

# Ben Franklin Elementary PTO

## May 2024 Meeting Minutes

**WHEN:** Monday, May 13, 2024

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

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

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

**START TIME:** 7:04 pm **END TIME:** 7:45 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, Rachelle Picarello - 2nd VP, Nicole Bottrel - Corresponding Secretary, Ilana Hernandez - Recording Secretary, Kristen Paladino - Treasurer</li> </ul>
<p><b>Principal Update</b></p> <p style="text-align: center;">Mr. Hewitt</p>	<ul style="list-style-type: none"> <li>- Mr. Hewitt began by thanking the PTO for their efforts during Teacher Appreciation Week. It was well received and appreciated by all staff. It was an awesome expression of appreciation.</li> <li>- As it was the last PTO meeting of the school year, Mr. Hewitt expressed gratitude for all that the PTO has done this year. There were many events and lots going on until the end of the year.</li> <li>- NJSLA testing for 3rd graders began today. ELA testing will take place on Monday and Tuesday; math testing will be Wednesday to Friday. Exam time doesn't take more than 75 minutes. On the longest exam days, students are testing from 9:15am to 10:30am. As a reminder, this exam doesn't keep students from moving on to the next grade nor impact their report cards. Thus far, it is going well. Make up dates for students who miss this week are next week.</li> <li>- There will be staff changes for the 2024/2025 school year:             <ul style="list-style-type: none"> <li>- Kindergarten: Fredericks, Krisak and O'Boyle will remain at BF; Mrs. Pacuta will be leaving and moving to Slackwood Elementary to teach Pre-K. Ms. Chaser (her current co-teacher) will be replacing her.</li> <li>- 1st Grade: Ali, Arvind and Nerey/Palacio will remain at BF; Mrs. Menu will be leaving and moving to Eldridge Park. Presently, this position is not filled; Mr. Hewitt will be interviewing candidates for this position.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- 2nd Grade: Gutierrez, Hargreaves-Dix, Idland and Rude will remain at BF. Ms. Scibilia is a temporary fill for Ms. Sutton who is presently on maternity leave. Ms. Sutton will return this upcoming school year and work with Ms. Idland.</li> <li>- 3rd Grade: Basmagy, Brackett, Leventhal and Smoots will remain at BF. Mr. Wilson put in his resignation; he will be replaced with Mrs. Deak.</li> </ul> <p>- The school will be having a security drill at the end of the month. This will be an off-site evacuation drill where students will be walking toward the Lutheran church on Princeton Pike. This will be practice. Students and staff may not walk all the way to the church as it is a half mile away from BF. Officer George and Officer Tom will accompany everyone. More details to be found in Mr. Hewitt’s weekly newsletter.</p> <p>- The district is currently working on a new logo/shield for all of the LTPS schools. The BF logo/shield will be unveiled at the start of the next school year.</p>
<p><b>PTO President Update</b></p> <p>Megan Coopersmith</p>	<ul style="list-style-type: none"> <li>- This is our last PTO meeting of the 2023-2024 school year.</li> <li>- Thanks to all the volunteers that helped during events throughout the year. We understand that it can be tough to make the time to volunteer and enjoy the event. It is greatly appreciated.</li> <li>- Thank you to all of those who donated goods or services during Teacher Appreciation Week and Screen Free Week. A special thanks to Sal Riccobono, a local BF parent, who catered lunch for our staff and teachers. Also, a big thanks to BF grandmother, Guniyal Pandit of Tropical Smoothie Cafe, for donating smoothies to our staff and teachers. Thanks to Starbucks for donating coffee several times this year, Mercer County Public Library and Redberry at TCNJ.</li> </ul>
<p><b>Recaps</b></p> <p>Respective Chairs</p>	<p><u>Book Fair</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- The spring book fair took place from Apr. 15 to 20.</li> <li>- We made around \$1900 and took that as cash instead of Scholastic Dollars. We were under budget for the event.</li> </ul> <p><u>Teacher Appreciation Meal Sponsored by 3rd Grade Families</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The last appreciation luncheon sponsored by 3rd grade families took place on Apr. 18. It was the same day as afternoon and evening conferences. There was enough food for teachers and staff to enjoy lunch and dinner. Extra food was even available for the next day.</li> <li>- Thank you to 3rd grade families who contributed and showed lots of love to our teachers and staff.</li> </ul>

