

# Ben Franklin Elementary PTO

## April 2024 Meeting Minutes

**WHEN:** Monday, April 15, 2024

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

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

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

**START TIME:** 7:03 pm **END TIME:** 7:48 pm

<b>Topic and Spokesperson</b>	<b>Discussion Points</b>
<p><b>Introductions</b></p> <p style="text-align: center;">Megan Coopersmith</p>	<ul style="list-style-type: none"> <li>- Board introduced themselves: Megan Coopersmith - PTO President, Petra Crevier - 1st VP, Nicole Bottrel - Corresponding Secretary, Ilana Hernandez - Recording Secretary, Kristen Paladino - Treasurer</li>   <li>Rachelle Picarello - 2nd VP was not present for this meeting.</li> </ul>
<p><b>Principal Update</b></p> <p style="text-align: center;">Mr. Hewitt</p>	<ul style="list-style-type: none"> <li>- The solar eclipse took place at the start of last week. Mr. Hewitt thanked the PTO for their help with buying everyone in the school eclipse glasses. This money came from the Principal's budget, which is managed by the PTO. During a morning fire drill, students and teachers were able to take their eclipse glasses with them for a test run. The kids did a great job with the eclipse at dismissal and it was a great learning opportunity for all.</li>   <li>- Earth Week at BF is next week. To celebrate, the students will enjoy an earth themed concert assembly on Wednesday.</li>   <li>- Take Your Child to Work Day takes place on Apr. 25. It is anticipated that a number of students will be absent that day. This is one of the few days that students are allowed an excused absence (outside of religious holidays) based on NJ state guidelines.</li>   <li>- The 1st grade concert will take place on Tues., April 30th at 2pm. Family and friends of first graders are invited to attend.</li>   <li>- Mr. Hewitt commented on the recent unexpected earthquake. When it happened, Mr. Hewitt and Jess Deak (house leader) followed protocol by checking in and around the school to ensure that the school building was structurally safe and sound. Afterwards, they went room to room checking in on classes ensuring that faculty and students were socio-emotionally okay. Mr. Hewitt found that some students were shaken up, while others were unaware of the event altogether. It was an opportunity to provide</li> </ul>

	<p>reassurance. The LTPS district also notified families that the district overall was safe post-earthquake.</p> <p>- Security Update: At this point, there are no predicted changes for how school security will be managed for this school year. However, discussions are being had about using the building’s vestibule for picking up forgotten items that will be labeled. This is expected to begin in September. More information will be provided in Mr. Hewitt’s newsletter.</p>
<p><b>PTO President Update</b></p> <p>Megan Coopersmith</p>	<p>- A musical assembly will take place on Wed., Apr. 24th. A local children’s band will be putting on an “Earth Day themed” concert during Earth Week. The performers, Stacy and Athena, put on a concert for BF students two years ago. It was a fun event for the kids.</p>
<p><b>Recaps</b></p> <p>Respective Chairs</p>	<p><u>Dine to Donate - Chuck E. Cheese</u></p> <p>- Petra Crevier spoke.</p> <p>- The Dine to Donate for April took place on Apr. 5 at Chuck E. Cheese. 20% of the proceeds are to be donated to BF PTO.</p> <p>- At this time, there is no update on the check. It was a great event with a nice turnout.</p>
<p><b>Ongoing Events</b></p> <p>Respective Chairs</p>	<p><u>Spring Teacher Clubs</u></p> <p>- Megan Coopersmith spoke.</p> <p>- Spring teachers clubs are going well. Families are reminded to send in dismissal notes. These notes help manage the clubs better.</p> <p><u>Spring Spirit Wear</u></p> <p>- Megan Coopersmith spoke.</p> <p>- Spring spirit wear has been picked up. Rachelle will go through the orders, pack them, and drop them off to the classes. We anticipate that kids will get their orders by the end of the week.</p>
<p><b>Upcoming Events</b></p> <p>Respective Chairs</p>	<p><u>Book Fair</u></p> <p>- Kristen Paladino spoke.</p> <p>- The <a href="#">spring book fair</a> starts tomorrow, Apr. 16, with a preview day. The fair is ready. Set-up for the fair was today with a Candyland theme. Ms. Cherry gave out vouchers to students who are socioeconomically disadvantaged so they can also get a book at the fair.</p> <p>- The fair will be open to students and families from Wed. to Fri during school hours and conferences. There are lots of bargain books this time. Students are welcome to take part in Share the Fair. In the past, students were able to spin the wheel to get a prize. This time around, they’ll get to drop a coin into a plinko board.</p>

- The family shopping event will take place on Sat., Apr. 20 from 11am to 1pm. There will be free food and activities for families to enjoy.

