

# Ben Franklin Elementary PTO

## December 2024 Meeting Minutes

**WHEN:** Monday, December 16, 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:** 7:02 pm **END TIME:** 7:34pm

<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, Lindsay Walsh - 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>- Report cards for the first trimester of the school year were released on Friday, Dec. 13. They can be found on the parent portal on Genesis. Families are encouraged to reach out to teachers with questions and concerns first. They're also welcome to reach out to Mr. Hewitt and Ms. Umbach for assistance.</li> <li>- Reminder: The Lost and Found is pretty full. BF families can come in to claim missing items. Over the winter break, the unclaimed, unlabeled items will be donated. The Lost and Found can be found right outside of the all purpose room.</li> <li>- Lots of activities scheduled for this week at BF. Classrooms will be having their holiday parties. Mystery readers have been visiting classrooms.</li> <li>- This week 3rd graders will be walking over to Clover Meadows, weather permitting. They will be singing to the seniors there. Afterwards, LHS students will be coming in to teach 3rd graders dance moves from the Nutcracker.</li> <li>- Mr. Hewitt expressed appreciation for all of the events that the PTO has put on thus far. He highlighted how accessible the PTO has made events to all students regardless of their socioeconomic status; specifically the Holiday Shop and Teacher Experience raffles.</li> <li>- This Friday, a spirit assembly will be held. Students are encouraged to wear spirit wear or school colors (blue and white). It will be an early dismissal day.</li> </ul>

<p><b>PTO President Update</b></p> <p>Megan Coopersmith</p>	<p>- The PTO sponsored the Eyes of the Wild assembly that took place on Dec. 11. All BF students were able to enjoy the assembly. Rescue animals were presented and the kids learned lots of facts. This is an assembly that students get to enjoy each year. This time around students got to learn about porcupines, skunks, wallabies, tortoises and ferrets. It is an assembly that is always a favorite for students. Photos from the assembly can be found <a href="#">here</a>.</p>
<p><b>Recaps</b></p> <p>Respective Chairs</p>	<p><u>Fall Book Fair</u></p> <ul style="list-style-type: none"> <li>- Kristen Paladino spoke.</li> <li>- The book fair took place from Nov. 20 to Nov. 26.</li> <li>- The PTO was able to raise a little over \$2000. This time around the decision was made to take cash from the fair since the PTO already has enough scholastic dollars to purchase the books needed for the remainder of the school year.</li> <li>- There was a good turnout for the Saturday event. Families and friends of BF students were invited to shop at the book fair. Light refreshments were provided.</li> <li>- \$8 vouchers were given to 42 students at the school to purchase a book at the fair. These vouchers were funded by Share the Fair, a program where shoppers can donate their change to support students who might not be able to buy a book.</li> <li>- New this year was the introduction of teacher e-wallets. Families were able to contribute money towards teachers accounts so they could buy books for their classrooms. It was successful.</li> </ul> <p><u>Teacher Appreciation Meal Sponsored by 3rd Grade</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The first teacher appreciation luncheon was sponsored by 3rd grade families. 3rd grade parent, Krista Gervon, chaired this event. It took place on Thursday, Nov. 21; a day of afternoon and evening conferences for teachers.</li> <li>- Former BF parent, Sal Riccobono, provided catering at a discounted rate. Teachers and staff were able to enjoy a friendsgiving themed meal. There was plenty of food for lunch and dinner.</li> </ul> <p><u>Turkey Trot Fun Run</u></p> <ul style="list-style-type: none"> <li>- Lindsay Walsh spoke.</li> <li>- The annual Turkey Trot Fun Run took place on Saturday, Nov. 23. It was a sunny morning. The kids were able to run a mile, received medals and enjoyed snacks. Afterwards, families headed into the building for the book fair event.</li> <li>- Teacher experience raffle winners were announced at 1pm at the family and friends book fair event. Winners were posted on social media. Teachers will reach out to the families of winners to schedule their experience. It is a busy time of year so give teachers time to reach out. If families don't hear from teachers by the end of January 2025, reach out to Lindsay.</li> <li>- Here is a <a href="#">list</a> of winners.</li> </ul> <p><u>Kids' Night Out</u></p>

