



# Executive Committee Minutes

May 3, 2017

**ATTENDEES:**

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

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 6:51 p.m. at the Theresa Sebestyen home.
Review/Approve Minutes	March 8, 2017 Executive Committee Meeting minutes were discussed and approved with minor changes.
For Discussion	<p><i>Artist in Residence</i> – Mrs. Iber will be out on personal leave during a portion of the project and a substitute will be there to assist. Marina Lee has no problem leading the project. She needs \$4,375 to be paid next Friday, May 12<sup>th</sup>. Sara anticipates to have artwork completed and hung over the summer.</p> <p><i>Teacher Request Form</i> - Discussed continuing with teacher/staff support form, offering a classroom stipend to each classroom, or a combination of each. There are 22 classroom, gym, art, music and library. Noted that Special Ed gets a different funding from district. Additionally, Pre-K would not get funding from H&amp;S. Orchestra and Band are only half time and could get a proportional amount of the stipend. Literacy coach and math coach are full time and could receive funding. Full time receive \$50 and part time, including band and orchestra receive \$25. Budget \$1400 for class specific stipend and \$2,000 for general teacher requests. Special Ed could make requests for the general fund as needed. We will need to draft correspondence as to what the stipend funds can be used for and what we need for confirmation that their purchases met the stated requirements. We will review the teacher/staff support form and requirements for next year.</p> <p><i>Booster-Thon/Fun Run Big Ticket Item</i> – The Fun Run is scheduled for November 2<sup>nd</sup>, 2017. Stage Curtain estimate is \$10,590.00. We will reach out to Katy for other big ticket ideas.</p> <p><i>Staff Appreciation Week</i> – The committee created awesome decoration. Staff appreciated it and have provided great feedback. The staff breakfast was a big hit and lunch went well. Massages will be provided tomorrow in the lounge. Friday will be swag bags in their mailbox. Pictures will be posted on Facebook when available. We are still under budget by approx. \$1000. It was noted that we are still waiting on some expenses to come in (decorations, food, swag bags, massages) but may still be under budget.</p> <p><i>Survey</i> - Theresa will send out the survey via email in 2 weeks. It was posted to our Facebook page and PawPrints this past week and we have received 19 responses thus far. The current responses indicate that did bring some light to what Home and School funds. We will discuss final results in the summer.</p> <p><i>Calendar for 2017-2018</i> – Skate nights are available and tentatively scheduled for 10/9/17 and 1/25/18. Cost will be reduced to \$5.00 and \$0.50 profit. Incredi-roll now requires that we have 50 skaters. We will remove the McDonald's Eat &amp; Earn from the calendar based on Katy's feedback. Theresa Gruenewald plan on 3-4 Eat and Earns throughout the 17-18 year. Dates to be determined. We have decided to continue BWB and Panera and discontinue Chipotle &amp; Culvers. We will add Yo-Fresh in Hales Corners and a new option this year. Finally, MOD will be decided after we see the results and have feedback on the upcoming May event.</p>

