



Executive Committee Minutes

March 8, 2017

ATTENDEES:

Officers: Kara Erchull, Theresa Sebestyen, Ann Szeflinski and Chrissy Kennedy-Kortes
Committee Liaison: Sara Johns
Staff: Katy Williams

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 6:15 p.m. at Theresa Sebestyen's home.
Review/Approve Minutes	January 5, 2017 Executive Committee Meeting minutes were discussed and approved with no changes.
For Discussion	<ul style="list-style-type: none"> • <i>Co-Curricular Expenses</i> - Katy reported that \$3,500 will be requested for the 2016/2017 school year; therefore no additional funds will be needed for this school year. Katy is planning to request \$4,000 to be budgeted for the 2017/2018 school year. We discussed the possibility of co-curriculars that are free or inexpensive for students. Discussed, and will research, if non-staff can run, and be compensated for running, a co-curricular. • <i>APAWZZ money and assembly</i> – The Behavior Team is currently planning an all school event for the 4th quarter/year-end incentive. This event will cost \$1,200, however needs to be approved through district. Payment for this event will be distributed from the APAWZZ budget. A 3rd quarter incentive is also being planned but will be of minimal cost. H&S has a separate line item in the budget for assemblies which still has \$1500 left for the year. We don't currently have any planned assemblies for this year, so the funds may need to be carried to next year. Katy would like the assemblies to focus on kindness/ inclusion/diversity. We asked Katy to also look into some social media safety and "online kindness" speakers. • <i>Bus Driver Appreciation</i> – Yvette and Nicole created gift packs titled <i>We Wheelie Appreciate You</i>. Unanimously agreed to fund next year's appreciation at the same level of \$200. An extra line item will be added to the 2017/2018 budget to reflect this expense. • <i>Teacher Request Form</i> – Discussed with Katy the limitations of what H&S can purchase for teachers. Proposed the option of giving a specific amount for each teacher to use in the class room and H&S could direct how the funds can be used. For example, we could mandate that the funds are used to purchase books and focus on literacy which supports the school's action plan. <ul style="list-style-type: none"> ○ Mrs. Hyland- Submitted a request to build up her classroom library. This fits with the school's literacy focus. \$160 (ea.) for 2 Book Baskets and Organizing Kits and a list of books (\$158) from <i>Really Good Stuff</i>. The Exec Board unanimously approved the purchase of all items. Theresa will contact Mrs. Hyland to inform her of the approval and the process for purchasing. • <i>Video Conference</i> – Katy informed us that the school is charged after the video occurs, however based on what we have scheduled, she expects this year's cost to be \$6,130. Katy will be requesting \$2,800 for 2017/2018 school year budget which is a \$300 increase to this line item. • <i>DMX and lighting cost</i> – DMX is Elmwood's lighting and sound system. It was purchased for \$8,000 in 2004. We have been budgeting \$500 per year for maintenance & district recently purchased a new sound system for Elmwood. Additional microphones (head mics, hanging microphones, clip on mics) are needed. We will ask Craig Miller to research cost or provide contacts. Katy asked that we

	<p>include Mr. Fueling in the conversation.</p> <ul style="list-style-type: none"> • Discussed the possible purchase of devices (laptop/tablets/iPad) by H&S. Elementary schools in New Berlin are not currently at 1:1 ratio. Katy indicated that we are at approx. 1:2 or 1:3 across the school. Discussed the possibly of H&S donating funds to purchase devices to get us closer to a 1:1 ratio. District would own and maintain the devices. Also, noted that Wi-Fi access is a consideration as we need to research if adding devices will create further problems with access. We would like an estimate prior to budget meeting for further discussion at that time. • Discussed the possible purchase of a curtain and/or backdrop for stage in the gym. We need cost estimates for further discussion • <i>By-Law change</i> – Discussed some unclear language within the current by-laws. We agreed that complete review/update needs to be completed and not just a correction of one section. A full review would not be complete prior to the March meeting. A committee may need to be created for this task.
<p>Treasurer's Report</p>	<p>Checking balance as of \$92,203.81 (<i>includes held funds for various clubs and past graduation legacy gifts</i>)</p> <p>Ann noted that funds were received from the following:</p> <ul style="list-style-type: none"> • Teacher Raffle • Kwik Trip • Skate Night • Book Fair - Ann noted that the deposit was \$442.70 more than expected. Theresa will contact Molly to confirm. • Amazon Smile <p>Ann reported expenses were paid for the following:</p> <ul style="list-style-type: none"> • Popcorn • Art Room Supplies • Hospitality • Fun run final payment • Bus Driver Appreciation • Office Supplies for H&S (File box to store historical treasurer documents) • Tables – This expense came at \$1,050 which was under budget. This will receive its own line on the updated budget based on vote at January 26th meeting. • Chess Tournament • Co-curricular donation of \$3,500 • Reorder checks <p>Ann questioned the remaining funds held for past 6th grade graduation gifts. It was noted that Molly Carroll is looking into this and will present on this topic at the H&S meeting on March 20th.</p> <p>Ann has not received any requests for reimbursements for the Box Top reward for 1st grade. It was confirmed that the 1st Grade had a popcorn party using our popcorn machine. Kara submitted an expense for the purchase of coconut oil for this reward.</p> <p><i>Musical</i> – Discussed the planned use of profits for the parent coordinated fundraiser at the musical which will be run through Home & School. It was agreed that any incidental profits should be used to offset the musical's expenses. Ann noted that there is still money to spend for this year's musical.</p> <p><i>Ann presented a few pre-budget planning thoughts:</i></p> <ul style="list-style-type: none"> • Suggested the possibly of assisting with field trip fees to help offset expenses for parents or additional funds to the hardship fund. We need promote that this fund is available for families in need. • Sunshine Committee – gifts/parties/flowers for funeral for staff. Historically discontinued this practice as staff does this on their own and it could prove to be