#### Teacher Appreciation Meal Sponsored by 3rd Grade Families

- Petra Crevier spoke.

- The last teacher appreciation luncheon is taking place on Apr. 18 sponsored by 3rd grade families. It will be “picnic in the park” themed with lots of dishes like ribs, fried chicken, pasta salad, and more.

- This lunch will take place on the day that teachers have evening conferences. It is a long day for teachers and staff so it provides them with an opportunity to fuel.

#### Parents’ Night Out

- Petra Crevier spoke.

- Parents’ Night Out is taking place on Sat., Apr. 27 at Amerikick.

- A mistake was made with the QR code that is on the [flyer](#). This has caused there to be two Signup Genius pages. Families are okay to sign up on either page. The lists from both pages will be consolidated when it is time to create a roster.

#### Teacher Appreciation Week

- Megan Coopersmith spoke.

- Teacher Appreciation Week will take place from Apr. 29 to May 3. The PTO is planning activities for all teachers and staff for that week. Some of the activities from last year will be reused this year due to all of the positive feedback from teachers.

- Flyers for PTO sponsored Teacher Appreciation Week will be posted around the school for teachers and staff to view. The planned activities are as follows:

- Monday - Snacks and Supplies: Teachers will be able to stock up on snacks and supplies for themselves and their classrooms.
- Tuesday - Sammies and Smoothies: Teachers will be provided with a luncheon of sandwiches and smoothies (donated by Tropical Smoothie).
- Wednesday - Books and Brews: Similar to Book Exchange for students, teachers will be able to take new books for their classroom libraries and enjoy coffee donated by Starbucks.
- Thursday - Catered Lunch: Sal Riccobono (3rd Grade parent) has a catering business and has volunteered to cater lunch for all teachers and staff. This year he’ll be catering mac and cheese bowls.
- Friday - Fun and Games: Teachers will get to take part in raffles and get prizes.

- Rachelle reached out to homeroom coordinators regarding a class gift. Homeroom coordinators can collect donations from families and buy a gift for the classroom teacher. All students are to be included no matter if they contribute or not.

	<p><u>Dine to Donate - Captain Paul's Firehouse Dogs</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The Dine to Donate for the month of May will be at Captain Paul's Firehouse Dogs on Sat., May 11. It's a great opportunity for families to meet up and enjoy lunch together after sports.</li> <li>- Mention or present the <a href="#">flyer</a> when placing your order. A percentage of the proceeds will go to BFPTO.</li> </ul> <p><u>Screen Free Week</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- Screen Free Week is taking place from May 6 to May 12. Some of the day will be similar to last year:</li> </ul> <ul style="list-style-type: none"> <li>→ Monday: Night at the Library - Students can do a craft and scavenger hunt at Mercer County Library.</li> <li>→ Tuesday: NEW! Roll Silverware for TASK - Students and families can help make 1000 rolled silverware bundles to be donated to Trenton Area Soup Kitchen (TASK).</li> <li>→ Wednesday: Rock Painting - Students and families can paint rocks to be added to the rock garden. FREE cotton candy will be available.</li> <li>→ Thursday: Minute to Win It! - Come for a night of fun games at Ben Franklin.</li> <li>→ Friday: Redberry Meet Up - Families can meet to enjoy frozen yogurt at Redberry at TCNJ. A percentage of the proceeds will be donated to BF PTO.</li> </ul> <ul style="list-style-type: none"> <li>- A screen free week bingo board and nature scavenger hunt will be sent home for students who are not able to attend the events but want to take part in the week.</li> </ul> <p><u>Carnival</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- The annual carnival will be taking place on Sun., May 19 from 1pm to 4pm. There will be lots of carnival games and raffles for families to enjoy.</li> <li>- This year there will be a reptile show by the NJ Snake Man!</li> <li>- There is a need for volunteers for this event. A signup genius will go out soon.</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>- Megan Coopersmith is working on the party. The theme is "Level Up to 4th Grade" (video game theme). A "save the date" was sent out to 3rd grade families.</li> <li>- A survey was sent out to 3rd grade families. There hasn't been a great response to this. One more reminder will be going out soon.</li> <li>- Kim Gelb is working on the yearbook. Presently, she is working to get out a student survey for 3rd grade students to fill out for the yearbook. Last year, teachers were able to get these surveys done with students in class to make sure that no one was left out. Kim is hoping to do this again this year.</li> </ul>

- Tacquice Davis is working on the class gift - a t-shirt. As of right now, the t-shirt is being designed.

- One more fundraiser will be put on to help raise funds for the party. Payjama Day flyers will be going out soon. Students are invited to wear pajamas to school for a contribution (suggested contribution of \$2); all proceeds will go to the 3rd grade committee.

