



# Executive Committee Minutes

November 8, 2016

**ATTENDEES:**

**Officers:** Kara Erchull, Chrissy Kennedy-Kortes, Theresa Sebestyen, and Ann Szefflinski  
**Committee Liaison:** Sara Johns  
**Staff:** Jamie Veal

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	Meeting was called to order at 6:41 p.m. at the Theresa Sebestyen home.
Review/Approve Minutes	September 6, 2016 Executive Committee Meeting minutes were discussed and approved with no changes.
For Discussion	<p><i>Teacher Request Form</i>- Dollar amount and time frame intentionally general as to not deter teachers from submitting requests. A note was added reminding staff that approval may be required from administration. Discussed some minor edits to the form. Sara suggested possible placard or note to parents when H&amp;S purchases something for a teacher/classroom so families are aware of where funds go.</p> <p><i>Video Conferences</i> - District pays for one per classroom at \$3500. H&amp;S has been asked to pay for a second per class which would be an increase of \$1000 to the budget line item. Last year, Home and School did not pay for video conferences so we want to make sure we use all the funds. We anticipate voting at a future meeting to increase the amount based on usage during the first part of the year.</p> <p><i>“Behavior Expectation” at H&amp;S events</i> –Due to some behavior issues at Fall Fest in unsupervised locations, we will add a disclaimer to any advertisements with our logo (including flyers, PawPrints, email correspondence) reminding parents to supervise their children. