

# Ben Franklin Elementary PTO

## December 2023 Meeting Minutes

**WHEN:** Monday, December 11, 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:** 7:01pm **END TIME:** 8:01pm

<b>Topic and Spokesperson</b>	<b>Discussion Points</b>
<p><b>Introductions</b></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><b>Principal Update</b></p> <p style="text-align: center;">Mr. Hewitt</p>	<p>- Mr. Hewitt spoke about the Lost and Found that is located at the entrance of the school. Families are encouraged to pick up any of their items that may be in the Lost and Found. Unclaimed items will be donated after winter break to the PTO clothing drive. Before donating, the items will be reviewed for any labels and returned accordingly. Reminder: Label all of your student’s belongings moving forward.</p> <p>- The first trimester has ended. Grades will be posted to Genesis on Friday, Dec. 12 by the end of the day.</p> <p>- On Dec. 11, Ms. Riley, a Junior at LHS, came in and taught third graders ballet moves from the Nutcracker in the BF gymnasium. The kids really loved it. Big thanks to Ms. Skorupa, Mrs. Cimorelli, Ms. LaFlamme and Ms. Offery for organizing this experience for the students!</p> <p>- There have been mix-ups with the cafeteria menu since Thanksgiving break. Families are encouraged to use the <a href="#">link</a> in Mr. Hewitt’s newsletter to stay updated on the menu. Online menus are kept up to date; therefore, the plan is to stop handing out menus in paper form. Families can also use the <a href="#">Nutrislice app</a> on their Apple devices as well. There is an option to print menus for families who prefer to have a printed copy. Here is the <a href="#">printable menu</a> for the month of December.</p> <p>- BF staff have been working to help out the socioeconomically disadvantaged families at the school to get kids gifts for the holidays and provide them with support during the holiday season.</p>

	<ul style="list-style-type: none"> <li>- The walls in the school are bare right now in preparation for the hallways and main office to be repainted. This will brighten up the halls and be completed before winter break. Student work will be posted in the halls once they return from break.</li> </ul>
<p><b>PTO President Update</b></p> <p>Megan Coopersmith</p>	<ul style="list-style-type: none"> <li>- Megan Coopersmith spoke and provided an update on school assemblies. Two school assemblies sponsored by the PTO have been booked: <ul style="list-style-type: none"> <li>- Eyes of the Wild will take place on Fri., Dec. 15. It cost the PTO \$615</li> <li>- Planetarium will take place on Tues., Feb. 20 costing \$600.</li> </ul> </li> <li>- The remaining assembly budget is \$785 for the rest of the year.</li> </ul>
<p><b>Recaps</b></p> <p>Respective Chairs</p>	<p><u>Dine to Donate</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The Dine to Donate for the month of November took place at Shake Shack on Nov. 14.</li> <li>- The check is still pending as a form had to be filled out and submitted. Presently, the check is being processed, which should take 4-6 weeks.</li> <li>- Shake Shack will be donating 25% of the proceeds to the PTO.</li> </ul> <p><u>Teacher Appreciation Meal Sponsored by Pre-K/K</u></p> <ul style="list-style-type: none"> <li>- Ilana Hernandez spoke.</li> <li>- The first Teacher and Staff Appreciation Luncheon took place on Thurs., Nov. 16. It was the first day of conferences.</li> <li>- The luncheon was Fall Feast themed with lots of food for the teachers and staff to enjoy. Some food served include tomato soup, roasted chicken, mashed potatoes, stuffing, roasted vegetables, pie, etc.</li> <li>- This meal was sponsored exclusively by Pre-K and Kindergarten families. A number of families donated food and drinks. There was a total of \$435 in monetary donations that was used to purchase hot food items and desserts.</li> <li>- The teachers and staff were very appreciative of the meal. A big thanks to the Pre-K and Kindergarten families who made this possible!</li> </ul> <p><u>Fall Book Fair</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- The Fall Scholastic Book fair took place from Nov. 15 to Nov. 21.</li> <li>- Total sales was \$8958, which doesn't include Scholastic Dollars and All for Books contributions. This total was a little below last year's totals.</li> <li>- Scholastic has been paid. An email confirmation has been received and there are 4400 Scholastic Dollars in our account presently.</li> <li>- The PTO overspent when it came to the All for Books program, which provides underprivileged students with vouchers to buy books during the fair. The voucher was for the amount of \$8 this year. The PTO board will discuss possibly reducing it to \$5 for the next fair.</li> <li>- Ms. Offery was given \$500 to spend on the BF library. She was able to spend this money on Cyber Monday and got some more books than usual due to the sales.</li> </ul>

- The Reading Specialists are expected to buy books for the summer program during the spring fair.

