



Executive Committee Minutes

August 11, 2016

ATTENDEES:

Officers: Kara Erchull, Theresa Sebestyen, Ann Szefflinski and Chrissy Kennedy-Kortes
Staff: Principal Katy Williams

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 6:55 p.m. at Ann Szefflinski home.
Review/Approve Minutes	June 23, 2016 Executive Committee Meeting minutes were discussed and approved with no changes.
Treasurer's Report	<p>Ann Szefflinski shared the following information. A full update will be presented the next executive meeting.</p> <ul style="list-style-type: none"> • No changes since the end of the fiscal year. • There were no outstanding checks at the end of the year. • Annual tax returns are being worked on and are almost complete. • She is in the process of setting up accounts for the coming year. • She is still working towards a full audit of the Home and School books. <p>Current checking account balance = \$65,622.84.</p>
For Discussion	<ul style="list-style-type: none"> • Positions for next year <ul style="list-style-type: none"> ○ <i>Fall Fest</i> – Fall Fest will be held on October 21st. The Executive Committee is looking several people to head specific areas of the event instead of a chair/co-chairs for the entire event. Theresa will follow up with several contacts to gather interest for the areas that still need a leader. Kara reported that Megan will head the pumpkin contests. The committee will continue to reach out to parents to request help. ○ <i>Market Day replacement</i> – We may bring this fundraiser back to Elmwood. The replacement company currently does not have online ordering system. When an online option is available, we will look for a chair. ○ <i>Eat & Earn</i> – Colleen Tadych is phasing out as chair. She & Theresa Gruenewald agreed to coordinate a combined 4-5 events. We have received several suggestions of other local restaurants that offer Eat & Earn programs. If enough people are interested in coordinating these events, we can add additional locations/dates. Theresa will follow up with Theresa Gruenewald to confirm her events and schedule dates. ○ <i>Office Max School Gives Back</i> – Office Max provides 5% back to school. Theresa will reach out to Alison Giese for additional information. Information and instructions will be added to Facebook if we decide to proceed. ○ <i>6th Grade Graduation</i> – Currently Marlo McCormack has volunteer to co-chair the event. Currently looking for other chairs.

	<ul style="list-style-type: none"> • The Home and School calendar for next year was discussed. - See attached calendar for scheduled dates. Rachael Schaar will update the website with the confirmed dates. <ul style="list-style-type: none"> ○ Events not scheduled are as follows: <ul style="list-style-type: none"> ▪ Eat & Earns – Colleen Tadych will coordinate McDonalds on Sept 27th. ▪ Car Washes – The committee discussed and determined that January is the best time for this fundraiser. Theresa will follow up with Kathy Quandt to inform her of the time frame. ▪ 2nd Movie Night ▪ Staff Social ○ Executive Meeting dates are scheduled for Executive Meetings –9/7, 11/3, 1/5, 3/8, 5/3. The Budget Meeting TBD. • The committee discussed the new online form to reserve rooms at school. A training is required to use the new online tool. Theresa will begin working to get rooms reserved for upcoming events. • Kara presented two documents to be distributed at the upcoming Forms and Photos night and Meet the Teachers night, as well as Home And School meetings. The first list includes a brief description of all the committees and the responsibilities of the chair and committee members. The second is a flyer which describes all the easy ways to volunteer and participate in Home And School and includes the meeting dates. We also discussed giving a small prize (i.e. candy) to parents that join Facebook at the event. Theresa confirmed that Sara Johns is the Facebook administrator for Home and School page. Finally, Theresa will reach out to committee chairs to ask if we can include both their phone number and email address on the committee list. <ul style="list-style-type: none"> ▪ Spirit Wear – Until a chair is named, Theresa and Kara have been coordinating and selecting updated Spirit Wear for the 2016/2017 year. They presented a new paw print logo and a new color scheme (replaced gold with silver). The new items have more price variance, new colors and includes a selection of hats. There will be a two phase order system in the fall. Online order system will be available. Discussed and agreed to add \$1 to the cost of each item to cover the screen fee. Samples of children's sizes will be available for display at upcoming events. ▪ Artist in resident – Katy suggested that we explore hiring an artist to assist with a permanent piece for the future. She suggested that we consider looking for an artist that has experience in projects with schools of our size in which all kids can participate. It can be costly, but possibly be a long term goal.
<p>Mission Statement</p>	<ul style="list-style-type: none"> ▪ <i>Mission Statement</i> – Follow up to last spring meeting and budget planning. The goal of creating this mission statement is to promote what we are about, why we fundraise and how the funds are utilized. We need to brand events that are H&S events so people know what we do. The initial goal is to draft a 1-2 sentence statement to build upon. Once drafted, we will present at a Home And School meeting to gather feedback from other parents prior to finalizing. We will continue working on the statement for the next executive meeting. Goal to present to Home And School at November meeting.
<p>Past Events</p>	<ul style="list-style-type: none"> ▪ <i>May Home & School Meeting</i> – The meeting went well. ▪ <i>High Interest Day</i> – High Interest day was a success. We were where we wanted to be with respect to budget. ▪ <i>6th Grade Graduation</i>- The event went well. We are waiting on some expense forms to be returned. The event came in \$450 under budget primary due to the box meals instead of a buffet. Kara will provide a full list of expenses to Ann for our records. The 6th grade gift will stay separate from the event.

