



# Executive Committee Minutes

May 12, 2015

6:30 p.m.

## ATTENDEES:

**Officers:** Molly Carroll, Alison Giese, Rachel Schaar and Colleen Tadych

**Committee Liaison:** Kara Erchull

**Staff:** Principal Royce Lindner

AGENDA ITEM	DISCUSSION/ CONCLUSIONS
Call to order	Meeting was called to order at 6:37 p.m.
Review/Approve Minutes	March 10, 2015 Executive Committee Meeting minutes were discussed and approved with no changes. March 17, 2015 meeting minutes were discussed and no changes made.
Treasurer's Report	<p>Allison Giese shared notable changes since our last meeting:</p> <p>REVENUE:</p> <ul style="list-style-type: none"> <li>• Box Tops earned \$1,000 over what was budgeted.</li> <li>• The second Skate Night earned \$78.</li> <li>• A check for around \$800 is coming from Matty's soon for money raised from September through May.</li> <li>• Kwik Trip fundraiser earned \$447.</li> </ul> <p>EXPENSES:</p> <ul style="list-style-type: none"> <li>• The spring dance was originally added as an expense, but it made \$1,400! We do still need to pay custodial fees out of that amount.</li> <li>• High Interest Day expense will be offset by fees charged (which haven't been included yet)</li> <li>• Musical expenses include flower/cookie sale (profit of \$220)</li> <li>• Lighting was updated in gym for musical; may need to raise lighting and sound budget for some future maintenance and improvement expenses.</li> <li>• We made an \$1800 donation to the school district to offset video conference costs.</li> <li>• The sixth grade gift (from last year's graduating class) will be a bench in the courtyard for teachers and staff to use.</li> <li>• We will do School Kidz next year, but not as a fundraiser. Colleen will email LouAnn Koppa and let her know not to add profit to the cost.</li> </ul> <p>YTD (as of 5/12/15):  Revenue = \$17,527.47  Expenses = \$7,595.59  Current checking account balance = \$50,627.03  Available cash = \$24,463.04</p> <p>Alison went through the proposed budget for 2015-2016. Suggested changes include:</p> <ul style="list-style-type: none"> <li>• For the Book Fair, add budget of \$150 to get new baskets (that hold books that students can buy for each teacher) plus \$50 for cash cushion.</li> <li>• The spring dance will move to the revenue section for next year.</li> <li>• Increase Fall Fest budget to \$350 (increased number of families attending)</li> <li>• Home and School will use Scholastic dollars to give to new teachers to buy books,</li> </ul>

	<p>so don't need separate line item.</p> <ul style="list-style-type: none"> <li>• We will keep miscellaneous line item of \$150 for office to use as special needs arise for students. Yvette Cunningham will reconcile amount at end of school year.</li> <li>• Increase hospitality budge to hold staff social.</li> <li>• Add \$3300 for Extended Learning Support</li> <li>• Keep Artist-in-Residence as roll-over and look at again next year.</li> </ul>
<b>Past Events</b>	<ul style="list-style-type: none"> <li>a. Market Day Pick-Up – Fri, March 13 (4<sup>th</sup> grade), Fri, April 17 (5<sup>th</sup> grade)</li> <li>b. Spring Musical – Friday, March 27 The musical went well and cookie and flower sales made \$225.</li> <li>c. Book Fair – April 20-24 We made \$9,253 in total sales. We found out that in the future, we can't give 20% off and a free book at the same time (the 20% off would now come out of our Scholastic dollars). Possibly we'll give a \$5 book in fall and 20% off in spring. We have \$12,000 left in Scholastic dollars.</li> <li>d. Spring Dance – Saturday, April 25 Pam will give update at general meeting.</li> <li>e. Staff Appreciation Week – May 4-8 Royce said it was a great week!</li> </ul>
<b>For Discussion</b>	<ul style="list-style-type: none"> <li>a. Home and School Room (follow up) The room organization and moving of items went fine.</li> <li>b. School Supplies for next year Royce said that the school district is looking into centralizing some school supply purchasing (such as pencils, folders, markers, etc.). Parents will still purchase personal use items such as seat sacks or calculators. Royce will talk with LouAnn Koppa about SchoolPak contract.</li> <li>c. Funding for In-School Field Trips There was discussion about ways to fund this and that money could be given to each grade level to offset expenses of field trips (For example, \$2,100 would give each grade level \$300, about \$3 per child). Each grade level could choose their field trip that would have expenses offset by Home and School. This could also be called Extended Learning Opportunities.</li> <li>d. Cubs on the Prowl Colleen, Rachel and Allison met with Shannon Achter and decided it would be best to move Cubs on the Prowl to a fall event, probably the last Friday in September (25<sup>th</sup>). Some ideas discussed included adding a silent auction (with experiences donated by teachers or families). Possibly fundraising at this event could go towards Extended Learning Opportunities.</li> <li>e. Positions for next year Kara heard back from about one-third of committee chairs. She will contact the rest again. Stacy, the Health Room coordinator, will be ending but is willing to help train next person. Kara will put this notice in Paw Prints.</li> <li>f. Kwik Trip Carwash Fundraiser Colleen will check with Kathy on update.</li> <li>g. Amazon Smiles Amazon gives a percentage of purchase back to Elmwood. Families can link up with Amazon Prime account. Alison will put blurb in Paw Prints.</li> <li>h. H&amp;S Logo</li> </ul>

	Make logo all purple
<b>Other</b>	<ul style="list-style-type: none"><li>• Royce will check with Melanie Gearhart about playground balls and what the needs are for next school year and what we can buy with the dollars from Soup Labels.</li><li>• At Back to School Night, create a tip sheet "Top 5 things to know about Home and School" and include Box Tops, Matty's and Amazon Smiles</li></ul>
<b>Next Meeting</b>	June 23, 2015
<b>Adjourned</b>	The meeting was adjourned at 8:56 p.m.