

Ben Franklin Elementary PTO

October 2024 Meeting Minutes

WHEN: Monday, October 21, 2024

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

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

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

START TIME: 7:03pm **END TIME:** 7:52pm

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, Lindsay Walsh - 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 highlighted the upcoming BF Fundraiser to fight breast cancer. Students and staff members are encouraged to wear pink on Thursday, Oct. 24 and donate to the National Breast Cancer Foundation. More information to be found in the latest newsletter.</p> <p>- There will be a spirit assembly this Friday, Oct. 25. Students are encouraged to wear school colors (blue and white) and/or spirit wear. The LHS marching band will be performing for the students.</p> <p>- Reminder that LTPS will be hosting an Elementary School Community Conversation on Oct. 29 at 6pm. This event will be held at Slackwood Elementary School. Childcare will be provided.</p> <p>- The annual BF Halloween parade will be taking place Oct. 31 at 2pm. Classroom celebrations will happen prior to the parade. Parents are welcome to attend the parade outside of this school building. Homeroom coordinators will be allowed to help set up classroom parties; no other parents will be allowed inside the building. Please refrain from sending any props in with students.</p> <p>- The Lost and Found is quickly growing. Families are encouraged to check it out to see if their child has left anything behind. Please continue to label clothing items so that they can be quickly returned to students.</p>

	<p>- On Election Day, Nov. 5, the school will remain open as the facility isn't used as a voting location. This year 3rd graders will have the opportunity to learn about the importance of voting and civic duty. Mrs. Smoots has organized for board of education members to come in and talk to them about what it means to be a board member. 3rd grade students will then have the opportunity to vote on which charity organization that they'll be writing letters to this year. This learning opportunity is strictly for educational purposes and is not affiliated with any political party.</p>
<p>PTO President Update</p> <p>Megan Coopersmith</p>	<p>- The PTO is always in need of volunteers. If interested, reach out to ask for more information. You can help as much or as little as you'd like. The help is very appreciated.</p> <p>- This year there is a volunteer perk. Anyone who accumulates 12 hours of volunteer time can earn their child lunch with Mr. Hewitt.</p>
<p>Recaps</p> <p>Respective Chairs</p>	<p><u>Dine to Donate</u></p> <p>- Petra Crevier spoke.</p> <p>- The first Dine to Donate of the year took place at Chuck E. Cheese on Sept. 20. We made \$167, which was 20% of the proceeds. The event brought the BF community together for a fun night!</p> <p><u>Ice Cream Social</u></p> <p>- Kristen Paladino and Petra Crevier spoke.</p> <p>- Ice Cream Social took place on Sept. 25 with around 200 people in attendance.</p> <p>- The PTO made \$200 on the event. The point of the event was to break even.</p> <p>- Shout out to Captain Paul's Firehouse Dogs for donating water ice and PJ's Pancake House for donating ice cream.</p> <p><u>Fall Fest</u></p> <p>- Megan Coopersmith spoke.</p> <p>- The PTO's annual Fall Fest took place on Oct. 6. It was a beautiful warm day. The event brought in \$932, not including raffles.</p> <p><u>Coin Wars</u></p> <p>- Nicole Bottrel spoke.</p> <p>- Coin Wars took place from Sept.16 to Oct. 4. A total of \$XXXXX was raised.</p> <p>- Thanks to families who sent in coins and paper bills.</p> <p>- Pre-K and Kindergarten won and enjoyed a pajama day with an extra recess and popcorn on Oct. 16.</p>

<p>Ongoing Events</p> <p>Respective Chairs</p>	<p><u>Teacher Clubs</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Fall teacher clubs are going well. - Currently, the PTO is in the process of getting things ready for winter clubs. Look out for winter teacher club descriptions at the end of November. Winter teacher clubs are expected to begin in January.
<p>Upcoming Events</p> <p>Respective Chairs</p>	<p><u>Trunk or Treat</u></p> <ul style="list-style-type: none"> - Nicole Bottrel spoke. - This year's Trunk or Treat event is taking place on Saturday, Oct. 26 from 6:30pm to 7:30pm for BF families only. - Thus far, 19 trunks have signed up. <p><u>Dine to Donate</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - The Dine to Donate for the month of November will be at Shake Shack on Nov. 6 from 11am to 9:30pm. - Present the flyer to the cashier when placing your order or use the code DONATECHICKEN when placing a mobile order. 25% of the proceeds will be donated to the PTO. <p><u>Fall Book Fair</u></p> <ul style="list-style-type: none"> - Kristen Paladino spoke. - The Scholastic book fair will take place from Nov. 21 to 26 during conferences. - Preview day is on Nov. 20, where students are able to write down their wishlists. - The Friends and Family shopping event is on Saturday, Nov. 23 from 11am to 1pm in the BF gymnasium. Light refreshments will be served. - There will be a few changes this year including e-wallets for teachers. More information and flyers coming out the week before the book fair. <p><u>Teacher Appreciation Meal Sponsored by 3rd Grade</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - The first teacher appreciation meal of the year will be sponsored by 3rd grade families and takes place on Nov. 21. - Krista Gervon, a 3rd grade parent, has agreed to chair this event. She is going with a friendsgiving theme which includes thanksgiving themed food. An email with a Sign Up Genius has been sent out to 3rd grade families requesting contributions. If you are a 3rd grade family member, consider contributing towards this meal whether with a dish, money or your time. - This event takes place on the late day of conferences allowing teachers and staff to enjoy lunch and have leftovers in the evening.