#### PTO Board Position Open for the 2024-2025 School Year

- Megan Coopersmith spoke.

- There will be an open Board position for the 2024-2025 school year. Nominations are being taken at this meeting and a vote will be held at the last PTO meeting of the school year on May 13.

- Nominations close at the end of the April meeting.

- The following guidelines were read aloud:

Prior to the April nomination meeting, the President will announce the potential open Executive Board positions for the next school year. Nominations for the 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.

- BF PTO bylaws can be found on our [website](#).

President: Megan Coopersmith officially would like to continue her first term in her position.

VP1: Petra Crevier would like to run for a second term for her position.

VP2: Rachelle Picarello will be leaving this school at the end of this year. Her son is moving on to LIS. The VP2 position is open for the 2024-2025 school year.

Corresponding Secretary: Nicole Bottrel officially would like to continue her second term in her position.

Recording Secretary: Ilana Hernandez officially would like to continue her first term in her position.

Treasurer: Kristen Paladino would like to run for a second term for her position.

Mike Coopersmith is nominating Lindsay Walsh for the VP2 position.

Nicole Bottrel seconded.

Lindsay Walsh is nominated for VP2.

Nicole Bottrel is nominating Petra Crevier for a second term as VP1.

Kristen Paladino seconded.

Petra Crevier is nominated for a second term of VP1.

Ilana Hernandez is nominating Kristen Paladino for a second term as Treasurer.

Petra Crevier seconded.

Kristen Paladino is nominated for a second term of Treasurer.

	Voting will occur on May 13 for these open board positions.
<b>Treasurer's Report</b> Kristen Paladino	<b>*Please scroll to the end of the Meeting Minutes for Kristen's Treasurer's Report</b>
<b>Questions or Comments</b> All	<p><b>Q:</b> If your child is taking part in Take Your Child to Work Day, do we need to send in a handwritten note or office note to excuse the child's absence?</p> <p><b>A:</b> From what we know, a handwritten note should suffice; however, we will double check and update (answered by Mr. Hewitt).</p> <p><b>Q:</b> When planning for a class event, should homeroom coordinators include class aides in the class gift budget? If so, how much money should we allocate to the aide? Is there a rule about this?</p> <p><b>A:</b> There are no rules to coordinating a class gift. These decisions are left up to the homeroom coordinators since every class' situation is different. In the past, homeroom coordinators have allocated the bulk of the money collected to the teacher gift and given a smaller percentage to the aide; however, this is not the rule.</p>
<b>Next Meeting</b>	<b>Monday, May 13, 2024 at 7pm</b>

<b>4/15/24 Meeting Summary</b>
1. Paid \$600 for Assembly (Stacy & Athena) and \$175 for PreK Field Trip  2. Paid \$1545 for Carnival Expenses; \$210 for Book Fair; \$228 for Screen Free Week (expenses not final)  3. Paid out \$139 for Winter Teacher Club Expenses  4. Third Grade: Fundraised \$271 (\$641 total)  5. Deposits: \$125 from Five Below and (other one); \$304 for 1st Grade Field Trip; \$3493 for Spirit Wear Sales; \$10,115 for Teacher Club Enrollments; \$186 for Amerikick

## BF PTO 2023-2024

### Budget Categories

Income Categories	22-23 Actual	23-24 Recommer	Actual 2023-2024	Dif
Cash Donations	\$ 3,222.26	\$ 2,500.00	\$ 2,210.00	\$ (290.00)
Coin Wars Income	\$ 1,226.75	\$ 1,556.00	\$ 1,556.60	\$ 0.60
Fun Run Income	\$ 3,246.30	\$ 960.00	\$ 960.00	\$ -
Dine to Donate Income	\$ 1,750.58	\$ 1,500.00	\$ 1,165.94	\$ (334.06)
End of Year Carnival Income	\$ 5,054.00	\$ 4,500.00	\$ -	\$ (4,500.00)
Fall Fest Income	\$ 1,454.50	\$ 1,348.00	\$ 1,348.90	\$ 0.90
Field Trip Offset Income	\$ 1,587.00	\$ 1,500.00	\$ 304.00	\$ (1,196.00)
Fundraising Activity Income	\$ 3,629.61	\$ 2,300.00	\$ 1,805.50	\$ (494.50)
Insurance Refund/Reimbursements	\$ 1,590.20		\$ -	\$ -
No-Cost Fundraisers	\$ 143.49	\$ 150.00	\$ -	\$ (150.00)
Other Income	\$ 440.05	\$ -	\$ 100.00	\$ 100.00
Raffle/Gaming Income	\$ 351.50	\$ 2,000.00	\$ 1,468.50	\$ (531.50)
Scholastic Book Fair Income	\$ 8,869.06	\$ 8,800.00	\$ 4,370.89	\$ (4,429.11)
Spirit Wear Income	\$ 9,643.41	\$ 6,000.00	\$ 7,268.30	\$ 1,268.30
Teacher Clubs Income	\$ 36,808.55	\$ 26,000.00	\$ 28,038.75	\$ 2,038.75
Third Grade Party Fundraising	\$ 1,074.11	\$ 1,000.00	\$ 641.00	\$ (359.00)
Trenton Thunder Income	\$ 2,895.00	\$ 2,750.00	\$ -	\$ (2,750.00)
Winter Event Income		\$ 1,419.00	\$ 1,419.00	

