

Ben Franklin Elementary PTO

November 2023 Meeting Minutes

WHEN: Monday, November 13, 2023

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

PTO BOARD: Megan Coopersmith, Petra Crevier, Rachele Picarello, Nicole Bottrel, Ilana Hernandez, and Kristen Paladino

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

START TIME: 7:05pm **END TIME:** 8:07pm

Topic and Spokesperson	Discussion Points
<p>Introductions</p> <p style="text-align: center;">Megan Coopersmith</p>	<p>- Board introduced themselves: Megan Coopersmith - PTO President, Petra Crevier - 1st VP, Rachele Picarello - 2nd VP, Nicole Bottrel - Corresponding Secretary, Ilana Hernandez - Recording Secretary, Kristen Paladino - Treasurer</p>
<p>Principal Update</p> <p style="text-align: center;">Mr. Hewitt</p>	<p>- Mr. Hewitt commented that fall teacher clubs have been running smoothly. The kids have been engaged and appear to enjoy clubs very much. Dismissal to these clubs has been going well too. Most of the clubs will be ending this week; Art Club and Bollywood Club will continue until the end of the month.</p> <p>- The Veterans Day assembly took place Mon., Nov. 13. All students from Pre-K to 3rd grade were in attendance. The students presented poems and songs and gave certificates to loved ones.</p> <p>- The Streamkeepers program has begun. Mr. Hewitt was able to take a trip to the stream twice with two different groups. This year permission slips have been implemented; students will need to submit these in order to visit the stream as it is off school property. Mr. Hewitt is excited to see more from this program.</p> <p>- Mr. Hewitt noted that the concern pertaining to the divider in the gymnasium has now been resolved.</p>
<p>PTO President Update</p> <p style="text-align: center;">Megan Coopersmith</p>	<p>- Megan Coopersmith provided the update that the new entry mat purchased by the PTO arrived and is now at the front of the school. It should last several years.</p> <p>- Presently, the PTO is scheduling upcoming school assemblies. We hope to have an assembly scheduled for before winter break. Dates are being reviewed currently and will be announced soon.</p>

