



Executive Board Meeting Minutes

April 12, 2021 7:00 pm

Virtual Via Google Meet

Attendees

Jentry Eck	Stephanie Harris	Selena Ballou
Lisa Bush		

Minutes

1. Welcome
2. Approval of March Executive Board Meeting Minutes
 - a. Stephanie Harris “I motion to approve the March Executive Board meeting minutes.”
 - b. Lisa Bush “I second that motion.”
3. April Budget/Actual Report by Treasurer
 - a. Lisa to reach out to Stefanie Ruhland for Cultural Arts budget amounts for next fiscal year. Jentry asked Nikki Benson about the Guardian Angel class party budgets.
4. SantaFest Purchases Update
 - a. According to Lisa, these purchases can’t happen until July 1st when new fiscal year starts because SantaFest was not part of the 2020-2021 budget.
5. Teacher Appreciation Week (“Beechwood Teachers Are On Point”) Update
 - a. The Monday treat was coffee stations (Stay Sharp!).
 - b. The Tuesday treat will be breakfast bars (Stay Strong!).
 - c. The Wednesday treat will be snack carts (Can’t touch Beechwood teachers!).
 - d. The Thursday treat will be a raffle day (Bloom anywhere!).
 - e. The Friday treat will be boxed lunches from Cancun. These have been paid for by the principals (Beechwood teachers stand tall!).
 - f. The snack bar will be fully stocked every day this week. (Kelly Grubb has received approximately \$600 in donations for this endeavor.)
6. Staff Luncheon Discussion
 - a. Lisa said there may still be money in the budget for this expense.



7. AP Saturday Followup
 - a. Jentry has begun making a “cheat sheet” for this event to make it easier in subsequent years.
 - b. Stephanie to submit receipts for reimbursement. Stephanie was drastically under budget in her purchasing for this event.
 - c. The PTSA should plan to assist with this event once a semester in the future.
8. Student Supply Closet Update
 - a. Selena has purchased the remaining supplies. The PTSA has currently spent \$576.96 of the allocated \$1000 (plus \$500 gift) for the Student Supply Closet.
 - b. Mr. Lillard would like to buy 5 Chromebook charging stations. Each station charges 12 computers. Mr. Lillard says it could take 1 to 2 hours if the computer is on 1%, but in most cases a 20 to 30 minute charge would be plenty to get through the day. The goal is to have 2 charging stations in high school and 3 in elementary. The PTSA will give \$900 for these charging stations.
9. Scholastic Check #2 for Elementary
10. Spring Events Updates
 - a. Father-Daughter
 - i. There are currently 169 people signed up to attend.
 - ii. Annie Harris, Campbell Eck, Stephanie, Selena, and Jentry are volunteering. John Martin will stay after to clean up.
 - iii. Volunteers can arrive at Lakeside Christian at 6:30 to begin setting up for the event.
 - iv. Selena to purchase decor.
 - v. Snack donations have been solicited.
 - b. Father-Son
 - i. Taylor Blessing is over this event. No new updates from this committee.
 - c. Mother-Daughter
 - i. Only update is that only a few t-shirts/items have been ordered.
 - d. Mother-Son
 - i. No new updates to report.
11. End of Year Parties Discussion/Update
 - a. This celebration will occur on May 17 for kindergarten through 5th grade.
 - b. This celebration will occur on May 4 for preschool students.
 - c. The celebration will include popsicles, lawn games, and music.