	<p><u>Parents' Night Out</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- Our spring Parents' Night Out event took place on Apr. 27 at Amerikick. 25 kids were registered for the event.</li> <li>- This was a no cost event for the PTO. The provided food was used from other events that the PTO has put on. The pizza was bought with gift cards obtained from the funds raised during Coin Wars.</li> <li>- Amerikick has expressed interest in doing the event again.</li> </ul> <p><u>Teacher Appreciation Week</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- Teacher Appreciation Week at BFS took place from Apr. 29 to May 3.</li> <li>- It was a busy week. Teachers appeared to be most excited about book day where teachers could pick several books for their classroom libraries. This was new to them and their reaction was similar to students during the book change.</li> <li>- We appreciate our teachers and staff!</li> </ul> <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 May took place on May 11. It was a Saturday afternoon so families were welcome to come after sports. It went great.</li> </ul> <p><u>Screen Free Week</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- Screen Free Week took place from May 6 to 12.</li> <li>- There was a decent turnout. The first day took place at Mercer County Library where 49 kids completed a scavenger hunt and got a free book; this was the most attended event. For the second day, 800 silverware sets were wrapped to be donated to TASK; this was under the goal of 1000 sets. The other days consisted of rock painting and cotton candy, Minute to Win It games, and a meet up at Redberry at TCNJ.</li> </ul>
<p><b>Ongoing Events</b></p> <p>Respective Chairs</p>	<p><u>Spring Teacher Clubs</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- Clubs are almost finished and are going well.</li> <li>- Announcement: Clubs have a strict end time of 5pm. Please pick up your child on time.</li> <li>- Teacher payments are expected to be made next week.</li> </ul>

<p><b>Upcoming Events</b></p> <p>Respective Chairs</p>	<p><u>Carnival</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- Carnival is taking place May 19 from 1pm to 4pm. There will be a reptile show with a chance of being able to touch and hold reptiles. Also there will be cotton candy, pretzels and Italian ice for sale and lots of games and prizes.</li> <li>- This year there will be door prizes. Every entry fee comes with a door prize ticket. The prizes are 2 free admission tickets to Six Flags, 2 free admission tickets to Dorney Park, 4 tickets to any Trenton Thunder home game, a candy tower, a squishmallow, and a gigantic pool (15 ft diameter).</li> <li>- Volunteers are still needed. If you volunteer, your child (Pre-K to 3rd grade) will be able to throw a water balloon at Mr. Hewitt towards the end of the event. Volunteers will also be entered into a raffle for 2 complimentary entrees at Turning Point (for volunteers only).</li> <li>- The goal is to host the event outside (weather permitting). This will be the last event at the school of the year.</li> </ul> <p><u>Trenton Thunder</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- The game is on Friday, June 7.</li> <li>- As of Friday, 180 tickets have been sold. Names of the kids who signed up to sing will be sent to Mrs. LaFlamme soon. The goal is to reach 250 tickets. Additional ticket requests sent in today haven't been accounted for just yet.</li> <li>- This game is expected to be packed. It is opening week. Also, LIS and Slackwood are also expected to be present the same night.</li> </ul> <p><u>3rd Grade Party</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- This is just for 3rd graders. The party will take place on Saturday, June 15 (ideally outside).</li> <li>- Parents and guardians can volunteer to chaperone and help out at the event.</li> </ul> <p><u>Chalk the Walk</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- This will take place on June 19, the evening before the last day of school.</li> <li>- Kids will be able to write messages on the front walkway of the school and snack and popsicles.</li> <li>- If it rains, kids are still welcome to attend and decorate the front door with messages and drawings on paper instead.</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>- This year 3rd graders will receive a t-shirt as a gift.</li> </ul>

	<p>- The yearbook is coming along. There is still a need for 1st grade official class photos. There are still a few students who need their pictures taken and surveys filled out to complete the yearbook.</p> <p>- 3rd grade class photo is scheduled for Wednesday; however, there is a possibility of rain so this date might change.</p> <p><u>Board Position Open for Next Year 2024/2025</u></p> <p>- This meeting served as the election for the open board positions.</p> <ul style="list-style-type: none"> <li>- Lindsay Walsh voted in as Vice President 2 (unanimous and unopposed).</li> <li>- Petra Crevier re-elected as Vice President 1 (unanimous and unopposed).</li> <li>- Kristen Paladino re-elected as Treasurer (unanimous and unopposed).</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><b>Q:</b> Will there be a Clap Out for 3rd graders?</p> <p><b>A:</b> The plan is to do something to celebrate the 3rd graders moving on to LIS (possibly a clap out). Nothing has officially been planned just yet (answered by Mr. Hewitt).</p> <p>Thank you all for coming! Stay connected with us:</p> <p>Ben Franklin PTO Facebook: <a href="https://www.facebook.com/BFLawrNj">https://www.facebook.com/BFLawrNj</a></p> <p>BenFranklinPTOTwitter: <a href="https://twitter.com/bfpto">@bfpto</a></p> <p>BenFranklinPTOwebsite: <a href="http://bfpto.org/">http://bfpto.org/</a></p>
<p><b>Next Meeting</b></p>	<p><b>This was the final meeting of the year! See you in September 2024!</b></p>

