



Executive Committee Minutes

June 21, 2017

ATTENDEES:

Officers: Kara Erchull, Chrissy Kennedy-Kortes, Theresa Sebestyen, and Ann Szefflinski
Newly Elected Officers: Kate McFarlane, Jill Winkler
Committee Liaison: Sara Johns

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 6:49 p.m. at the Theresa Sebestyen home.
Review/Approve Minutes	May 3, 2017 Executive Committee Meeting minutes were discussed and approved with minor changes.
Treasurer Report	<ul style="list-style-type: none"> • Ann reported a checking account balance of \$55,924.12 as of 6/21/17 which is on track with the projected amount. • Ann noted that she has started transitioning Treasurer’s responsibilities to Kate. • Ann informed Kate and Jill that they will need to go to the bank to get Visa cards and noted that Kara and Ann’s cards will be terminated. • Ann will complete this year’s taxes with Kate. • Ann offered to draft an annual summary which will highlight our accomplishments over the past few years.
For Discussion	<p><i>Staff Support – Classroom Stipend & Staff Request Form-</i> Each teacher will receive \$50.00 for a total of \$1,500 from H&S. Katy and Jaime will be responsible for guiding the staff as to the appropriate literacy focused purchases. Ann suggested that we ask for a report from the teachers to summarize what they bought at a high level. This will help in our evaluation for next year’s budgeting decisions. It was suggested that we may want to send a mid-year reminder so teachers remember to use the funds. We will include info on this item in the packet given to the teachers at the beginning of next year. We also have budgeted \$2,000 for staff requests for items that may fall outside of a literacy focus or cost more than \$50.00.</p> <p><i>Calendar for 2017-2018 –</i> Discussed possible dates for events during the year. Theresa and Sara will discuss these dates with committee chairs. Theresa will also reach out to Thresa Gruenewald to discuss when to schedule various Eat and Earns.</p> <ul style="list-style-type: none"> • <u>September</u> <ul style="list-style-type: none"> ○ Eat and Earn -Yo Fresh (TBD) • <u>October</u> <ul style="list-style-type: none"> ○ Skate night (9th) ○ Fall Fest (13th or 20th) • <u>November</u> <ul style="list-style-type: none"> ○ Boosterthon/Fun Run (2nd) – Kick off pep rally will be on 10/24 with activities during the week leading up to the run. ○ Movie Night (10th) • <u>December</u> <ul style="list-style-type: none"> ○ Book Fair (TBD) • <u>January</u> <ul style="list-style-type: none"> ○ Car Wash Fundraiser (8th start date) ○ Skate Night (25th)

- **February**
 - Teacher Raffle (12th – 18th)
- **March**
 - Book Fair (TBD- could be in April)
- **April**
 - Spring Dance (13th or 20th)
- **May**
 - Teacher Appreciation Week (7th – 11th)
- **June**
 - High Interest Day (1st)
 - 6th Grade Completion Ceremony (7th)

Change Meeting Dates- General H&S meetings will take on different days of the week. Tentative dates are as follows:

- Wednesday, September 13, 2017
- Thursday, November 16, 2017
- Tuesday, January 23, 2018
- Tuesday, March 20, 2018
- Tuesday, May 15, 2018

School Supplies/Seat Sack – Seat Saks need to wait for Yvette to determine amount needed. H&S will sell Seat Saks at Meet the Teacher night as a pass-through (this is not a fundraiser). School Supplies – Theresa reported that we obtained quotes from three different vendors with varying prices. Theresa needs to confirm that quotes are accurate as they were significantly different. This may be due to the posted school supply list having some incorrect quantity info. This is not a fundraiser.

Matty's Cards – Next year Kara will ask Matt if it is possible to make smaller cards to fit in wallets. The group decided to send a Matty's card and form home with all students again next year.

Survey – Theresa noted that next year will have a volunteer survey to gather input from committee chairs and those parents who volunteer.

Co-Curricular Ideas – “Supplies” \$250 is a new line item related to co-curriculars. H&S helps fund the co-curricular itself, however, this would be for extra equipment or supplies for each co-curricular. We will add info about these extra funds to the packet for teachers along with the staff support form.

Curtain Cost & Ordering – We are going to wait for Boosterthon to occur and see how much we raise before placing an order for the curtain. The curtain and backdrop will be black to match bottom of the stage, additionally none of the other color options looked appealing.

Art Mounting – The art created during the Artist in Residence project will be installed over the summer. It has been decided where most pieces will be hung, however, it is still being decided where the 3 flower pieces will be placed. We need to have scaffolding brought in to install the pieces.

Plaques – A plaque for the H&S bleacher donation is ordered and will be installed. Sara will be ordering Artist in Residence plaque(s). One option for the Artist in Residence is to have a collage which includes all pieces from the project displayed one plaque. Ann suggested including all H&S sponsored items in a collage type plaque, not just Artist in Residence pieces.

Trophy cases – No updates at this time. Katy has some good ideas and we will wait for her feedback.

By Laws – The Committee is in agreement that the by-laws should be updated. We will discuss the possibility of small committee to redraft at the general H&S meeting in fall.

Popcorn Machine – The cost of the popcorn and oil is approx. \$25 or \$50 for products. We will

	rent it out and will charge per packet of popcorn/oil that is used. The machine should stay onsite. Any groups that rents the machine will need to return the machine clean and are responsible for any damages.
Past Events	<p><i>High Interest Day ("HID")</i> – June 3rd – All went well and there were no major issues. The committee already has great ideas for next year. This year's event came in under budget on expense and over budget on revenue.</p> <p><i>Home and School Meeting</i> – May 16th – Went well and we have had better attendance this past year. Ann suggested having budget suggestion/discussions as events occur to determine if the budget should be adjusted for the following year.</p> <p><i>6th Grade Graduation</i> – June 8th – The event went well and the new mascot was presented. Net expense of \$1928.61 and we had budgeted for a net expense of \$2,125.</p>
Upcoming Events	<p><i>Photo/signups</i> – August 22 (4-7 PM) and August 24 (9AM – 12PM). We will have a H&S table for parents to sign up to volunteer on various committees. We will need volunteers to staff table.</p> <p><i>Kindergarten Orientation/New Family Night</i> – August 23 – Bus night and play date after. Theresa asked for several volunteers to help answer questions during the event.</p> <p><i>Meet the Teacher Night</i> – August 30 (5:30-7 PM) – Theresa will ask if we can open earlier than the planned start time. SpiritWear, Seat Saks and Matty's cards will be sold and School Paks (if we decide to move forward) will need to be distributed. We will need volunteers to help staff the event.</p> <p><i>Home and School Meeting</i> – September 12th. We will discuss format at the next Exec Meeting (possibly a "social" format again this year).</p> <p>Change in Meeting Dates for 2017/2018 year – see above for tentative meeting dates.</p> <p><i>Boosterthon/Fun Run</i> -November 2nd. Kick off pep rally will be on 10/24 with activities during the week leading up to the run.</p> <p><i>Fall Fest</i> – Dates to be determined. Sara or Theresa will reach out to the committee chair to confirm dates.</p>
Other	T-Shirt for Peer Mediators – A new line item for special t-shirts for this group has been added to the budget.
Next Meeting	Executive Meeting – August 2017
Adjourned	The meeting was adjourned at 9:55 pm