Expense Categories	Actual 2022-2023	Recommended	Actual 2023-2024	Dif
Assemblies	\$ 590.00	\$ 2,000.00	\$ 1,815.00	\$ 185.00
Bank Fees		\$ 160.00	\$ 122.50	
Coin Wars Expenses	\$ 46.77	\$ 36.00	\$ 36.00	\$ -
Fun Run Expenses	\$ 712.90	\$ 477.00	\$ 477.32	\$ (0.32)
Day of Service	\$ -	\$ 250.00	\$ 237.72	\$ 12.28
End of Year Carnival Expenses	\$ 2,944.42	\$ 3,000.00	\$ 1,544.92	\$ 1,455.08
Fall Fest Expenses	\$ 1,175.39	\$ 1,250.00	\$ 1,240.33	\$ 9.67
Field Trips	\$ 3,526.00	\$ 7,000.00	\$ 6,285.00	\$ 715.00
Fundraising Activity Expenses	\$ 1,056.20	\$ 1,250.00	\$ 859.58	\$ 390.42
Insurance Expenses	\$ 2,082.83	\$ 466.00	\$ 466.00	\$ -
Misc Family School Activities	\$ 426.95	\$ 700.00	\$ 536.43	\$ 163.57
Misc In-School Activities Expenses	\$ 87.36		\$ 5.98	\$ (5.98)
Operating Expenses	\$ 593.22	\$ 825.00	\$ 679.77	\$ 145.23
Other Expenses	\$ 1,239.10		\$ 1,809.75	\$ (1,809.75)
PTO Gift to School		\$ 2,466.00	\$ 2,465.55	\$ 0.45
Scholarships	\$ 200.00	\$ 200.00	\$ -	
Scholastic Book Fair Expenses	\$ 6,865.49	\$ 7,500.00	\$ 5,031.03	\$ 2,468.97
Screen Free Week Expenses	\$ 396.71	\$ 500.00	\$ 228.03	\$ 271.97
Spirit Wear Expense	\$ 8,421.03	\$ 4,500.00	\$ 2,236.75	\$ 2,263.25
Student Appreciation		\$ 500.00	\$ 130.03	\$ 369.97
Teacher Appreciation Activity	\$ 3,034.94	\$ 3,350.00	\$ 826.24	\$ 2,523.76
Teacher Club Expenses	\$ 21,417.81	\$ 17,000.00	\$ 10,505.94	\$ 6,494.06
Teacher Request Fund	\$ 1,495.24	\$ 1,500.00	\$ 756.51	\$ 743.49
Third Grade End of Year	\$ 5,073.06	\$ 4,641.00	\$ -	\$ 4,641.00
Trenton Thunder Expenses	\$ 1,848.00	\$ 1,750.00	\$ 875.00	\$ 875.00
Trunk or Treat	\$ 103.29	\$ 161.00	\$ 161.61	\$ (0.61)
Volunteer Appreciation	\$ 50.00	\$ 250.00	\$ -	\$ 250.00
Winter Event	\$ 616.94	\$ 1,561.00	\$ 1,547.33	\$ 13.67

Income Total	\$ 82,986.37	\$ 64,283.00	\$ 51,238.38	\$ (11,625.62)
Expenses Total	\$ 61,385.42	\$ 63,293.00	\$ 38,296.38	\$ 22,175.18
NET	\$ 21,600.95	\$ 990.00	\$ 12,942.00	\$ (33,800.80)

Teacher Appreciation Monthly		
September	\$ 45.30	Welcome Basket for Hewitt
October		
November		
December	\$ 278.06	Gift Wrapping for Teachers/Staff
January		
February		
March		
April		
May		
June		
<b>Total</b>	<b>\$ 323.36</b>	
<b>Budget</b>	<b>\$ 1,000.00</b>	
<b>Remaining</b>	<b>\$ 676.64</b>	