

**Benjamin Franklin Classical Charter Public School
PCO General Meeting Minutes**

November 16, 2009

7:00pm

Next Meeting: Wednesday, January 13, 2010 School Library

Attendance: 17

Administration Update - Heather Zolnowski

- ❖ The picture books donated by the PCO to the school library are flying off the shelves. They have been a huge hit with the children and families can identify them by the label on the front cover "PCO Donation 08'-09'".
- ❖ Second Step program is in its 6th/7th week (varies due to field trips)
- ❖ Teachers have begun spending the PCO donated money allocated for Scholastic materials and field trips.
- ❖ Just wrapped up flag football and basketball will begin shortly.
- ❖ The Administration shared their delight in the success of the Haunted Hop.

Presidents' Report - Karen Peterson

- ❖ Tax reporting for school year 08'-09' has been completed by Michelle Jackson.
- ❖ PCO is looking to hire outside help for future years to prepare the taxes as well as audit past tax years.
- ❖ It was recommended to look into the school community if someone would be willing to donate their time to the school to assist with tax preparation or auditing.
- ❖ Question was raised that since all parents are part of the PCO would it be considered a conflict of interest if a parent prepared or audited the taxes.
 - Karen Peterson feels that as long as the individual is not on the PCO Board that it would be OK.

Treasurer's Report - Kristie O'Rourke

- ❖ Reminder: Check Request Forms can be found in the office and on the school website.
 - Must complete the form, attach the receipt and submit to Kristie O'Rourke, Treasurer.
- ❖ Reminder: Tax ID Forms (exempt certifications) can be found in the office and MUST be used when purchasing items.
 - The PCO can NOT reimburse for taxes paid.
- ❖ Line Items:
 - Fall Fundraiser was a success exceeding the budgeted amount for this school year.

- Fall orders for Spirit Wear were successful exceeding budgeted amount.
- The Family Social is not considered a fundraiser, however this year the social created proceeds for the PCO due to many last minutes attendees.

Vendor Appreciation:

- ❖ Although the PCO sends thank-you's to sponsors and advertises at events; the PCO would like to expand the recognition given to our vendors & sponsors.
- ❖ Recommendations:
 - Printing off a Thank You card from the school website to be used by BFCCPS families.
 - Create a "Thank-you" scroll bar on the school website that lists all the vendors and sponsors.
 - See if the Gazette would run a "Spotlight" on the BFCCPS Community and acknowledge the vendors and sponsors in their.

Committee Updates:

- ❖ After School Activities
 - Chest Club beginning in January 2010 headed up by Kerry Sweeney Harris
 - Jr. Lego League is being looked into by Anne Gilberti and Joanne Schaefer
- ❖ Arts Enrichment
 - Next scheduled event is February 2010
 - Can always use volunteers on event day to assist
 - All families are welcome to attend
 - Check Pink Sheet or website for a schedule of events this school year
- ❖ Banking
 - Raffle began in October
 - 40+ children/week participating
 - Open to all students K-8...OPEN EARLY for middle school!!
 - Recommendation:
 - Scan banking slip and place on website
- ❖ BJ's Fundraiser
 - Twice a year (Fall and Spring)
 - For every membership purchased - 5\$ will come back to the PCO
 - Recommendation:
 - Scan slip and place on school website
- ❖ Fall Book Fair
 - This Friday, November 20th beginning at 6pm
 - Be sure to share vouchers with families and friends

- Teacher Wish Lists available onsite
- ❖ Box Tops
 - Kicked off Box Top Winning Homeroom in October with Ms. Davis' class holding the trophy for the month and their picture is hanging in the module hallway.
 - 2009-2010 GOAL: \$1500 ... YTD \$457 earned!
 - Send to school in a baggie or envelope with the Homeroom teacher name written
 - Check out the website www.boxtops4education.com for a list of products
- ❖ Destination Imagination
 - BFCCPS has 5 teams with children from grades K-7th
 - The students are working 5 days/week on their project
- ❖ Fall Fundraiser
 - Big Success... with many classrooms eligible for the pig race
 - A gift \$50 gift card drawing will take place: K-2, 3-5 and 6-8
- ❖ Family Nights
 - November – Talent Show as an 8th Grade fundraiser for their trip to Washington, D.C.
 - December – looking at a Game Night with Game Wright Games; if not then a Family Game Night in January
- ❖ Family 2 Family
 - Confidential program which provides resources to families within our school community in need
 - Contact Karen Dexter if you are looking for more information
- ❖ Lego League
 - 11 team members began working in September
 - The team is entering a tournament this weekend (Nov. 21st)
- ❖ Mingle Jingle and Shop
 - Friday, December 4th at the school ...table is \$25 and advertising is \$10
 - NEED Volunteers
 - Recommendation:
 - Franklin Parents Forum
 - St. Mary's Church bulletin
- ❖ Grant Writing
 - First grant written and submitted, due to hear in January 2010
- ❖ Picture Day
 - Retakes scheduled for December 1th
- ❖ PTO Manager
 - If a family has lost their password please contact Michelle Jackson
 - New families need to provide an email address to have a password assigned
- ❖ Room Parent Coordinator

- Recommendation from Room Parent Meeting:
 - Acknowledging specialist and administration at the holidays and end-of-the-year, in addition to teachers
 - Use the money allocated by the PCO for birthday reimbursement to honor the specialists and administration and have the Room Parents reimburse themselves the \$5 from the money collected for the holiday and EOY gifts.
- PCO Board will discuss and look into options for this year, as well as future years.
- ❖ Shop for Charter
 - Beginning to pick up but looking to really advertise the program for the holiday season.
 - Great companies...Shutterfly for HOLIDAY CARDS!!!
 - Sign up at www.onecause.com and NO credit card information is required.
- ❖ Teacher Appreciation
 - Looking for Co-Chairs for this spring commitment and encourage all families to come up with ideas to honor and celebrate the faculty.