

# August 11, 2015 - PTSA Meeting

Tuesday, August 11, 2015  
10:39 PM

Attendance: Ann Randolph, Katie Hamm, Marsha Parke, Kristn Currans, Nicole Wells, Kristy Huljak

## Agenda:

1. Redbook Update - Marsha reviewed the Redbook training provided to the organizations that provide external support to the Beechwood school district (PTSA, Band and Athletic Boosters).  
Key highlights:
  - a. Reminder of six items that PTSA needs to turn into school prior to Aug 30.
    - i. Federal ID - complete
    - ii. Names of officers - complete
    - iii. Declaration page/proof of insurance - complete
    - iv. Fundraising form - Kristy to complete for Tiger Trail, Santafest and box tops. Any additional forms throughout the year need to be submitted by the first Monday of the month and turned into the high school office (Ms. Ayers or Suzie). Board will approve fundraising events on the 2nd Monday of each month.
    - v. Budget - complete
    - vi. Annual finance report - complete
  - b. School employees are not allowed to handle external organization's money.
    - i. PTSA will get a lock box with top slot and place it in the elementary office. PTSA officers to have key, no Beechwood district employee allowed to have the key. Lock box will be easily identifiable for elementary students so that teachers/staff can easily direct students to the box to submit donations for the various events throughout the year.
    - ii. PTSA will need to organize donation drop mornings for fundraising events where items are to be dropped off (i.e. Santafest basket items).
    - iii. Print stickers for key fundraising events (membership, Tiger Trail, Santafest, etc) so students/parents can put the money in an envelope with sticker on the front and place in the lock box. This will allow the donations to be directed to the correct event / person in charge of that event and accounted for correctly on the budgeted line item.
    - iv. For any PTSA item that needs to be delivered to the school (i.e. via UPS), a district employee can sign for the item but a PTSA officer or member must pick up the items promptly upon notification of receipt. District employees are not allowed to open the delivery item.
2. Kindergarten Meet 'n Greet will be next Monday, Aug 17th at Fort Mitchell Park, beginning at 7pm.
  - a. Popsicles will be provided
  - b. Membership forms, back to school newsletter and card with PTSA website and FB information will all be handed out at the event.
  - c. PTSA officers that are able to attend, wear your Tiger Trail T-shirts so we can be easily identified to answer questions and to promote the Tiger Trail.
  - d. All kindergarten families will be given nametags color coded to their student's classroom. Kindergarten teachers will all be present.
3. Elementary Open House will be next Tuesday, Aug 18th in the cafeteria from 6:30 - 8:30pm.
  - a. PTSA will have three tables:
    - i. PTSA membership/information. Membership forms, back to school newsletter and

- card with PTSA website and FB information will be available at this table. Kristy will bring poster with committee/event leads and open positions.
- ii. Tiger Trail 5k. Kelly will have this table with race information/sign up.
  - iii. Santafest. Kristn/Kristy will have this table with Santafest volunteer information.
- b. Ann will provide lock box for any money collected for membership or Tiger Trail at the event.
4. PTSA would like to get updated communication process from school administration to ensure the proper and most efficient channels are used to communicate event information to Beechwood families. Katie will request clarification of the correct process from Mr. Ashley and Ms. Ayers.
  5. Nicole will investigate purchasing signs, similar to those used in elections, to communicate key dates for PTSA events. These signs can then be placed along the school morning drop off routes to help provide additional method to remind families of events in addition to emails/newsletters.
  6. The following committee lead positions are open for the 2015/16 school year:
    - a. Scholarships
    - b. COSI on wheels
    - c. Reflections
    - d. Graduation Receptions (both 6th and HS)
    - e. Father/Daughter event for HS
    - f. Mother/Son event for Elementary
    - g. After Prom
    - h. --> Kristy will make poster to share open positions for the Elem Open House on 8/18, Nicole will post on PTSA FB page, Ann will post on PTSA website.
  7. KY Kids Day - Aimee Wulfeck has agreed to lead the event again this year. She will work with the school to determine best date for the event (September).
  8. Room parent folders will be put together ahead of first day of school to ensure teachers can get them to the volunteer(s) who agree to be room parent for each classroom. Kristy to provide.
  9. PTSA meetings moved to the 2nd Wed of each month (vs. Tues). Next meeting will be Wed, September 9th at 6pm in the library.