



Executive Committee Minutes

January 11, 2018

ATTENDEES:

Officers: Chrissy Kennedy-Kortes, Kate McFarlane, Theresa Sebestyen, and Jill Winkler
Committee Liaison: Sara Johns

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 7:11 p.m. at the Theresa Sebestyen home.
Review/Approve Minutes	November 2, 2017 Executive Committee Meeting minutes were discussed and approved with 2 minor changes.
Treasurer Report	<p>Kate reported the following items since the last meeting:</p> <ul style="list-style-type: none"> • Fun Run raised over \$38,000 which was over the amount budgeted. • We have spent \$600 of our teacher stipend funds. We will ask Jaime or Katy to remind staff that these funds are available at the next staff meeting. • Co-curricular activities line item was increased as a result of the vote at the November Home & School meeting. Kate reported that she has made the payment for the leadership team co-curricular expense. • Teacher classroom expense is currently overstated by about \$60 because we had to return a one set of stands ordered that were the wrong size. We have not yet received the refund causing overage. • The budget has been updated to reflect the virtual reality goggles purchase voted on at the last meeting. • Fun Run T-shirts, - we are below on revenue at this time and expenses were higher than expected.
Past Events	<p><i>Home and School Meeting</i> – November 16, 2017 – The meeting went well.</p> <p><i>Blue Ribbon Staff Social</i> – We have received positive feedback from the staff on the event.</p> <p><i>Blue Ribbon All School Assembly</i> – The kids had a great time and had a lot of fun watching Katy and Jaime being turned into ice cream sundaes.</p> <p><i>Staff Cookie Walk</i> - The event was a success again this year. There were plenty of cookies for the staff and we have received positive feedback again this year. Left-over cookies were donated to local fire stations.</p>
Upcoming Events	<p><i>Skate Night</i> – This event will take place on January 25th. The cost will be \$5.00 per person which includes skate rental. Flyers will go out before the event.</p> <p><i>Kwik Trip Car Wash Cards</i> – This fundraiser will be held January 29th – February 2nd. Erin is looking into possibly giving prizes as incentives for those selling cards. Andy Fueling will put it on the Elmwood Today Show to publicize with the kids as well as the parents.</p> <p><i>Bus Driver Appreciation</i> –We currently have budgeted \$200 for bus driver appreciation. Jaime Veal will coordinate this event. The exact day is TBD in mid-February.</p> <p><i>Movie Night</i> – The movie is scheduled for February 9th. Kathy Barnhardt and Karen Kline are chairing and are planning on showing a movie geared towards older kids while still appropriate for younger kids. In an effort to reduce interruptions during the show, the committee is looking into a new format for concessions and a possible intermission.</p>

	<p><i>Ear & Earns</i> – Panera Eat & Earn is taking place tonight and BWW is scheduled for February 13th. Theresa Gruenewald will be looking into MOD Pizza and a second day at BWW. Theresa S. suggested Noodles and Qdoba combination Eat & Earn on the same day if possible.</p> <p><i>Staff Raffle</i> – This will take place the week of February 26th – March 2nd. All students will receive one free ticket so everyone can participate. The cost will remain the same as last year at \$0.50 per ticket and will not be a discounted amount for larger purchases. To help ensure all kids have time to eat their lunch we will 1) request additional volunteers during the younger student’s lunch period and 2) use only last initial if necessary (instead of full last name) and will use the art teacher documentation to identify student and classroom as all kids are familiar with this process. Home and School discussed the possibly of donating an item this year.</p> <p><i>Artist In Residence Update</i> – Sara informed the Committee that April 12th & 13th are confirmed days for Laurel Schneider. All students will attend one of three assemblies to be held on April 12th. On April 13th, three workshops will be held for grade 5 & 6 only. We would like to get the students exposed to her books before she comes, therefore, Sara is researching her works and will try to get books for teacher to use before she comes to present. Theresa suggested reaching out to her contacts as the New Berlin and Brookfield libraries.</p> <p>Spring Book Fair – The exact dates are TBD. The Book Fair Committee is looking to having the Book Fair after spring break and to coincide with the spring dance.</p>
<p>For Discussion</p>	<ul style="list-style-type: none"> • <i>In-services scheduling</i> <ul style="list-style-type: none"> ○ ARCh – This assembly is currently scheduled for Friday, March 2nd. Grades K-1 (possibly grade 2) will have individual class room presentations. Mid-grades through 5th will have one combined assembly, and 6th grade will have a separate presentation with a middle school focus. Depending on how many presenters will be coming, we may be able to provide snacks or lunch. Sara will research once we have more details. The cost will be \$500 for the event. ○ Wisconsin Thunder (Wheelchair basketball demonstration) – Theresa recently received an email requesting that this assembly be used as the end of the year /4th quarter incentive. Younger kids will have an assembly discussing acceptance of differences. For these younger students, the teachers will play a basketball game against the Thunder during the assembly. The older kids will also have a presentation; however, the students will get in the wheelchairs and play against the Thunder. Tentative date we are looking at is June 6th. ○ Trinity Irish Dance – Trinity is scheduled for March 9th at 2:30 pm. The cost will be \$150. Theresa has already contacted the Green Team to try to incorporate that co-curricular into the event focusing on “being green”. • Musical – “Annie” will be performed on March 22nd. The cost was \$648.50 and we have a budget of \$1,500. • <i>Virtual Reality Goggles</i> (\$3,900 approved at the November Home & School Meeting) – Katy is still looking at and comparing prices. She will purchase once she finds what the staff needs at a reasonable price. • <i>Stage Curtain</i> – Hardware will be installed on January 22nd. The curtain will follow in time for the musical. • <i>Supporting Organization Registration Form</i> - This is a new 2-page “application for recognition as a supporting organization” required by District that needs to be submitted by end of the month. This will be an annual form going forward. Theresa will complete and submit. She will reach out to committee members for information as needed. • <i>6th Grade Legacy Gift</i> - Letters “ELMWOOD” – No new information at this time. Marlo was receptive and will discuss with the committee. We also discussed the possibility of a plaque noting what each 6th grade class gave each year. Kate will research how much historical information we would have to put on a plaque. • <i>Donation Chair Wish List</i> - We have not year received any requests at this time. • <i>Weekend Basketball</i> – Theresa noted some inappropriate behavior during the basketball games last weekend (i.e. dribbling in the hallways). Theresa will inform Katy of what was taking place and the potential for damage to the school.

	<ul style="list-style-type: none"> • <i>2018-2019 Fun Run</i> will be held earlier next year during the week of September 18th – 28th. We need to put money down to hold the spot. Kara and Molly will reach out to Kate with details for the down payment.
Other	<p><i>Yearbook pictures</i> – Rachel Schaar is still in need pictures for yearbook. We discussed having teachers send a request to parents asking them to submit pictures of fieldtrips, school, and class events</p> <p><i>Home and School Weebly website</i> – discussed the possibly of simplifying the information on the site to the minimum information necessary.</p> <p><i>High Interest Day</i> – Theresa reporting having a lot of new ideas planned for this year’s HID. We will need a lot of volunteers to run workshops and to help with prep work this year. Theresa asked that we spread the word to crafty parents that may be interested in helping run a workshop.</p>
Next Meeting	Executive Meeting – March 8, 2018
Adjourned	The meeting was adjourned at 9:45 pm