



**Executive Board Meeting Minutes**  
**June 15, 2021 7:00 pm**  
**The Bush Residence, 27 Silver Avenue, Fort Mitchell**

**Attendees**

Jentry Eck	Stephanie Harris	Selena Ballou
Lisa Bush		

**Minutes**

1. Welcome
2. Approval of May Executive Board Meeting Minutes
  - a. Stephanie Harris “I motion to approve the May Executive Board meeting minutes.”
  - b. Lisa Bush “I second that motion.”
3. June Budget/Actual Report by Treasurer
  - a. Through May we are \$5,000 better than we had budgeted. Revenue was within \$1,000 of what we had budgeted.
4. Santafest Update
  - a. There is \$855 left from classroom donations for 2020-2021. That money will be rolled over into 2021 Santafest baskets.
  - b. Selena shared the email from Rachelle regarding her ideas for the Santafest baskets (especially in regards to the Amazon wishlist).
  - c. Jentry will contact Terri, so that our board is aware of the Santafest meetings so we can take turns attending.
5. Financial Review
  - a. Stephanie is taking care of the outstanding Skyline check. The manager resigned and they have transitioned to new leadership.
  - b. Kroger check from November 2020 is being reissued. This check is for approximately \$1,800.



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- c. Kindergarten Meet and Greet is August 5th. We need to have the signs by August 1st. We need the number of new students and kindergarteners by July 15th.
- d. There are a few outstanding expenses from last year (Stephanie's receipts for AP Saturday, Read Across America, Preschool Books, and the photo printer. Stacie Sparks-Boemerman shall submit receipts for high school graduation reception. Jentry will e-mail Room Parents asking them to submit any expenses no later than 6/30/21.)
6. Review of 2021-2022 update
  - a. Lisa presented an updated 2021-2022 budget spreadsheet.
7. Beechwood Garden
  - a. Jentry to follow up with Mrs. Knight as it appears as though families have not been weeding during the designated week.
8. Start of School Plans
  - a. Membership Toolkit
    - i. Lisa to email Kristi and Cathy regarding budget/Quickbooks questions concerning Membership Toolkit.
  - b. Beechwood Community Night (August 4) - Jentry Eck, Kristi Huljak, & Kristen Currans
  - c. Kindergarten Meet and Greet (August 5) Lisa Bush, Selena Ballou, Lily MacDonald, and Kate Harris
  - d. Open House Plans (who can work)
    - i. August 12 – new HS student orientation and 7<sup>th</sup> grade orientation
    - ii. August 16 (K, 2, 4) 6-8pm - Lisa Bush and Lisa's Friend
    - iii. August 17 (1, 3, 5) 6-8pm – Jentry Eck & Selena Ballou
    - iv. August 24 - 6<sup>th</sup> grade will be similar to the HS open house and will be after school starts
    - v. August 31 – HS Open House
  - e. Bulletin board for August
    - i. Lily MacDonald and NJHS students will take care of this before the end of July.
  - f. New Families Interested in Getting Together



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- i. Publicize this information on the website, during open house, and during kindergarten meet and greet. need a sign up sheet for this in classrooms and in cafeteria at PTSA table.
  - g. Room Parents
    - i. Jentry reached out regarding each teacher's favorite things. This information will be available to room parents at the beginning of the school year.
    - ii. Aimee Wulfeck to create a room parent responsibilities one pager (FAQ's, etc.).
    - iii. Aimee Wulfeck to put together ideas for snack, game, and craft ideas by grade.
  - h. Seminar Classes
    - i. The PTSA is hoping for focus groups to think about ideas for Father-Son and Mother-Son events through these 5th-8th grade school seminar classes.
    - ii. Assign an Awareness Campaign for students to inform them that you can be a student member and/or volunteer.
    - iii. Kate Young is willing to create flyers for PTSA.
    - iv. Solicit help from the graphic design minor program to create infographic concerning what PTSA has accomplished (mid-year and end of year).
9. Fundraising for 2021-2022
  - a. Jentry has been/will continue to submit fundraising forms.
  - b. Stephanie to reach out for 2021-2022 dates for Skyline nights.
  - c. Stephanie to reach out to other restaurants to fill in the gaps for months that we don't have Skyline nights. Ideas: Graeter's, Chick-Fil-A, etc.
  - d. Board to set dates for Kendra Scott. Will plan for close to Mother's Day. Will pick date around January.
  - e. PTSA to set date for Tiger Trail. Jentry to reach out to Lauren Westrick regarding if she wants to chair this committee. We will need to be creative with the route as construction will impact our typical route.
  - f. Pick one additional fundraiser besides Tiger Trail and Santafest (SchoolStore, Apex, Walk-a-Thon)



10. New Contact for Read Across America and Summer Reading program
  - a. Robyn Weaver resigned. This will be Heather Dickman.
11. Meeting Days for 2021-2022 School Year
  - a. This topic was tabled until the next meeting.
12. Tiger Talk
  - a. Tiger Talk will come out on July 13 and August 3. Subsequent to that, Tiger Talk will be weekly.
  - b. PTSA only gets one page in Tiger Talk moving forward. This one page should direct people to our website to find more information.
13. Recruiting of volunteers for 2021-2022
  - a. Beechwood Community Night
    - i. Kristn Currans & Kristy Hiljak
  - b. New Beechwood Families
    - i. Amanda Presti
  - c. Kindergarten Meet and Greet
    - i. Selena and Jentry
  - d. Membership Toolkit
    - i. Kristi Mortensen and Cathy Smith
  - e. AR Store
    - i. Jentry, Stephanie Hall, Jessie Groene, Danica Young
  - f. Teacher Appreciation Week and throughout the year
    - i. Aimee Wulfeck
    - ii. Marcie Jones
    - iii. Need another organized, reliable person who is available during the day.
  - g. Tiger Trail
    - i. Need a committee and a plan to deal with construction.
  - h. KY Kid's Day
    - i. Mr. Ashley agreed to no homework this day. Only 4-6th has homework, so we'll probably bookmasks or something for preschool - 3rd grade.
    - ii. Mr. Kaiser isn't interested in celebrating.
    - iii. No committee needed, but advertising is needed and communication with teachers.



- i. Red Ribbon Week
  - i. Oct. 23-31
  - ii. Elementary and HS side; get student council and Drug Free Club and DARE involved.
  - iii. Need a committee for this event.
- j. Parent-Teacher Conferences
  - i. Kristi Mortensen. Kristi will need to recruit a helper.
- k. Mother-Daughter
  - i. Kelly Grubb.
  - ii. Need a committee of people from all grades.
- l. Father-Daughter
  - i. Need a committee
  - ii. We think this should happen in the fall.
- m. Mother-Son
  - i. Need a committee. Stephanie said Rachel Aucello was interested.
  - ii. We think this should happen in the fall.
- n. Father-Son
  - i. Taylor Blessing and Lara Gastright are willing to help again
  - ii. Need an official committee
  - iii. We think this should happen in the spring.
- o. Talent Show (probably just elementary, but we can ask HS at start of school year)
  - i. Need a committee
- p. Preschool Program
  - i. Need a committee
- q. 6<sup>th</sup> grade graduation reception
  - i. Can recruit someone in April
- r. HS graduation reception
  - i. Can recruit someone in April
- s. 1<sup>st</sup> Day School Supplies
  - i. Not sure if Kelly will want to continue or not. Probably need to recruit an elementary parent.
- t. PTSA Bulletin Board



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- i. Need a volunteer (update in August (Lily MacDonald), November, Feb, April)??

#### 14. Closing Remarks & Adjournment