#### Mini Turkey Trot Fun Run w/ Teacher Experience Raffles

- Rachelle Picarello spoke.
- The first Mini Turkey Trot Fun Run took place on Sat., Nov. 18.
- Approximately 70-80 kids registered and ran.
- There was great weather for running and lots of smiles. The kids loved the turkey medals. There are some left over and can be used at a future event.
- The Teacher Experience Raffles also took place during this event. All of the winners were notified and the teachers providing the experiences have been made aware of the winners. Teachers should be reaching out soon to schedule these experiences. It is a busy time right now so families are asked to be patient with teachers in scheduling these experiences.

#### Parents Night Out

- Petra Crevier spoke.
- The event took place at Amerikick on Sat., Dec. 2 from 5:30pm to 8:15pm.
- Kids had fun. Pizza, cookies and water were purchased by the PTO for the kids to enjoy.
- A parent helper to stay the entire event is needed next time around. There were some complaints about some children; families were contacted about this.
- Overall, it was a great fundraising event. 100% of the proceeds goes to our school. Sensei Vince expressed that they enjoyed having us and would want to have another event in the future.

#### Holiday Shop

- Kristen Paladino spoke.
- The BF Holiday Shop was open in the evening to families on Thurs., Dec. 7 and during the day to students on Fri., Dec. 8.
- Originally, the budget was set to \$350; however, as the event was happening, the Holiday Shop was selling out quickly and additional purchases for merchandise were made. In total, \$1200 was spent.
- Approx. 30 students were given golden tickets; 28 kids turned theirs in.
- It was a fun experience. The kids were so excited and had a great time buying stuff for their families and friends.
- This was the first time that the Holiday Shop was open during the school day. Teachers were fine working out the time to send students to the shop.
- Next year we anticipate increasing the budget and possibly hosting the Holiday Shop in a space other than the gym to avoid conflicting with the plans of the PE teachers.
- This was not a fundraiser. The Holiday Shop is intended to provide an opportunity for students to buy inexpensive gifts for their families and friends for the holidays. All items were \$1 to \$2. The PTO does not expect to raise money from this event.

#### 3rd Grade Committee - 3rd Grade Concert Fundraiser

- Kristen Paladino spoke.

	<ul style="list-style-type: none"> <li>- This was a fundraiser associated with the 3rd Grade Concert on Wed., Dec. 6 to help raise money for the 3rd Grade Party.</li> <li>- 70 raffle tickets were sold; raising approx. \$350</li> <li>- The first committee meeting will be scheduled for January. Those who signed up to be on the committee will be contacted after winter break.</li> </ul>
<p><b>Ongoing Events</b></p> <p>Respective Chairs</p>	<p><u>Warm Clothing Drive</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The Fall &amp; Winter Clothing Drive is happening now through Fri., Jan. 5.</li> <li>- Thus far, there have been two hauls by HomeFront. Photos of these hauls have been shared on social media.</li> <li>- The bins are full with generous donations again. A third haul will be scheduled soon.</li> <li>- HomeFront is also accepting blankets and bedding as donations.</li> </ul> <p><u>Winter Teacher Clubs</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- Sign-up for winter clubs are now open and will close on Mon., Dec. 18.</li> <li>- Some clubs have filled up already. There are spaces available for other clubs. Families are encouraged to sign-up their children sooner than later. Here is the <a href="#">link</a> to sign-up.</li> </ul> <p><u>Holidays in Harmony Poster Showcase</u></p> <ul style="list-style-type: none"> <li>- Ilana Hernandez and Petra Crevier spoke.</li> <li>- Students are welcome to create posters depicting how they celebrate their favorite holiday. ANY holidays are welcome. Details were posted on social media and included in the PTO newsletter. Paper flyers will be distributed soon.</li> <li>- Poster submissions are being accepted from now until Tues., Jan. 16. Students can bring in their posters to school and give them to the Main Office for posters to be hung in the main hallway.</li> <li>- Posters will be available for viewing during our Multicultural Night on Wed., Jan. 17.</li> </ul>
<p><b>Upcoming Events</b></p> <p>Respective Chairs</p>	<p><u>Dine to Donate</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- This month the event will take place at Meatheadz from Tues., Dec. 12 to Wed., Dec. 13.</li> <li>- Flyers were sent home. Families should present the <a href="#">flyer</a> when placing their dine-in or take-out order. 15% of the proceeds will be donated to the school.</li> </ul> <p><u>Shop to Donate</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- This year's Shop to Donate fundraiser will be at Five Below in the Lawrence Shopping Center near Lidl from Sat., Dec. 16 to Fri., Dec. 22.</li> <li>- Flyers were sent home. Families should present the <a href="#">flyer</a> at the register. 10% of all purchases will be donated to the school.</li> </ul>