	<p>- Conversations about scheduling field trips are also happening. Teachers from each grade level plan the trip and the PTO fund the majority of the cost. There usually is a small contribution that families are asked to make. Field trips usually take place in spring.</p>
<p>Recaps Respective Chairs</p>	<p><u>Dine to Donate</u> - Petra Crevier spoke. - The Dine to Donate for the month of October took place at La Taqueria on Oct. 17 and Oct. 18. - La Taqueria donated \$220 to the PTO (20% of the proceeds); lots of teachers participated this time around, which was great.</p> <p><u>Trunk or Treat</u> - Nicole Bottrel spoke. - Trunk or Treat took place on Friday, Oct. 27. - It was lots of fun; big turnout. Approximately 20/21 cars participated this year. - Thanks to all who volunteered to decorate trunks and those who helped with the freeze dance portion of the night!</p>
<p>Ongoing Events Respective Chairs</p>	<p><u>Thanksgiving Food Drive organized by Ms. Cherry & Turkey Drive by PTO</u> - Megan Coopersmith spoke. - Each year Ms. Cherry and others put on a food drive before Thanksgiving to benefit BF families. To supplement this drive, the PTO will be collecting frozen turkeys. If families happen to have a voucher for a free turkey that they're not using, please consider picking up the turkey and donating it to the turkey drive. - Donations are due by Nov. 16.</p> <p><u>Warm Clothing Drive</u> - Petra Crevier spoke. - The Fall & Winter Clothing Drive is happening now through January 5th. - We are collecting gently used warm clothing, which includes long sleeve shirts, dresses, gloves, hats, scarves, footwear, etc. There is also a need for new underwear, socks, and diapers. All donations will be going to Homefront. - Donations can be dropped off in the bin in the vestibule at the front entrance of the school and the bin near the multi-purpose room.</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 Shake Shack on Tues., Nov. 14. - Flyers were sent home. For this event, families should present the flyer at the register or use the code DONATE25 on the Shack App for pickup, delivery or kiosk orders. - 25% of your total meal purchase will be donated to the school. <p><u>Teacher Appreciation Meal Sponsored by PreK/K</u></p> <ul style="list-style-type: none"> - Ilana Hernandez spoke. - The luncheon is taking place Thurs., Nov. 16. - Families have signed up to contribute to the lunch. The monetary donations have been allocated to purchase hot food trays; those have been ordered and will be picked up before the luncheon. - Set up will occur in the morning. Teachers and staff will have a long day due to AM & PM conferences. <p><u>Fall Book Fair</u></p> <ul style="list-style-type: none"> - Kristen Paladino spoke. - The Scholastic Book Fair will take place from Thurs., Nov. 16 to Tues., Nov. 21. Students will have an opportunity to browse the fair on preview day (Nov. 15) before they can officially shop. - The theme of this book fair is “Fall into Reading.” Set up is happening Tues., Nov. 14. - Presently, there is a need for more volunteers for Mon., Nov. 20 and Tues., Nov. 21 in the afternoons. - We are taking part in All for Books again this year. For this program, families round up or make donations at the fair. The money collected is used to buy books at the fair for BF families. <p><u>Double Event (Mini Turkey Trot & Book Fair Special Event)</u></p> <ul style="list-style-type: none"> - Rachelle Picarello spoke. - This Sat., Nov. 18 (10am to 1pm) there will be a double event with the Mini Turkey Trot Fun Run and the Book Fair special event happening on the same day. - During this event, Teacher Experience Raffles will be offered between 10am and 1pm. It will be the only time this school year for students to enter and win. Winners will be drawn at 1pm. Families do not have to be present for the drawing. <p><u>Mini Turkey Trot Fun Run (10am to 11am)</u></p> <ul style="list-style-type: none"> - Rachelle Picarello spoke. - The Mini Turkey Trot Fun Run will take place from 10am to 11am at the BF parking lot. The race will begin promptly at 10:30am with students running in groups from oldest to youngest. - This is a rain or shine event. It may be cold; please wear layers. - Fee: \$15 to participate in the race; register runners get a turkey medal
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- The first 35 registered runners will get a BF stress ball; thus far, 50 kids have signed up.
- This will be a 10 lap run (approx. one mile) around the BF parking lot. Details of how to track laps will be given at the event.
- As the race is taking place in the parking lot, no parking will be allowed in the lot during the time of the race. Families are advised to park on the street. The lot will be cleared for the event that follows.

Book Fair Special Event (11am to 1pm)

- Kristen Paladino spoke.
- This event will take place in the gym.
- This is a free event to attend. There will be free drinks and food provided including Starbucks coffee and bagels. Books will be for sale.

Parents Night Out

- Petra Crevier spoke.
- Parents Night out will take place on Sat., Dec. 2 from 5:30pm to 8:15pm at AmeriKick.
- Ages: 4 years and up; siblings are welcome. Must be fully potty trained.
- Cost: \$20 for 1 child; \$18 per child for two or more children. 100% of the proceeds will be given to the BF PTO
- Children will take part in karate class, go through different obstacle courses and play games. Pizza, snacks and refreshments will be provided.
- We need two parent volunteers to assist at the event. Consider signing up [here](#).

Holiday Shop

- Kristin Paladino spoke.
- The Holiday Shop will be taking place in December to allow an opportunity for students to purchase gifts for the holidays. All items will be approx. \$1 to \$2.
- Exact date of the event is to be determined.

Winter Teacher Club Sign Up

- Megan Coopersmith spoke.
- Winter teacher clubs will be taking place starting in January.
- Families should look out for an email at the end of November/early December with offerings and the signup.

Third Grade Committee

- Kristen Paladino spoke.
- The third grade committee is responsible for planning the yearbook, class gift and party for third graders. Those interested in joining the third grade committee will be receiving an email shortly regarding the first meeting date.
- As the committee is also responsible for fundraising for third grade events, the first fundraiser is a raffle for VIP seats and parking for the third grade concert. Third grade families should look out for an email providing more information.