	<p><u>Turkey Trot Fun Run</u></p> <ul style="list-style-type: none"> - Lindsay Walsh spoke. - The Turkey Trot Fun Run is happening again! The race will be on Saturday, Nov. 23 in the BF parking lot. - Check in begins at 10am with the race officially starting at 10:30am. - Cost: \$15 per registered runner who will receive a medal for finishing the race. Parents are welcome to run alongside their registered runner. - Teacher Experience Raffles will be on sale throughout the race and at the family book fair event. Winners will be announced at the end of the book fair event. This will be the ONLY opportunity to enter this school year. It is this early in the year as it provides teachers enough time to schedule experiences with their winners. New this year is that families will be able to enter into the raffle during conference hours at the book fair. Teasers will be released beforehand. <p><u>Spirit Wear Sale</u></p> <ul style="list-style-type: none"> - Megan Coopersmith spoke. - Right now, the PTO is working with the vendor to get quotes on different items. There have been lots of requests made by families and teachers for items. If you would like anything specific to be included in the sale, please reach out via email. - The sale is expected to happen in mid-November so orders can get out to families by December.
<p>Updates</p> <p>Respective Chairs</p>	<p><u>Homeroom Coordinators</u></p> <ul style="list-style-type: none"> - Lindsay Walsh spoke. - At this time, all classrooms have at least one homeroom coordinator. The majority of classes also have homeroom helpers. There were lots of volunteers this year. - If homeroom coordinators are in need of support, please reach out to Lindsay via email. Coordinators should have reached out to teachers and started coordinating Halloween/Fall parties. <p><u>Warm Clothing Drive for HomeFront Begins</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - The warm clothing drive is taking place from Oct. 14 to Jan. 13. Drop off bins are in the vestibule at the front entrance of the school. - The bins are filling up quickly with a potential pick up by HomeFront for tomorrow. This year there will be more frequent pickups so as to not crowd the vestibule with donations.

	<p><u>Charleston Wrap Fundraising</u></p> <ul style="list-style-type: none"> - Petra Crevier spoke. - Catalogs went home on Friday. At this time, the PTO has raised \$321.70. Please consider supporting the fundraiser; 40% of the proceeds are donated to the PTO. - Note that the catalog has lots of other holiday wrapping paper outside of Christmas PLUS other non-holiday related items for sale.
<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>Q: Will the running board of education candidates be included in the election lesson for 3rd graders?</p> <p>A: All board of education members including candidates were asked to attend. Not all have responded. The purpose of the lesson is for board members to share what it means to be a board member rather than their policies and views (answered by Mr. Hewitt).</p> <p>Q: Will the guidance counselor be doing a Thanksgiving drive this year?</p> <p>A: Yes, more details to come (answered by Mr. Hewitt).</p> <p>Q: When it comes to the new volunteer perk, if one parent volunteers and the other parent volunteers at another time, will the volunteer hours of both parents go to the same child?</p> <p>A: Yes, the hours go towards the same child; it is per household.</p> <p>Q: For trunk or treat, how many kids are we expecting? Just want to be prepared. It's our first year!</p> <p>A: We usually ask for 700 pieces of candy per car. Students usually bring their siblings and tend to come around more than once. The PTO will have extra candy if trunks run out. Thank you to everyone who volunteered.</p> <p>Thank you all for coming! Stay connected with us:</p> <p>Ben Franklin PTO Facebook: https://www.facebook.com/BFLawrNj Ben Franklin PTO Twitter: @bfpto</p>

	Ben Franklin PTO website: http://bfpto.org/ Ben Franklin PTO email address: bfptorocks@gmail.com
Next Meeting	Monday, November 18, 2024 at 7pm

10/16/24 Summary

1. Fall Fest Summary: Collected \$1411 in Entry/Snacks and \$771 in Raffle Tickets; Spent \$1250 (profit: \$932)

2. Ice Cream Social Summary: Collected \$414 vs. \$194 Spent.

3. \$26.25 in Bank Fees (Ice Cream Social & Fall Fest); \$23 for Operating Expenses (Beanbags & Stickers); \$50 for Custodian Appreciation Day and \$96 for Fall Teacher Club Supplies Reimbursement.

4. Coin Wars Fundraiser totalled \$1454!

5. Deposits: \$7874 Teacher Club Payments; \$155 for Spirit Wear (from when?); \$680 Cash Donations (total running \$3005) and \$167 from Chuck E. Cheese Dine to Donate.

