke. - Fall Book Fair will take place from Nov. 16 to 21 during school time and conferences when parents are in the building. - Preview Day is Wed., Nov. 15. Students are provided the opportunity to look at the books and write the ones they'd like to purchase on their wishlist. Adults will be present to help kids write down the books and cost. - Friends and Family event will take place on Sat., Nov. 18 from 11am to 1pm. This provides an opportunity for friends and family of BF students to visit the Book Fair. - This year Hanukkah books will be included in the sale. There will be a new release of a book in the Diary of a Wimpy Kid series as well as pre-sales for the new Cat Kid book. <p><u>Mini Turkey Trot Fun Run</u></p> <ul style="list-style-type: none"> - Rachelle Picarello spoke. - Event will take place on Sat., Nov. 18 at 10am. - In the past, the BF annual fun run has been at LHS in the spring; this year the PTO decided to bring it back to BF in the fall as an unofficial Turkey Trot. - This event will be taking place in conjunction with the Friends and Family Book Fair event. Participants and families are encouraged to go inside for free hot drinks and food. - All participants will get medals. - Teacher experience raffles will also take place during this event. This is a once a year opportunity! - Volunteers are needed. Flyers with more information to be sent home soon.
<p>Updates</p> <p>Respective Chairs</p>	<p><u>Volunteer Request for Help</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - PTO is in need of more volunteers. - Any type of volunteering that parents are comfortable with is appreciated. PTO is also receptive to anyone interested in volunteering their special talents or skills. - Online link is posted on social media and in the newsletter - Any questions can be forwarded to bfpto@gmail.com or Petra Crevier <p><u>Teacher Clubs</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Fall teacher clubs are going well. Kids are excited to attend their clubs. Teachers are happy to host their clubs. - Teachers get paid for their time. Of the \$55 club fee, \$30 goes to the teacher. The remaining money goes to purchasing supplies for the clubs. - Megan is reaching out to teachers who would like to host winter clubs. <p><u>Spirit Wear</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Has been ordered and presently in production, which takes approx. 2 to 3 weeks. - Once received, orders will be distributed to classrooms and brought home in backpacks.

<p style="text-align: center;">Treasurer's Report</p> <p>Kristen Paladino</p>	<p style="text-align: center;">*Please scroll to the end of the Meeting Minutes for Kristen's Treasurer's Report</p>
<p style="text-align: center;">Questions or Comments</p> <p style="text-align: center;">All</p>	<p>Q: Where can I find the break-down of the PTO budget?</p> <p>A: The updated detailed budget of the PTO can be found in meeting minutes on the BF PTO website.</p>
<p style="text-align: center;">Next Meeting</p>	<p style="text-align: center;">Monday, Nov. 13 at 7pm - in person & on Zoom</p>

10/9/23 Meeting Summary

1. Teacher Club Income \$9,210 and Spirit Wear \$2,455

2. Cash Donations \$810 (total \$2,060) and Coin Wars Deposit (so far) \$861

3. Fall Fest Expenses \$692; Ice Cream Social \$249; \$30 for Trunk or Treat; \$68 for Holiday Shop

4. Ordered Entry Mat \$1685 and bought Trout Chiller (\$779)

BF PTO 2023-2024

Budget Categories

Income Categories	22-23 Actual	23-24 Recomme	Actual 2023-2024	Dif
Cash Donations	\$ 3,222.26	\$ 3,000.00	\$ 2,060.00	\$ (940.00)
Coin Wars Income	\$ 1,226.75	\$ 1,000.00	\$ 861.46	\$ (138.54)
Color Run Income	\$ 3,246.30	\$ 2,000.00	\$ -	\$ (2,000.00)
Dine to Donate Income	\$ 1,750.58	\$ 1,500.00	\$ -	\$ (1,500.00)
End of Year Carnival Income	\$ 5,054.00	\$ 4,500.00	\$ -	\$ (4,500.00)
Fall Fest Income	\$ 1,454.50	\$ 1,250.00	\$ -	\$ (1,250.00)
Field Trip Offset Income	\$ 1,587.00	\$ 1,500.00	\$ -	\$ (1,500.00)
Fundraising Activity Income	\$ 3,629.61	\$ 2,600.00	\$ -	\$ (2,600.00)
Insurance Refund/Reimbursements	\$ 1,590.20		\$ -	\$ -
No-Cost Fundraisers	\$ 143.49	\$ 150.00	\$ -	\$ (150.00)
Other Income	\$ 440.05	\$ -	\$ 125.35	\$ 125.35
Raffle/Gaming Income	\$ 351.50	\$ 300.00	\$ -	\$ (300.00)
Scholastic Book Fair Income	\$ 8,869.06	\$ 8,800.00	\$ -	\$ (8,800.00)
Spirit Wear Income	\$ 9,643.41	\$ 9,000.00	\$ 3,169.10	\$ (5,830.90)
Teacher Clubs Income	\$ 36,808.55	\$ 30,000.00	\$ 9,210.00	\$ (20,790.00)
Third Grade Party Fundraising	\$ 1,074.11	\$ 1,000.00	\$ -	\$ (1,000.00)
Trenton Thunder Income	\$ 2,895.00	\$ 2,750.00	\$ -	\$ (2,750.00)
Winter Event Income		\$ 200.00	\$ -	\$ -