	<p><u>Winter Break Teacher Appreciation Gift from PTO</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- The PTO is giving teachers “The Gift of Time” this year by wrapping their gifts. A Signup Genius was sent out to teachers and staff to sign up with the number of gifts for wrapping and the occasion. The PTO will be wrapping gifts Wed., Dec. 13 as a way to say thank you to teachers and staff for all they do.</li> </ul> <p><u>Winter Break Student Appreciation Gift from PTO</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith and Petra Crevier spoke.</li> <li>- The PTO is giving each student a packet of hot chocolate, an Applebee’s coupon for a free kid’s entree with purchase of an adult entree, and a lollipop as a student appreciation gift. These will be distributed before winter break.</li> </ul> <p><u>Multicultural Night</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier and Ilana Hernandez spoke.</li> <li>- Multicultural Night is coming back to BF. It will take place on Wed., Jan. 17 from 6pm to 8pm in the All Purpose Room.</li> <li>- All families from all backgrounds are welcome to attend (all cultures across the world and US).</li> <li>- To attend, families must RSVP and either bring a family favorite dish to share, host a table about their heritage, or volunteer to help at the event. This helps with planning for the event and ensuring there is enough food for all attendees to try.</li> <li>- Kids will get passports and receive stamps as they visit the different tables.</li> <li>- The flyer will be distributed soon. There is a QR code on the flyer that leads to the Signup Genius for families to RSVP with their contribution and number of attendees.</li> <li>- There will be a special raffle for kids who wear traditional clothing that represents their heritage/country.</li> <li>- This event will also take place on Ben Franklin’s birthday. Cake will be served at this event to commemorate this day.</li> </ul>
<p><b>Updates</b></p> <p>Respective Chairs</p>	<p><u>3rd Grade Committee</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- An email will be sent out to those who signed up to be a part of the committee. The first meeting will take place in January.</li> </ul> <p><u>Teacher Appreciation Meal Sponsored by 2nd Grade - March</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- A chairperson is needed to organize the Teacher Appreciation Meal sponsored by 2nd Grade families in March.</li> <li>- If any 2nd grade parents are interested in chairing this event, please reach out to <a href="mailto:bfptorocks@gmail.com">bfptorocks@gmail.com</a></li> </ul>

<p><b>Treasurer's Report</b></p> <p>Kristen Paladino</p>	<p><b>*Please scroll to the end of the Meeting Minutes for Kristen's Treasurer's Report</b></p>
<p><b>Questions or Comments</b></p> <p>All</p>	<p>Q: What will happen with all of the items that students didn't purchase from the Holiday Shop?</p> <p>A: All of the unpurchased items will be used for our annual carnival event at the end of the year and any other future events.</p>
<p><b>Next Meeting</b></p>	<p><b>Monday, January 8, 2024 at 7pm on Zoom</b></p>

**12/11/23 Meeting Summary**

1. Teacher Club Expenses Paid: \$5315 (Teachers/Parent Helpers and Supplies for two clubs)
2. Book Fair Summary: Spent \$380 on supplies, decorations and Brunch; deposited \$4370 and paid \$4420 to Scholastic. We earned 4456 Scholastic Dollars.
3. Paid for Holiday Shop Items & Supplies (\$463); Turkey Trot Supplies (\$59); December Teacher Appreciation (\$227), \$90 for Teacher Request and \$22 for Amerikick Fundraiser supplies.
4. Cut Check for Eyes of the Wild Assembly (\$615) and put down deposit for Trenton Thunder (\$875).
5. Deposited \$915 from Teacher Experience Raffles; \$123 for Spirit Wear sales @ Turkey Trot; \$540 for Turkey Trot Enrollments; \$724 from Amerikick; \$95 from CW and \$255 collected for Third Grade Party.