	<ul style="list-style-type: none"> <li>- Lindsay Walsh spoke.</li> <li>- The event took place on Saturday, Dec. 7 at Amerikick from 5:30pm to 8pm. There were 25 children who enjoyed a night of karate and a variety of games. Pizza and snacks were served. Parents were able to enjoy a couple of hours to themselves.</li> </ul> <p><u>Holiday Shop</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- The Holiday Shop was brought back this year. It took place in the evening on Thursday, Dec. 12 and during the school day on Friday, Dec. 13. It was a great success!</li> <li>- The kids were proud and excited to shop on their own. All items were \$1 or \$2. It allowed for the kids to experience the joy of giving as well as use their math skills. Gift wrapping and labels were available.</li> <li>- 45 students were given \$8 voucher cards allowing them the opportunity to shop for their loved ones as well.</li> </ul>
<p><b>Ongoing Events</b></p> <p>Respective Chairs</p>	<p><u>Winter Teacher Club Sign Up - Ends today!</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke.</li> <li>- Today is the last day to sign up for winter teacher clubs; set to begin in January. There is space available in some clubs still. Deadline won't be extended as the roster needs to be finalized and volunteer helpers need to be assigned to each club.</li> </ul> <p><u>Spirit Wear</u></p> <ul style="list-style-type: none"> <li>- Megan Coopersmith spoke,</li> <li>- The order was submitted at the end of November to the vendor. Presently, the order is being processed by the vendor. There have been no updates thus far. Orders will probably go out after break.</li> </ul>
<p><b>Upcoming Events</b></p> <p>Respective Chairs</p>	<p><u>Dine to Donate - Jersey Mike's</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The Dine to Donate for December will take place at Jersey Mike's located at the Lawrence Shopping Center (near Lidl) on Thursday, Dec. 19.</li> <li>- 25% of all sales on that date will be donated to the PTO if the promo code BPTO24 is used when placing an order via the app or <a href="#">flyer</a> is presented at the register.</li> </ul> <p><u>Movie Night</u></p> <ul style="list-style-type: none"> <li>- Nicole Bottrel spoke.</li> <li>- The PTO's annual family movie night is taking place on Friday, Jan. 31, 2025.</li> <li>- A poll was sent out to classrooms this past Friday for students to vote for the movie that will be shown on movie night. Students were asked to choose between Inside Out 2, IF, and Wild Robot. The winner will be announced on the flyer that will be distributed after break.</li> <li>- Refreshments will be available for purchase during the event.</li> </ul>

	<p><u>Teacher Appreciation Meal Sponsored by 2nd Grade</u></p> <ul style="list-style-type: none"> <li>- Lindsay Walsh spoke.</li> <li>- The 2nd grade sponsored teacher appreciation meal is scheduled for Thursday, Feb. 6. it will be super bowl themed. Communications will be sent to 2nd grade families regarding contributions in January.</li> </ul> <p><u>Science Night</u></p> <ul style="list-style-type: none"> <li>- Ilana Hernandez spoke.</li> <li>- This year's Science Night is taking place on Thursday, Feb. 20 from 6pm to 7:30pm. It will be hospital themed with activities and experiments centered around the different body systems in a hospital setting (i.e. gastroenterology dept. for the digestive system, operating room, emergency room for stitches, etc.).</li> <li>- All BF students and families are welcome to attend. It is a free event.</li> <li>- The 3rd grade science fair is happening at the same time. All BF 3rd graders are welcome to participate and demonstrate any science topic of interest. Certificates and ribbons to be given out to participants.</li> <li>- Registration form will be sent out at the start of January to give 3rd graders ample time to work on their projects.</li> <li>- Flyers and sign up genius for volunteers will be sent out in January too.</li> </ul>
<p style="text-align: center;"><b>Updates</b></p> <p>Respective Chairs</p>	<p><u>Warm Clothing Drive for HomeFront</u></p> <ul style="list-style-type: none"> <li>- Petra Crevier spoke.</li> <li>- The warm clothing drive ends on Jan. 13. Gently used winter clothing and bedding can be dropped off in the BF vestibule. HomeFront mostly benefits from the drive. Warm items such as coats and boots are being set aside for BF guidance counselor, Mrs. Umbach, to support BF families in need. The next haul is planned for some time this week, before winter break.</li> </ul> <p><u>3rd Grade Committee</u></p> <ul style="list-style-type: none"> <li>- Amanda Taglairino spoke.</li> <li>- The 3rd Grade Committee had their first meeting at the start of December. Presently, there are only 6 members; there is a need for more 3rd grade parents to join.</li> <li>- 3rd graders will have the opportunity to vote on their theme for the school year. This will determine the theme of the 3rd grade party and yearbook.</li> <li>- Subcommittees have been assigned. The next meeting will be in January. Anyone that is interested in joining should email Petra at <a href="mailto:bfptorocks@gmail.com">bfptorocks@gmail.com</a> to be added to the 3rd grade committee.</li> </ul>
<p style="text-align: center;"><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> Based on feedback from Kindergarten and 1st grade teachers, would it be possible to have volunteers at next year's Holiday Shop to help younger students navigate shopping?</p> <p><b>A:</b> This is feedback that we also received and will take into consideration when planning next year's event.</p> <p><b>Q:</b> When will parents hear from teachers about teacher experience raffles?</p> <p><b>A:</b> Please give teachers time to reach out with scheduling for teacher experience raffles. We try to have these raffles early on in the year to give teachers the rest of the school year to set up these experiences. If you don't hear by the end of January from the teacher giving the experience, reach out to the PTO or teacher. Keep in mind that students who win experiences that happen during the school day may not need a teacher to reach out to the parent to coordinate a date.</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>  Ben Franklin PTO Twitter: <a href="https://twitter.com/bfpto">@bfpto</a>  Ben Franklin PTO website: <a href="http://bfpto.org/">http://bfpto.org/</a>  Ben Franklin PTO email address: <a href="mailto:bfptorocks@gmail.com">bfptorocks@gmail.com</a></p>
<p><b>Next Meeting</b></p>	<p><b>Monday, January 27, 2025 at 7pm</b></p>