Ben Franklin PTO 2024-2025

Budget Categories

Income Categories	23-24 Actual	24-25 Recommer	Actual 24-25	Dif
Cash Donations	\$ 2,210.00	\$ 2,000.00	\$ 3,005.00	\$ 1,005.00
Coin Wars Income	\$ 1,556.60	\$ 1,500.00	\$ 1,454.53	\$ (45.47)
Color Run Income	\$ 960.00	\$ 2,000.00	\$ -	\$ (2,000.00)
Dine to Donate Income	\$ 1,823.83	\$ 1,800.00	\$ 167.60	\$ (1,632.40)
End of Year Carnival Income	\$ 4,171.70	\$ 4,500.00	\$ -	\$ (4,500.00)
Fall Fest Income	\$ 1,348.90	\$ 1,250.00	\$ 1,411.35	\$ 161.35
Field Trip Offset Income	\$ 1,216.00	\$ 1,200.00	\$ -	\$ (1,200.00)
Fundraising Activity Income	\$ 2,113.50	\$ 5,100.00	\$ 414.00	\$ (4,686.00)
Insurance Refund/Reimbursements	\$ -		\$ -	\$ -
No-Cost Fundraisers	\$ 18.10	\$ -	\$ -	\$ -
Other Income	\$ 100.00	\$ -	\$ -	\$ -
Raffle/Gaming Income	\$ 1,468.50	\$ 2,500.00	\$ 771.00	\$ (1,729.00)
Scholastic Book Fair Income	\$ 8,689.51	\$ 8,800.00	\$ -	\$ (8,800.00)
Spirit Wear Income	\$ 7,590.90	\$ 9,000.00	\$ 1,255.15	\$ (7,744.85)
Teacher Clubs Income	\$ 28,024.50	\$ 24,500.00	\$ 7,874.00	\$ (16,626.00)
Third Grade Party Fundraising	\$ 1,348.70	\$ 1,000.00	\$ -	\$ (1,000.00)
Trenton Thunder Income	\$ 2,652.00	\$ 2,750.00	\$ -	\$ (2,750.00)
Winter Event Income	\$ 1,419.00	\$ 1,250.00	\$ -	

Expense Categories	23-24 Actual	24-25 Recommer	Actual 24-25	Dif
Assemblies	\$ 1,815.00	\$ 2,000.00	\$ -	\$ 2,000.00
Bank Fees	\$ 165.36	\$ 160.00	\$ 88.54	
Coin Wars Expenses	\$ 36.00	\$ 50.00	\$ 55.96	\$ (5.96)
Color Run Expenses	\$ 477.32	\$ 500.00	\$ -	\$ 500.00
Day of Service	\$ 237.72	\$ 500.00	\$ -	\$ 500.00
End of Year Carnival Expenses	\$ 2,769.26	\$ 3,000.00	\$ -	\$ 3,000.00
Fall Fest Expenses	\$ 1,240.33	\$ 1,250.00	\$ 1,249.78	\$ 0.22
Field Trips	\$ 6,710.00	\$ 10,000.00	\$ -	\$ 10,000.00
Fundraising Activity Expenses	\$ 859.58	\$ 1,550.00	\$ 194.08	\$ 1,355.92
Insurance Expenses	\$ 466.00	\$ 500.00	\$ -	\$ 500.00
Misc Family School Activities	\$ 541.76	\$ 700.00	\$ 91.48	\$ 608.52
Misc In-School Activities Expenses	\$ 5.98		\$ -	\$ -
Operating Expenses	\$ 856.49	\$ 850.00	\$ 414.91	\$ 435.09
Other Expenses	\$ 1,838.72		\$ -	\$ -
PTO Gift to School	\$ 2,533.87	\$ 1,000.00	\$ -	\$ 1,000.00
Scholarships	\$ 200.00	\$ 200.00	\$ -	
Scholastic Book Fair Expenses	\$ 7,399.64	\$ 7,500.00	\$ -	\$ 7,500.00
Screen Free Week Expenses	\$ 269.87	\$ 500.00	\$ -	\$ 500.00
Spirit Wear Expense	\$ 5,560.95	\$ 8,500.00	\$ 436.95	\$ 8,063.05
Student Appreciation	\$ 289.07	\$ 500.00	\$ 63.59	\$ 436.41
Teacher Appreciation Activity	\$ 2,664.11	\$ 2,650.00	\$ 535.03	\$ 2,114.97
Teacher Club Expenses	\$ 16,341.24	\$ 14,000.00	\$ 894.74	\$ 13,105.26
Teacher Request Fund	\$ 1,165.45	\$ 1,000.00	\$ -	\$ 1,000.00
Third Grade End of Year	\$ 5,205.15	\$ 4,000.00	\$ -	\$ 4,000.00
Trenton Thunder Expenses	\$ 1,694.00	\$ 1,750.00	\$ -	\$ 1,750.00
Trunk or Treat	\$ 161.61	\$ 200.00	\$ -	\$ 200.00
Volunteer Appreciation	\$ -	\$ 250.00	\$ -	\$ 250.00
Winter Event	\$ 1,547.33	\$ 1,400.00	\$ -	\$ 1,400.00

Income Total	\$ 65,292.74	\$ 15,581.63
Expenses Total	\$ 59,648.87	\$ 4,025.06
NET	\$ 5,643.87	\$ 11,556.57

Teacher Appreciation Monthly		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
Total	\$	-
Budget	\$	400.00
Remaining	\$	400.00