	<p><i>Positions for next year</i> – The group discussed the election.</p> <p><i>Fundraiser Chairperson</i> – Agreed to have a fundraiser chair (possible co-chairs) to organize, track and/or solicit donations. Briefly discussed list of chair people currently in place for next years committees and where we have holes. Kara will reach out to several potentially interested parents to fill gaps.</p> <p><i>Bleacher Celebration/Plaques</i> - Sara is working on plaques for both bleachers and Artist and Residence artwork. We need to discuss with Katy to determine the language to be used on the plaque. We will try to purchase bleacher plaque prior to fiscal year end. We will use the \$40 bleacher donation to purchase the plaque.</p> <p><i>“Playworks”</i>- Jaime noted that there are several other programs level available through this company. She offered for us to meet with “Playworks” staff to discuss other options. We will need more info on how it would work for our school. We will ask for other large ticket items that may be possible alternatives. Ann reminded the group of items previously discussed (Redo Computer Lab, Reconfigure Library, Security Door at the end of the 5<sup>th</sup> /6<sup>th</sup> grade pod). Theresa will follow up with Katy and Jaime on level of interest for these suggestions and more info on Playworks.</p>
<p><b>Treasurer’s Report</b></p>	<ul style="list-style-type: none"> <li>• Ann noted that she received Box Top Check \$512.40 for which covers November – March. It was suggested that we do quarterly contests next year and encourage the online option for box tops collections. Based historical data, we are increasing this item on the budget to \$2,100 for 17-18.</li> <li>• The Executive Committee gathered to discuss the 2017/2018 budget on April 26<sup>th</sup>. The group discussed several outstanding budget items which are reflected in the 2017/2017 budget.</li> <li>• Schools supplies – Theresa will follow up with Katy. If we decide to proceed, this will be a service for H&amp;S and is not intended to be a fundraiser..</li> <li>• Office supplies – Ann will purchase stamps and pay taxes.</li> <li>• We will purchase a stamper to note inside books purchased by Elmwood Home and School. Yvette can provide information was to where to purchase this.</li> <li>• Teacher Request Form – Ms. Hyland requested books and teaching guides at \$340 for the 6<sup>th</sup> grade team. The Exec. Committee unanimously approved the purchase.</li> </ul>
<p><b>Upcoming Events</b></p>	<p><i>Jump into Your Future Day</i> – May 5<sup>th</sup> .– Volunteers are still needed for the afternoon. Requests have been made.</p> <p><i>Artist in Residence</i> – Discussed upcoming event with Marina in the “For Discussion” section. Sara contacted author Patricia Polacco regarding presenting next year. She has not yet received a response.</p> <p><i>Home and School Meeting</i> – May 16<sup>th</sup>- Babysitting is being confirmed. Ask will ask chair people to introduce themselves and discuss their committee briefly and discuss what a great year we had in 16-17 for their event. Ann will present the 2017/2017 Budget for approval which will include an updated pie chart. There will be a vote on open positions. We will conclude by walking down to the gym to view the bleachers.</p> <p><i>Eat &amp; Earn</i> – Mod Pizza is scheduled for May 23<sup>rd</sup>. Find out if flyer is needed and confirm the time of the event. We intend to have better promotion of the event. It was noted that because we this is a small venue, we can remind people that take out is an option.</p> <p><i>High Interest Day (HID)</i> – June 2<sup>nd</sup>. Donations are just over \$2,000 which is slightly less than prior years which may be due to the change fee this year as we are not charging for any workshops. Theresa noted that there is a concerned that cost may increase while trying to change up workshops from year to year to have a variety of events for children to pick from. The group discussed if we want to keep it free and “middle of the road” or spend more money and change it up from year to year to make it an awesome event. We all agreed that we still</p>

	<p>want to keep it free to include all students. We all agreed to increase funding to bring in new and exciting workshops especially for the older children. No donation requests next year and increase expenses in the 2017/2017 budget to \$7,000.</p> <p><i>6<sup>th</sup> Grade Graduation</i> –Costs for Matty’s catering, tattoo artist, and photographer went up this year. Committee may want to request more funds in the budget for next year. <i>6<sup>th</sup> Grade Graduation</i> gift has been purchased and was purchased using H&amp;S credit card.</p>
<b>Past Events</b>	<p><i>Musical</i> – Ann reported that historical musical rights cost has been approx. \$590 each year. She suggested offering more funds for costumes and sets next year. Budget was increased to \$1500. Discussed and agreed to have a chair for the souvenir portion of the event and help coordinate parent volunteers. We can recruit based once we know which students are in the musical. Souvenir are a to be a service and not intended to be a fundraiser.</p> <p><i>Home and School Meeting</i> was held on March 16<sup>th</sup> – Went well and was well attended.</p> <p><i>Eat &amp; Earn at Buffalo Wild Wings</i> was held on March 15<sup>th</sup>- Event went well and was well attended. Home and School earned \$216.18 for this event.</p> <p>The <i>Book Fair</i> took place the week of March 27- March 31 - This event went well.</p> <p>The <i>Spring Dance</i> was held on April 7<sup>th</sup>- The event was well attended and went well, however we discussed and decided to return back to a formal spring dance next year. The event was fun, but too close in format to Fall Fest. Net profit was approx. \$37 which was down from last year due to format change this year. Theresa will ask Danielle if she is willing to chair this event next year. The group discussed changing a small fee for tickets next year. Discussed budgeting.</p> <p><i>Eat &amp; Earn</i> at Culvers occurred on April 25<sup>th</sup> – Event was well attended.</p> <p>The <i>Staff Social</i> was held on April 27<sup>th</sup> at Matty’s and appreciated by the staff.</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Follow up is needed with Katy on the possible purchase of devices (laptops, tablets, iPads) as a follow up to the last Exec Meeting discussions.</li> <li>• Rain Barrels – Auction for the purchase of the rain barrels will take place Friday May 5<sup>th</sup> -27<sup>th</sup>. Sara will advertise that Elmwood Green Team created two barrels that will be up for auction. We will add separate line item for Green Team next year. We agree that the Green Team impacts the whole school versus other co-curricular and therefore warrants a separate line item.</li> <li>• It was noted that No Market Day replacement is being considered at this time.</li> </ul>
<b>Next Meeting</b>	H&S Meeting – May 16, 2017
<b>Adjourned</b>	The meeting was adjourned at 12:27 p.m.