Expense Categories	Actual 2022-2023	Recommended	Actual 2023-2024	Dif
Assemblies	\$ 590.00	\$ 2,000.00	\$ -	\$ 2,000.00
Bank Fees		\$ 160.00	\$ 55.27	
Coin Wars Expenses	\$ 46.77	\$ 50.00	\$ -	\$ 50.00
Color Run Expenses	\$ 712.90	\$ 500.00	\$ -	\$ 500.00
Day of Service	\$ -	\$ 500.00	\$ -	\$ 500.00
End of Year Carnival Expenses	\$ 2,944.42	\$ 3,000.00	\$ -	\$ 3,000.00
Fall Fest Expenses	\$ 1,175.39	\$ 1,250.00	\$ 692.39	\$ 557.61
Field Trips	\$ 3,526.00	\$ 8,000.00	\$ 4,000.00	\$ 4,000.00
Fundraising Activity Expenses	\$ 1,056.20	\$ 1,550.00	\$ 249.94	\$ 1,300.06
Insurance Expenses	\$ 2,082.83	\$ 500.00	\$ -	\$ 500.00
Misc Family School Activities	\$ 426.95	\$ 700.00	\$ 149.39	\$ 550.61
Misc In-School Activities Expenses	\$ 87.36		\$ -	\$ -
Operating Expenses	\$ 593.22	\$ 825.00	\$ 348.02	\$ 476.98
Other Expenses	\$ 1,239.10		\$ 1,702.97	\$ (1,702.97)
PTO Gift to School		\$ 1,200.00	\$ 1,685.60	\$ (485.60)
Scholarships	\$ 200.00	\$ 200.00	\$ -	
Scholastic Book Fair Expenses	\$ 6,865.49	\$ 7,400.00	\$ -	\$ 7,400.00
Screen Free Week Expenses	\$ 396.71	\$ 500.00	\$ -	\$ 500.00
Spirit Wear Expense	\$ 8,421.03	\$ 8,500.00	\$ -	\$ 8,500.00
Student Appreciation		\$ 500.00	\$ 42.96	\$ 457.04
Teacher Appreciation Activity	\$ 3,034.94	\$ 3,350.00	\$ 548.18	\$ 2,801.82
Teacher Club Expenses	\$ 21,417.81	\$ 22,000.00	\$ 191.94	\$ 21,808.06
Teacher Request Fund	\$ 1,495.24	\$ 1,500.00	\$ 779.95	\$ 720.05
Third Grade End of Year	\$ 5,073.06	\$ 4,000.00	\$ -	\$ 4,000.00
Trenton Thunder Expenses	\$ 1,848.00	\$ 1,750.00	\$ -	\$ 1,750.00
Trunk or Treat	\$ 103.29	\$ 200.00	\$ 30.00	\$ 170.00
Volunteer Appreciation	\$ 50.00	\$ 250.00	\$ -	\$ 250.00
Winter Event	\$ 616.94	\$ 750.00	\$ 67.97	\$ 682.03

Teacher Appreciation Monthly		
September	\$ 45.30	Welcome Basket for Hewitt
October		
November		
December		
✓ January		
February		
March		
April		
May		
June		
Total	\$ 45.30	
Budget	\$ 1,000.00	
Remaining	\$ 954.70	