## 5/13/24 Meeting Summary

1. Paid \$3324 for Spirit Wear and \$2369 for Book Fair
  
2. Paid \$266 for Carnival Expenses; \$1167 for Teacher Appreciation Week; \$287 for Screen Free Week (expenses not final)
  
3. Paid out \$217 for Spring Teacher Club Expenses and \$270 for operational expenses, including NJ Charity Registration (for 2 years) and Raffle License Application.
  
4. Third Grade: Fundraised \$439 (\$1080 total)
  
5. Deposits: \$301.52 from CEC and Villa Maria; \$409 for K Field Trip; \$308 for Amerikick; \$18.10 for Box Tops; \$4318.62 from Scholastic Book Fair; \$1023 for Trenton Thunder

### 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	\$ 1,467.46	\$ (32.54)
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	\$ 713.00	\$ (787.00)
Fundraising Activity Income	\$ 3,629.61	\$ 2,300.00	\$ 2,113.50	\$ (186.50)
Insurance Refund/Reimbursements	\$ 1,590.20		\$ -	\$ -
No-Cost Fundraisers	\$ 143.49	\$ 150.00	\$ 18.10	\$ (131.90)
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	\$ 8,689.51	\$ (110.49)
Spirit Wear Income	\$ 9,643.41	\$ 6,000.00	\$ 7,232.30	\$ 1,232.30
Teacher Clubs Income	\$ 36,808.55	\$ 26,000.00	\$ 28,024.50	\$ 2,024.50
Third Grade Party Fundraising	\$ 1,074.11	\$ 1,000.00	\$ 1,080.00	\$ 80.00
Trenton Thunder Income	\$ 2,895.00	\$ 2,750.00	\$ 1,023.00	\$ (1,727.00)
Winter Event Income		\$ 1,419.00	\$ 1,419.00	

<b>Expense Categories</b>	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	\$ 1,810.85	\$ 1,189.15
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	\$ 541.76	\$ 158.24
Misc In-School Activities Expenses	\$ 87.36		\$ 5.98	\$ (5.98)
Operating Expenses	\$ 593.22	\$ 825.00	\$ 949.77	\$ (124.77)
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	\$ 7,399.64	\$ 100.36
Screen Free Week Expenses	\$ 396.71	\$ 500.00	\$ 515.32	\$ (15.32)
Spirit Wear Expense	\$ 8,421.03	\$ 4,500.00	\$ 5,560.95	\$ (1,060.95)
Student Appreciation		\$ 500.00	\$ 130.03	\$ 369.97
Teacher Appreciation Activity	\$ 3,034.94	\$ 3,350.00	\$ 1,993.30	\$ 1,356.70
Teacher Club Expenses	\$ 21,417.81	\$ 17,000.00	\$ 10,722.62	\$ 6,277.38
Teacher Request Fund	\$ 1,495.24	\$ 1,500.00	\$ 756.51	\$ 743.49
Third Grade End of Year	\$ 5,073.06	\$ 5,080.00	\$ 137.00	\$ 4,943.00
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	\$ 58,005.37	\$ (4,858.63)
Expenses Total	\$ 61,385.42	\$ 63,732.00	\$ 46,338.48	\$ 14,572.08
NET	\$ 21,600.95	\$ 551.00	\$ 11,666.89	\$ (19,430.71)

<b>Teacher Appreciation Monthly</b>		
September	\$ 45.30	Welcome Basket for Hewitt
October		
November		
December	\$ 278.06	Gift Wrapping for Teachers/Staff
January		
February		
March		
April		
May	\$ 24.95	Principal's Day (Gingered Peach)
June		
<b>Total</b>	<b>\$ 348.31</b>	
<b>Budget</b>	<b>\$ 1,000.00</b>	
<b>Remaining</b>	<b>\$ 651.69</b>	