12. PE Equipment Update
 - a. The PE equipment has been purchased.
13. Prom
 - a. Those in charge of prom have asked for our help with (even though there will not be an "After Prom" event this year).
14. School Supply Drive Update
 - a. We will begin advertising for this now.
15. Graduation Receptions Update
 - a. The preschool program is on track. Stephanie will order books for 38 preschoolers. Water bottles will come from the AR store. The committee is handling everything else. This graduation reception will take place on May 4th.
 - b. The 6th grade graduation reception committee chairperson is Kelly Grubb. This reception will occur on May 13th.
 - c. Stacie (Stephanie's sister) is in charge of the high school graduation reception. This reception will take place on May 21st.
16. Summer Reading Program Update
 - a. Numbers have been given to Stephanie to make additional purchases. These books will be handed out during the last week of school.
 - b. The high school teachers haven't picked their books yet. Jentry to check in with the high school teachers again this week to see if they have an update. Jentry to relay that information to Stephanie when she has more information.
17. SBDM Elections Update
 - a. SBDM elections will occur on May 11 from 7-8:30am and 5-7pm in the elementary lobby.
 - b. Jentry and Selena will take the morning shift. Lisa and Stephanie will take the evening shift.
18. High School Scholarship Discussion/Update
 - a. According to Mr. Brinkman, making the checks out directly to the colleges makes the most sense. This information can be in the application. Mr. Brinkman suggested sending the check directly to the college via their bursar office as this ensures the check reaches them.
 - b. Jentry started advertising the scholarship on April 3rd.
 - c. The deadline for submissions will be April 30th.
 - d. Scholarship winners will be announced at the awards ceremony on May 12th.



- e. Stephanie to secure the volunteer readers.
- 19. Kindergarten Graduation Tassels Discussion/Update
 - a. The PTSA will pay for graduation tassels for kindergarten this year. We will need to budget for them for next year.
- 20. Kindergarten Round Up Followup
 - a. Jentry and Lisa collected the names of 14 potential volunteers for next year.
- 21. Kindergarten Meet and Greet Discussion/Update
 - a. This event will occur Thursday, August 5 from 6-8 at President's Park.
 - b. For this event, we will need "Home of a New Tiger" yard signs, popsicles, and name tags. The committee should have class lists a day or two before the event.
 - c. We are in need of a chairperson. Lisa has someone in mind. If that falls through, Selena will chair this event.
 - d. Check for reserving shelter to Sara Knapke.
- 22. New Beechwood Families Meet and Greet Discussion
 - a. The high school has a 7th grade orientation that parents can go to. PTSA can have a presence there and ask for sign ups for any new Beechwood family to attend a meet and greet to meet other new families at a later date.
 - b. At the elementary open house, we can have sign ups for new Beechwood families (in the past 2 years) to sign up for a future meet and greet.
- 23. New Teacher/Principal Meet and Greet Discussion
 - a. This event will not be occurring this year.
- 24. Bebe Smith Retirement Gift Discussion
 - a. The PTSA has agreed to send flowers (or something of the sort) as a small token of appreciation.
 - b. Natalie Whalen is taking Bebe's position as the high school secretary.
- 25. Bike/Walk to School Initiative Discussion
 - a. Stephanie Harris (and possibly Ty Harris) to be the PTSA representative at these meetings.
 - b. The PTSA will brainstorm ideas (such as where to place crossing guards) before these meetings.
- 26. PTSA Signage Discussion
 - a. The board discussed purchasing a few "Sponsored by PTSA" (or something with our PTSA logo) signs to display at various events. This would make those in attendance more aware of the things that we're doing within our school community.



- b. The Executive Board all agreed that this would be a valuable purchase.
- 27. Budget Committee Update
 - a. Michelle Hatfield, Lauren Janning-Rust, and Laura Mooney will be the members on this committee.
- 28. Finance Committee Update
 - a. Michelle Hatfield, Lauren Janning-Rust, Selena Ballou, and Neal White will be the members on this committee.
- 29. Set General Assembly Meeting Agenda
 - a. The board agreed to a hybrid meeting (in the school library as well as virtual).
 - b. The agenda will consist of a welcome, approval of March General Assembly minutes, a brief budget update from Lisa, and then an open forum for members to give suggestions/feedback.
- 30. PTSA & Seminar Partnership Update
 - a. Ben Lusk is on board to make this a seminar project next year. PTSA would come into class to pitch the idea (explain what PTSA does and present our problem of increasing awareness among students 6th-12th and encourage them to join; use of student skills and feedback on PTSA events and how money is spent). Mr. Lusk will reach out in late June/early July to talk timing and details. This can be a running project throughout the year where we tap into the seminar students for bulletin boards, flyers, posters, etc. for our different events.
- 31. Box Tops/Amazon/Kroger Update/Discussion
 - a. Leslie Fields is resigning from this position. The Executive Board sees no need to fill this position as the way in which Box Tops are submitted has changed to an electronic means.
- 32. Closing Remarks & Adjournment