## BF PTO 2023-2024

### Budget Categories

Income Categories	22-23 Actual	23-24 Recommer	Actual 2023-2024	Dif
Cash Donations	\$ 3,222.26	\$ 3,000.00	\$ 2,200.00	\$ (800.00)
Coin Wars Income	\$ 1,226.75	\$ 1,000.00	\$ 1,556.60	\$ 556.60
Color Run Income	\$ 3,246.30	\$ 2,000.00	\$ 960.00	\$ (1,040.00)
Dine to Donate Income	\$ 1,750.58	\$ 1,500.00	\$ 557.60	\$ (942.40)
End of Year Carnival Income	\$ 5,054.00	\$ 4,500.00	\$ -	\$ (4,500.00)
Fall Fest Income	\$ 1,454.50	\$ 1,250.00	\$ 1,348.90	\$ 98.90
Field Trip Offset Income	\$ 1,587.00	\$ 1,500.00	\$ -	\$ (1,500.00)
Fundraising Activity Income	\$ 3,629.61	\$ 2,600.00	\$ 724.00	\$ (1,876.00)
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	\$ 1,468.50	\$ 1,168.50
Scholastic Book Fair Income	\$ 8,869.06	\$ 8,800.00	\$ 4,370.89	\$ (4,429.11)
Spirit Wear Income	\$ 9,643.41	\$ 9,000.00	\$ 3,495.30	\$ (5,504.70)
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	\$ 255.00	\$ (745.00)
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	\$ 615.00	\$ 1,385.00
Bank Fees		\$ 160.00	\$ 80.28	
Coin Wars Expenses	\$ 46.77	\$ 50.00	\$ 36.00	\$ 14.00
Color Run Expenses	\$ 712.90	\$ 500.00	\$ 477.32	\$ 22.68
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	\$ 1,240.33	\$ 9.67
Field Trips	\$ 3,526.00	\$ 8,000.00	\$ 4,000.00	\$ 4,000.00
Fundraising Activity Expenses	\$ 1,056.20	\$ 1,550.00	\$ 272.09	\$ 1,277.91
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	\$ 559.58	\$ 265.42
Other Expenses	\$ 1,239.10		\$ 1,812.18	\$ (1,812.18)
PTO Gift to School		\$ 1,200.00	\$ 2,465.55	\$ (1,265.55)
Scholarships	\$ 200.00	\$ 200.00	\$ -	
Scholastic Book Fair Expenses	\$ 6,865.49	\$ 7,500.00	\$ 4,803.99	\$ 2,696.01
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	\$ 97.52	\$ 402.48
Teacher Appreciation Activity	\$ 3,034.94	\$ 3,350.00	\$ 775.07	\$ 2,574.93
Teacher Club Expenses	\$ 21,417.81	\$ 22,000.00	\$ 5,506.44	\$ 16,493.56
Teacher Request Fund	\$ 1,495.24	\$ 1,500.00	\$ 756.51	\$ 743.49
Third Grade End of Year	\$ 5,073.06	\$ 4,255.00	\$ -	\$ 4,255.00
Trenton Thunder Expenses	\$ 1,848.00	\$ 1,750.00	\$ 875.00	\$ 875.00
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	\$ 530.99	\$ 219.01

Income Total	\$ 82,986.37	\$ 69,550.00	\$ 26,360.14	\$ (42,989.86)
Expenses Total	\$ 61,385.42	\$ 71,490.00	\$ 25,884.00	\$ 42,376.28
NET	\$ 21,600.95	\$ (1,940.00)	\$ 476.14	\$ (85,366.14)

Teacher Appreciation Monthly		
September	\$ 45.30	Welcome Basket for Hewitt
October		
November		
December	\$ 226.89	Gift Wrapping for Teachers/Staff
January		
February		
March		
April		
May		
June		
<b>Total</b>	<b>\$ 272.19</b>	
<b>Budget</b>	<b>\$ 1,000.00</b>	
<b>Remaining</b>	<b>\$ 727.81</b>	