<p>Updates</p> <p>Respective Chairs</p>	<p><u>Volunteer Request for Help</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - Volunteers are needed throughout the year to make events possible. - Currently, there is a need for a parent volunteer to chair the Teacher Appreciation Luncheon sponsored by 2nd grade families occurring in March 2024. The PTO is open to assisting the chair, if needed. <p><u>Fall Teacher Clubs</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Fall clubs are going well. There were some cancellations but those have been rescheduled; Art and Bollywood have been extended. - There is a need for a parent volunteer for the last session of Art Club. <p><u>Spirit Wear</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Fall spirit wear orders have all been distributed. - Spirit wear will be for sale during the Mini Turkey Trot Fun Run on Sat., Nov. 18.
<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>Questions or Comments</p> <p>All</p>	<p>None.</p>
<p>Next Meeting</p>	<p>Monday, Dec. 11 at 7pm - on Zoom</p>

11/13/23 Meeting Summary

1. Fall Fest Income \$1786 (does not include 50/50 or Spirit Wear Sales at the event)
2. Coin Wars Deposit \$695 (total raised \$1556); \$462 for two dine to donates; \$420 for Turkey Trot (so far).
3. Paid for Spirit Wear (total \$2237), Fall Fest Expenses \$706 (total \$1206) and Turkey Trot Medals (\$418).
4. Coin Wars winning popsicles (\$36), Chicks (\$475) and Candy for Trunk or Treat (\$131).
5. Operating Expenses totalled \$193, which includes Signup Genius Membership (to allow for payments) and Walkie Talkies for Events. \$68 "Other Expenses" is the Mulch that Rachelle laid in the garden.

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	

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	\$ 1,556.60	\$ 556.60
Color Run Income	\$ 3,246.30	\$ 2,000.00	\$ 420.00	\$ (1,580.00)
Dine to Donate Income	\$ 1,750.58	\$ 1,500.00	\$ 462.00	\$ (1,038.00)
End of Year Carnival Income	\$ 5,054.00	\$ 4,500.00	\$ -	\$ (4,500.00)
Fall Fest Income	\$ 1,454.50	\$ 1,250.00	\$ 1,786.40	\$ 536.40
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	\$ 116.00	\$ (184.00)
Scholastic Book Fair Income	\$ 8,869.06	\$ 8,800.00	\$ -	\$ (8,800.00)
Spirit Wear Income	\$ 9,643.41	\$ 9,000.00	\$ 3,372.05	\$ (5,627.95)
Teacher Clubs Income	\$ 36,808.55	\$ 30,000.00	\$ 9,298.00	\$ (20,702.00)
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	\$ 69.90	
Coin Wars Expenses	\$ 46.77	\$ 50.00	\$ 36.00	\$ 14.00
Color Run Expenses	\$ 712.90	\$ 500.00	\$ 418.50	\$ 81.50
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	\$ 1,206.46	\$ 43.54
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	\$ 541.20	\$ 283.80
Other Expenses	\$ 1,239.10		\$ 1,812.18	\$ (1,812.18)
PTO Gift to School		\$ 1,200.00	\$ 1,685.60	\$ (485.60)
Scholarships	\$ 200.00	\$ 200.00	\$ -	
Scholastic Book Fair Expenses	\$ 6,865.49	\$ 7,500.00	\$ 2.98	\$ 7,497.02
Screen Free Week Expenses	\$ 396.71	\$ 500.00	\$ -	\$ 500.00
Spirit Wear Expense	\$ 8,421.03	\$ 8,500.00	\$ 2,236.75	\$ 6,263.25
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	\$ 666.93	\$ 833.07
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	\$ 161.61	\$ 38.39
Volunteer Appreciation	\$ 50.00	\$ 250.00	\$ -	\$ 250.00
Winter Event	\$ 616.94	\$ 750.00	\$ 67.97	\$ 682.03
Income Total	\$ 82,986.37	\$ 69,550.00	\$ 19,196.40	
Expenses Total	\$ 61,385.42	\$ 71,235.00	\$ 14,638.86	
NET	\$ 21,600.95	\$ (1,685.00)	\$ 4,557.54	