



Coordination • Collaboration • Communication

**General Assembly Meeting Minutes
September 20, 2021 7:30 pm
Beechwood Library, 54 Beechwood Road, Fort Mitchell
and
Virtual Via Microsoft Teams**

Attendees

Jentry Eck	Lisa Bush	Selena Ballou
Lillian MacDonald	Kelsey Hamilton	Julie Hart
Stacy Houston	Chasity Harney	Meghann Littrell
Kristina Stanley	Lauren Westrick	Jennifer Cople
Loni Gentry	Kristi Mortensen	Sarah Horner
Lara Gastright	Justine Boehringer	Marsha Kerdolff
Mark Bush	Jessica Groene	Corey Best
Jay Schell	Elsheika Pennerman	Jennifer Cople

Minutes

1. Welcome Statement from President Jentry Eck
2. Presentation of the Proposed Budget by Treasurer Lisa Bush
 - a. Lisa explained the central differences between the 2020-2021 budget and the 2021-2022 budget.
 - b. The treasurer explained that we can only spend 5% of our revenue numbers on the teachers per IRS guidelines. She also explained that because we service grades preschool through 12th grade, that we try to allocate our budget evenly. Lisa also explained that our banquets pay for themselves and that these are not fundraisers.
3. Budget Vote



- a. Lisa Bush motioned to approve the 2021-2022 budget.
 - b. Julie Hart seconded the motion to approve the 2021-2022 budget.
 - c. Seventeen members in attendance voted yes to approve the 2021-2022 budget.
4. Directory
- a. Jentry Eck explained how to access the online directory, how to add information, how to look up information, and other useful information.
 - b. Child's grade level will update automatically from year to year in the system.
 - c. The directory is paid for by PTSA, so we would like to increase participation in the directory.
5. Volunteer Recruitment
- a. Jentry explained where to access the volunteer tab in the online directory. She briefly went over each section of volunteer opportunities.
6. PTSA Fall Events
- a. Jentry explained that the PTSA website is always up to date with all information on our events. <http://beechwoodptsa.weebly.com/>
 - b. The president began with the Father-Daughter event (Saturday, September 25, 2021) and promoted that to those in attendance.
 - c. Jentry then moved on to talking about the Mother-Son event that will occur on Saturday, October 16, 2021. Registration and more information should be out soon.
 - d. The president then mentioned the Tiger Trail 5k and Kid's Fun Run that will be occurring on Sunday, October 24th.
 - e. Jentry gave a brief synopsis of Santafest.
 - f. Lastly, the president explained what the PTSA Reflections Contest is and how to digitally submit student entries.
7. Information for Room Parents
- a. Jentry explained the role of Room Parents in the elementary classroom. She also explained that at this point in the school year, you should have been contacted by your Room Parent.



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- b. The president explained to all in attendance that to volunteer in the building (even for classroom parties) you must be on the approved volunteer list on file with the front office.
- c. She reminded them that there will be no snack at the classroom Halloween parties due to COVID-19 protocol.
- d. Jentry also explained that we are a tax exempt organization. Please use the tax exempt forms to not pay taxes. If you don't have it, contact PTSA. She asked room parents to please remember to keep receipts so as to submit them for reimbursement. The reimbursement form is located on PTSA website.
- e. The president explained that Aimee Wulfeck would be sending all room parents a letter that would then be distributed to their class so as to promote purchasing from an Amazon wishlist or donating via MemberHub so as to fill the raffle baskets that will be at Santafest.
- f. Jentry explained the premise of the Great Create portion of Santafest to those in attendance and that room parents would help promote this as well.
- g. She explained the way in which classroom donations were used in the past, which included the allocation of funds for teacher gifts. Jentry explained that beginning this year, all funds that were received as classroom donations must go toward the students. Room parents are, however, allowed to solicit funds from their classroom parents for gifts for their teachers.
- h. Jentry then told each grade level what their room parents could spend on their classroom for class parties for the entire year. The amount below is what each teacher's room parent can spend. That is not the amount for the entire grade - it is per teacher.
 - i. Preschool - \$150.00
 - ii. Kindergarten - \$296.25
 - iii. 1st - \$165.00
 - iv. 2nd - \$213.75
 - v. 3rd - \$171.25
 - vi. 4th - \$185.00
 - vii. 5th - \$145.00



- i. The president mentioned to those in attendance that Aimee Wulfeck is leading a new endeavor for the high school (plus 6th grade) to adopt/sponsor a teacher for the year. More information will be advertised in the newsletters.
8. Open Forum
9. Closing Remarks and Adjournment