<p style="text-align: center;"><b>12/12/24 Summary</b></p> <p>1. Collected \$437 for Fun Run vs. \$175 in Expenses. Amerikick: \$117 in Expenses vs. \$176 in Income (not totals).</p> <p>2. Paid for Eyes of the Wild Assembly (\$690). Book Fair Income: \$3918; Expenses: \$1969</p> <p>3. Collected \$7862 for Winter Teacher Clubs and Paid \$4343 for Fall Clubs.</p> <p>4. Operational Expenses totalled \$64, which includes office supplies and cotton candy.</p> <p>5. Other Deposits: \$50 in Cash Donations; \$130 for 3rd Grade Raffle and \$1578 for Charleston Wrap Fundraiser and \$915 from Teacher Experience Raffles. \$54 in Bank Fees.</p>
---

# Ben Franklin PTO 2024-2025

## Budget Categories

<b>Income Categories</b>	23-24 Actual	24-25 Recommer	Actual 24-25	Dif
Cash Donations	\$ 2,210.00	\$ 2,000.00	\$ 3,215.00	\$ 1,215.00
Coin Wars Income	\$ 1,556.60	\$ 1,500.00	\$ 1,454.53	\$ (45.47)
Fun Run Income	\$ 960.00	\$ 2,000.00	\$ 841.50	\$ (1,158.50)
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	\$ 2,518.30	\$ (2,581.70)
Insurance Refund/Reimbursements	\$ -		\$ -	\$ -
No-Cost Fundraisers	\$ 18.10	\$ -	\$ -	\$ -
Other Income	\$ 100.00	\$ -	\$ -	\$ -
Raffle/Gaming Income	\$ 1,468.50	\$ 2,500.00	\$ 1,686.35	\$ (813.65)
Scholastic Book Fair Income	\$ 8,689.51	\$ 8,800.00	\$ 3,917.58	\$ (4,882.42)
Spirit Wear Income	\$ 7,590.90	\$ 9,000.00	\$ 4,319.78	\$ (4,680.22)
Teacher Clubs Income	\$ 28,024.50	\$ 24,500.00	\$ 15,597.00	\$ (8,903.00)
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	\$ -	

<b>Expense Categories</b>	23-24 Actual	24-25 Recommer	Actual 24-25	Dif
Assemblies	\$ 1,815.00	\$ 2,000.00	\$ 690.00	\$ 1,310.00
Bank Fees	\$ 165.36	\$ 160.00	\$ 144.79	
Coin Wars Expenses	\$ 36.00	\$ 50.00	\$ 55.96	\$ (5.96)
Fun Run Expenses	\$ 477.32	\$ 500.00	\$ 429.78	\$ 70.22
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	\$ 332.97	\$ 1,217.03
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	\$ 624.44	\$ 225.56
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	\$ 1,999.03	\$ 5,500.97
Screen Free Week Expenses	\$ 269.87	\$ 500.00	\$ -	\$ 500.00
Spirit Wear Expense	\$ 5,560.95	\$ 8,500.00	\$ 462.94	\$ 8,037.06
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	\$ 5,237.58	\$ 8,762.42
Teacher Request Fund	\$ 1,165.45	\$ 1,000.00	\$ 475.00	\$ 525.00
Third Grade End of Year	\$ 5,205.15	\$ 4,000.00	\$ -	\$ 4,000.00
Trenton Thunder Expenses	\$ 1,694.00	\$ 1,750.00	\$ 805.00	\$ 945.00
Trunk or Treat	\$ 161.61	\$ 200.00	\$ 150.00	\$ 50.00
Volunteer Appreciation	\$ -	\$ 250.00	\$ -	\$ 250.00
Winter Event	\$ 1,547.33	\$ 1,400.00	\$ -	\$ 1,400.00

Income Total	\$ 65,292.74	\$ 35,128.99
Expenses Total	\$ 59,648.87	\$ 12,392.37
NET	\$ 5,643.87	\$ 22,736.62

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