



# Executive Committee Minutes

## January 5, 2017

**ATTENDEES:**

**Officers:** Kara Erchull, Chrissy Kennedy-Kortes Theresa Sebestyen, & Ann Szefflinski  
**Committee Liaison:** Sara Johns

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 6:50 p.m. at the Theresa Sebestyen home.
Review/Approve Minutes	November 8, 2016 Executive Committee Meeting minutes were discussed and approved with minor changes.
Treasurer's Report	<p>Checking balance as of January 1, 2017 = \$95,207.51 (<i>includes held funds for various clubs and past graduation legacy gifts</i>)</p> <p><u>Activities:</u></p> <ul style="list-style-type: none"> <li>• A Box Top check was received for \$1,611.30 (for the period March 2016 -November 2016). Box Tops send checks semi-annually.</li> <li>• Fun Run proceeds have come in and the numbers should be finalized by the January 26<sup>th</sup> meeting. A bill has been received for the balance and we need to confirm the correct amount to be paid.</li> <li>• A check was received from Chipotle in the amount of \$317.80 for the December 6<sup>th</sup> Eat &amp; Earn.</li> <li>• A small number of monetary transactions occurred since the last meeting for Seat Saks, Movie Night, Spirit Wear &amp; an APAWAZZ activity.</li> <li>• Book Fair deposit was for \$5,508.12 which is expected to match the book fair bill</li> </ul> <p><u>Audit:</u></p> <p>Ann received the final audit report from Cathy Bartels for fiscal year 7/1/2015 to 6/30/16. The overall report was good with the following problems noted and future suggestions:</p> <p>Problems Noted:</p> <ol style="list-style-type: none"> <li>1. Two payments to Matty's for same amount did not have supporting documentation. This was a split payment and was not a duplicate payment.</li> <li>2. Raven was paid twice for Spiritwear and did not have supporting documentation. This was a duplicate payment and we have since been reimbursed by Raven for the duplicate payment.</li> </ol> <p>Suggestions:</p> <ol style="list-style-type: none"> <li>1. Write invoice number on the memo line of the check for payments when applicable.</li> <li>2. Do not issue a check until all supporting documents are received.</li> </ol> <ul style="list-style-type: none"> <li>• Discussed having an audit done on a regular basis and what the appropriate frequency would be. No decision was made at this time on the frequency.</li> <li>• Ann has requested to purchase new supplies for organization of historical treasurer documents. This was unanimously approved.</li> </ul>