	difficult track all events that would need to be recognized.
Upcoming Events	<ul style="list-style-type: none"> • <i>Buffalo Wild Wings</i> -March 15 - 11 a.m. to close. We are still waiting on a flyer as it is required. Flyers will be distributed to families and included on PawPrints & the H&S website. • <i>Home and School Meeting</i> – March 20th 6:30-8:00 p.m. Babysitting will be available. Co-President and Treasurer Positions are open and will be announced. We will ask Jaime or Katy if they could discuss Blue Ribbon Nomination. • <i>Book Fair</i> – March 27-March 31. This year's theme will be a camping – "S'more Fun With Books". Additionally, there will be a Coin Challenge the week before to raise money for Scholastic's "All For Books" program. All money raised will be used to buy books for Elmwood. Scholastic will match our proceeds and donate to a children's charity. • <i>Spring Dance</i> – April 7. This year's dance will have different format than past years. It will be a family event (similar to Fall Fest) with no admission charge. Baking list will go out in PawPrints this week. A minimal fee will be charged for baked goods to help offset expenses (DJ, decorations, candy). The theme will be Candyland. • <i>Musical</i> – Discussed in Treasurer's Report. • <i>Culvers Eat & Earn</i> – April 25. Proceeds are for the entire night sales, not only Elmwood family purchases. No flyer is needed. Discussed creating a Sign-Up Genius to have Elmwood H&S families greet customers at the doors. Sara will contact Kathy Quandt to let her know that we would like to incorporate this into the event. • <i>Teacher Appreciation</i> – May 1 –May 5. Planning is on schedule. • <i>Staff Social</i> – April 27 beginning 3:45 p.m. it was suggested that Exec Board will try to attend to thank the staff. • <i>High Interest Day</i> – June 2 -HID will be "no fee" for all workshops this year. We have no way to estimate what donations will be and will not know prior to the May meeting. Theresa asked if H&S is open to going over budget if we don't receive enough donations from families & businesses. All agreed that it won't be a problem as we based numbers off last year estimates and a there is new format this year. A formal vote will not be needed if we unexpectedly go over budget. • <i>MOD Pizza Eat & Earn</i> - May 23 - time is TBD. • <i>Yo-Fresh</i> is a new potential Eat & Earn. Yo-Fresh is located in Hales Corners and is a sponsor of the Spring Dance. They asked us if we would be willing to host an Eat & Earn event there. We will ask Jessica Opat to look into possibly scheduling in late May or June.
Past Events	<ul style="list-style-type: none"> • <i>Home & School Meeting</i> – January 26th - The meeting went well. Enjoyed the Green Team's presentation. Suggested asking other groups to present at future meeting (i.e. speed stacking, Scouts, Chess Club). • <i>Panera Eat & Earn</i> – No funds received yet. • <i>Kwik Trip</i> – Event was successful and raised \$1,120 • <i>Teacher Raffle</i> – Event was successful and raised \$1,809.50 • <i>Skate Night</i> – Very well attended and had several parents join in skating. Received \$174 profit from the even.
Other	<ul style="list-style-type: none"> • Bleachers – We are waiting for a statement for the amount we are contributing. Discussed the possibility of having a plaque noting the donation of the bleachers. Sara Johns will look into the cost of proposed plaque. • Discussed removing trophies off all the shelves in the library. Mr. Feuling is concerned that they create a safety hazard as they could fall on a student when looking/reaching for books. Katy wants to redesign main hallway to honor the past and to showcase our recent achievements and include recent trophies. An excellent example of an item to showcase is the recent Blue Ribbon Nominee. We need to find a good balance Fine Arts Night events and the upkeep of the displays. Discussed either having a chair/committee to create and maintain displays or could have the different club/activity create the board for a specified period of time. Also, discussed new location for lost

	<p>and found as the current one is visually unpleasing and in a prominent location.</p> <ul style="list-style-type: none"> • Discussed the creation and distribution of a survey to find out family's thoughts on this year's H&S fundraisers/events. We could create the surveys to allow families to see the results, but not the added comments. • Discussed adding a line item in the budget for popcorn. We discussed, and may implement, a rental fee to other groups that use the popcorn machine. Currently purchase pre-packaged popcorn/oil/salt. • Ann received an email today from the PPG Industries Foundation's grant coordinator regarding the process for applying for STEM (Science, Technology, Engineering & Mathematics) grants. Each school can receive up to 5 grants per school year. Several items may be too late this school year, but possibly next year. We need to research further to see which items, if any, that we could apply for this year and what we may be interested in for next school year
Next Meeting	<p>Home and School – March 20th Budget Meeting – April 27th Executive Meeting – May 3rd</p>
Adjourned	<p>The meeting was adjourned at 11:45 p.m.</p>