



Executive Committee Minutes

November 2, 2017

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 7:10 p.m. at the Theresa Sebestyen home.
Review/Approve Minutes	August 28, 2017 Executive Committee Meeting minutes were discussed and approved with no changes.
Treasurer Report	<p>Checking account balance is currently at approx. \$54,000.</p> <p>Kate reported the following items since the last meeting:</p> <ul style="list-style-type: none"> • Daily deposits are currently being received from Fun Run • Fall Fest numbers are in and overall expenditures were over budget by \$250.00. Revenue for food was slightly below costs (\$23). • The classroom stipend notification was distributed to the staff and we have already received several back. • Kindergarten shirts expenditure have been paid. • Seat Saks cost slightly more than we planned as anticipated.
Past Events	<ul style="list-style-type: none"> • <i>Meet Your Teacher Night</i> – Event went well with no issues to report. • <i>Sept 13th Home & School Meeting</i> – Event went well. The social format seemed to work well again this year. Many parents new to the school were asking questions and appeared to be interested in actively participating. • <i>Book Fair</i> – Theresa noted that we have received many thank you notes for the Book Fair. Final numbers are not in yet. • <i>Skate Night</i> – This event had good turnout (similar to past events). Kids had fun. • <i>Fall Fest</i> – The event was well attended again this year. Kelly did a great job planning this event. Parent feedback was positive. The group noted the following items to be discussed with the event chair prior to planning the next Fall Fest: Volunteer sign in table, better signage or blockage to keep kids out to areas that they should not be in, parking, possible gifts bags instead of prizes, discontinuation of spider hunt, the need to revisit restrictions on costumes (no gore or weapons), a potential quiet activity in library, elimination or paint in arts/crafts room, more water and pizza, replace caricature artist with a more efficient or less expensive artist (possible suggestions include IKE or West cartoon art, 6th grade graduation's artists, girl scout troop badge face painting). • <i>Staff Conference Dinner</i> – First hospitality event of the year. The event went well and the staff was appreciative. Most items were donated except for the sandwiches. • <i>Fun Run</i> – The Fun Run took place today and feedback has been great so far. We have not yet hit our goal, but donations are still coming in. Boosterthon group was excellent again this year. Their organization was phenomenal. • <i>Spiritwear</i> - Second wave of clothing should be out tomorrow. Theresa informed Kate that we can pay our invoice for the first round. Theresa will check with Student Council to see if they are planning Spiritwear days.