<p><b>For Discussion</b></p>	<ul style="list-style-type: none"> <li>• <i>Extra-Curricular Expenses</i>- Theresa received an email from Katy outlining how co-curricular opportunities support our mission. Current co-curricular activities cost about \$10,000 per year. The H&amp;S contribution of \$3500 for this school year will help subsidize the cost of advisers and coaches for these activities. A list of current co-curricular activities is as follows. We discussed attending a staff meeting to raise staff interest and determine if there are other activities that staff would be interesting in starting. <ul style="list-style-type: none"> <li>o Robotics Team</li> <li>o Art Club</li> <li>o Elmwood Today Show</li> <li>o Green Team</li> <li>o Speed-Stacking</li> <li>o Choir</li> <li>o The play/musical</li> <li>o Talent Show</li> </ul> </li> <li>• <i>Musical Expenses</i> – This year’s musical will be Disney’s “101 Dalmatians”. The rights for the musical are \$485 and will be paid for from the H&amp;S budget. \$1000 is budgeted; therefore, the remainder can be used for sets, props, etc. Expenses need to be submitted to Ann for payment or reimbursement. Rehearsal starts next week.</li> <li>• <i>Bus Driver Appreciation</i> - 2017 Appreciation week is 2/13/2017 - 2/17/ 2017. Jamie requested that we demonstrate our appreciation by donating \$150 to purchase a sweet treat. Students will also be creating Thank You Notes to accompany the treat. The Board unanimously approved a donation of up to \$200.</li> <li>• <i>Positions for next year</i> - Open positions for co-president and treasurer will be publicly posted both on the Website &amp; in PawPrints. Voting will take place at the May meeting.</li> </ul>
<p><b>Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• <i>Home &amp; School Meeting</i> – January 26<sup>th</sup> – Babysitting will be available. Open co-president and treasurer positions will be announced.</li> <li>• <i>Cub Scout Carnival</i> will be held on January 27<sup>th</sup>. This is not a H&amp;S event, but all are welcome.</li> <li>• <i>Kwik Trip Fundraiser</i> - Kathy Quandt will coordinate. Dates will run from Jan 20<sup>th</sup> – Feb 3<sup>rd</sup>.</li> <li>• <i>Panera</i> (New Berlin) – Eat and Earn will be held on February 7<sup>th</sup> (4- 8 PM). A flyer must be presented for the purchase to qualify. The flyer will be posted to H&amp;S website and included on PawPrints prior to the event.</li> <li>• <i>Teacher Raffle</i> – February 20-24<sup>th</sup>. Kathy Quandt will chair the event. Kari Dawson will assist. The Committee discussed rewarding teachers for donating to the raffle (i.e. 5 – 6 raffle prizes for teachers) and one H&amp;S sponsored raffle prize for the students.</li> <li>• <i>Skate Night</i> – Event will be held on March 2<sup>nd</sup> from 6-8 p.m. There is no school on March 3<sup>rd</sup>.</li> <li>• <i>Chess Tournament</i> will be held at Elmwood on March 11<sup>th</sup>.</li> <li>• <i>Buffalo Wild Wings</i> - Eat and Earn is scheduled for March 15<sup>th</sup> from 11 a.m. to close. A flyer must be presented for the purchase to qualify. The flyer will be posted to H&amp;S website and included on PawPrints closer to the day of the event.</li> <li>• <i>Mod Pizza</i> – Eat and Earn will be held on March 23<sup>rd</sup>. More information to follow.</li> <li>• <i>School Dance</i>- Emily Perkins &amp; Danielle Sciano have volunteered to co-chair of the event. Discussed using the “square” depending upon ticket price.</li> </ul>
<p><b>Past Events</b></p>	<ul style="list-style-type: none"> <li>• <i>Home and School Meeting</i> – Meeting was held on November 16<sup>th</sup> – Excellent turnout and the event went well. Ms. Oswald has offered to coordinate the collection of teacher updates for future meetings.</li> <li>• <i>Book Fair</i> – Fall Book Fair was a success. We may try to have earlier in the year depending on the timing of the Fun Run. Spring Book Fair dates may change.</li> <li>• <i>Chipotle</i> – December 6<sup>th</sup> – As noted in the Treasurer’s Report, we received a check for \$317.80</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"> <li>• Chat with the Board – Ann attended and discussed the recent meeting with the New Berlin School Board. <ul style="list-style-type: none"> <li>○ She asked if there are any plans to expand Elmwood due to the residential building projects in the Elmwood district. Joe Garza indicated that Elmwood is currently under capacity and there is no plan at this time to expand. Projected data indicates that Elmwood can accommodate.</li> <li>○ She also asked for long range facilities plans and found that it is not readily available for the district. Roger Dickson agreed to meet with Ann and the other H&amp;S Treasures to discuss. The meeting date with Mr. Dickson is TBD.</li> </ul> </li> <li>• The Executive Committee discussed long term projects possibilities.</li> <li>• Ann suggested the possibility of students doing a project for veterans. Ronald Reagan recently did a project to honor the vets. Briefly discussed the possibility of H&amp;S sponsoring a similar project.</li> <li>• Mrs. Ibar submitted a request to H&amp;S for funds which has been approved. She has not yet made the purchase, but will be making the purchase in the near future and will submit receipts for payment/reimbursement.</li> <li>• Meeting with New Berlin PTO Boards - The Committee felt that the overall meeting was positive. We found the discussions were interesting and informative. We agreed it was interesting to hear what activities were being done at each school and to learn that we all face similar challenges. We found that all the H&amp;S's currently fund co-curricular and video conferences.</li> <li>• We discussed the possibility of giving tee shirts to volunteers at High Interest Day with Home and School logo. We should be able to purchase tee-shirts for approx. \$3 each and will confirm. Due to the cost, we will propose to Home and School at a future meeting.</li> </ul>
<b>Next Meeting(s)</b>	Home and School – January 26 <sup>th</sup> Executive Meeting – March 8 <sup>th</sup> .
<b>Adjourned</b>	The meeting was adjourned at 12:03 a.m.