<p>Upcoming Events</p>	<ul style="list-style-type: none"> ▪ <i>New Family Night</i> – Theresa reported at everything is all set and ready to go. Parent volunteers with current students will be in attendance to answer new family questions. The playdate portion of the evening will start after the bus ride on August 15th. A daytime playdate is scheduled for the morning of August 24th. Theresa will let us know if any additional help is needed based on parent responses to the invitation. ▪ <i>Forms and Photos</i> – Forms and Photos is scheduled for August 22nd (4-6 pm) and August 23rd (9-11am). The committee discussed the need for committee members to staff the Home And School tables and answers questions. Ann suggested that a representative from the YMCA Before & After School care program be available at this event, or Meet the Teacher Night, to answer questions on the new program. Katy will follow up with Yvette to see if Meet the Teacher night is a possibility. Theresa will let the committee know what days and times assistance is needed. ▪ <i>Chalk Love</i> – Theresa will check with Colleen Tadych to see if she will head it up again this year. ▪ <i>Home and School Meeting</i> – The next meeting is scheduled for September 13th. The format will be a social and will encourage parents that are new to Home And School to ask questions of the Executive Committee and committee heads. Theresa will send a reminder to committee heads. An agenda will be distributed prior to the event. ▪ <i>Boosterthon</i> has been renamed <i>Elmwood Fun Run</i>. Theresa relayed that Molly has sent letters to local business. She is still looking for larger investors to sponsor the event. Discussed some larger businesses in the area in the industrial park. Theresa requested that emails be sent to Molly with suggestions. Theresa/Kara will reach out to the Pattersons to help with logos. ▪ <i>Matty's Loyalty Program</i>- Matty has asked that we cover the cost of printing the cards which is approximately \$200-300. If we can find a sponsor for the printing, Matty is willing to have the sponsor included on the card; however the printing must be done by Matty's regular printing service. Executive Committee will reach out to contacts. ▪ <i>Game Night</i> – Theresa relayed that Molly will follow up with the vendor for additional information.
<p>Other</p>	<ul style="list-style-type: none"> ▪ <i>Bleachers</i> – We have received bids from the contractor and want to keep the process moving forward. Katy will reach out further to determine the next steps. Boulderling wall needs to be moved - possibly Poplar Creek or Orchard Lane? ▪ <i>Friend Bench/Buddy Bench</i> – Ann offered the idea of a Buddy Bench ("Paw Pal") for the playground. The bench has been very popular and successful at other schools. The bench would be specifically for a child who is looking for a friend or someone to play with. The child can sit on the bench and other children/teachers should extend an invitation to play with or befriend the child on the bench. The committee proposes examining the purchase of a buddy bench for the K-3 playground, possibly as a 6th grade gift. ▪ <i>Green Team</i> – Mr. Slonac and Royce sent the bill to district for payment. We will wait on response before reimbursement.
<p>Next Meeting</p>	<p>Executive Meeting – September 7, 2016</p>
<p>Adjourned</p>	<p>The meeting was adjourned at 9.58 p.m.</p>