<p>Upcoming Events</p>	<ul style="list-style-type: none"> • <i>Movie Night</i> – November 10th. We will be showing the movie Cars3. Doors open at 6:30 and movie will start at 7 PM. We are still looking for some volunteers for the event. • <i>Blue Ribbon Staff Social/ School Assembly</i> – Several events will be taking place to celebrate the Blue-Ribbon award. Jaime and Katy will be receiving the award in Washington D.C. and the staff will be recognized by District the week of November 13th. On November 17th, there will be a staff social to celebrate and thank the staff. This will be in lieu of the spring event. Elmwood staff, some individuals from District, and some committee heads from H&S will be invited. The event will be at Deer Creek with Matty's catering as the big room at the Matty's location is unavailable. Hors oeuvres, cash bar, and some favor with the blue-ribbon theme. Finally, on November 21st there will be an all school assembly. We discussed potentially distributing a blue ribbon to each student to take home depending upon cost. The students are going to be asked to wear blue on the day of the assembly and will possibly be taking a drone picture with the students in the shape of a blue ribbon. • <i>Staff Cookie Walk</i> – No date set yet. There are additional concerns this year from District regarding food allergies. Theresa, along with other Elmwood staff, attended an informative meeting with the district nurse and school psychologist. Theresa reported to them that all Home and School committee chairs have been notified of the need to provide event food and ingredient information to the front office several days ahead of time. The presence of emergency backpacks and EpiPen locations was reviewed as well. Overall Elmwood students have been safe and without incident at all school and Home & School events. • <i>Eat and Earns</i> – Theresa Gruenewald is working on scheduling events after January. We will try to schedule an end of year event at Yo Fresh.
<p>For Discussion</p>	<ul style="list-style-type: none"> • <i>In-services scheduling</i> <ul style="list-style-type: none"> ○ Sara has been in contact with the Association for the Rights of Citizens with handicaps ("ARCh") to potentially schedule the assembly "Differences, Gotta Have Them". She is working on getting additional info and possibly scheduling in January or February. ○ Kyle Dine Food allergy service was scheduled for spring, but has been posted indefinitely. ○ Milwaukee Thunder is a wheelchair basketball demonstration that may be a good assembly for spring as it could include some outdoor activities. Theresa will check on pricing and options offered. ○ Possibly third quarter incentive could be on March 16th with a theme of Irish culture and could include Trinity Irish Dancers. Going forward, possibly bring in a diversity theme each year. • <i>Student Council Funding</i> - Student Council is a new co-curricular this year that was not budgeted for last year. This will require need two advisers and need \$1,200 for the year. The school will pay for \$600 and would like H&S to pay for the other \$600. They payment will be broken into two portions. The school has paid for the 1st semester and H&S will pay for the second semester. This will require a vote at the upcoming meeting. Theresa will ask for someone to come from Student Council to present at the meeting. • <i>Video Conference/ virtual Reality funding</i> - The decision has been made to no longer have video conferences at Elmwood. The technology is outdated and it would be costly to replace our existing equipment. As an alternative, Katy looked into virtual reality goggles which were borrowed from District and tested last year. We currently don't have any of our own at Elmwood and are still using the ones on loan. Katy and Jamie would like to get 20 more to add to the 10 that are borrowed from District. We discussed allocating our video conference budget to virtual goggles. Our budget is at \$3,100 and District would match and also contribute \$3,100. A kit of 20 costs approximately \$6,700 so we would need to vote at the next meeting to add an additional \$500 to the budget to buy the kit. Kits come with a teacher unit to monitor what the students are doing to ensure the goggles are being used properly and for educational purposes.

	<ul style="list-style-type: none"> • <i>Stage Curtain</i> – As of current Fun Run info, we have raised enough to purchase the stage curtain. We would like to have it installed during winter break. • <i>6th grade legacy gift</i>– The name of our school is not on the building itself. Theresa has spoken to Marlo McCormick about getting “ELMWOOD” added to the building as this year’s legacy gift. Marlo will discuss with the committee. • <i>Donation Chair wish list</i> - Jessica Opat would like a wish list of donations that the committee chairs would like to have (i.e. raffle items for meeting attendees, box top prizes, coffee for staff appreciation, etc.) Sara will contact chairs of events to ask for a wish list from each. Sara suggested that we also request that Jessica track which business only donate at a particular time of year. • <i>Carwash Cards</i>—No date has been set at this time. Theresa has a folder with the former chair’s note and will discuss/provide guidance to Erin. • <i>Accordion Gates (temporary) for events</i> - Theresa will talk to Katy about getting some type of barrier to keep kids out of off limit areas as we still had kids throughout the hallways at Fall Fest. This is potentially a district purchase. • Schedule Next Executive Meeting- Scheduled for January 11th.
Other	<ul style="list-style-type: none"> • <i>Playworks</i>- The Playworks staff will be coming back for some cold weather training. Kids are becoming more familiar with the process and the rules of the games. We will follow up with administration and staff for feedback on the program. • <i>Artist in Residence</i> – Sara would like to schedule author Laurel Schneider for April 12-13th. Ms. Schneider would do several age appropriate assemblies for each grade on one day and the second day will be a writing workshop with 5th and 6th grade classes. This event would also tie into career readiness and how to become an author. H&S currently has \$4,000 budgeted for Artist in Residence; however, Ms. Schneider would cost \$4500 plus airfare and lodging (approx. \$750-1,000). A contract is not signed but will need to be signed soon to ensure the planned dates for this year. We will vote on additional funds at the general meeting which will increase the budget to \$5,500.
Next Meeting	Executive Meeting – January 11, 2018
Adjourned	The meeting was adjourned at 10:30 pm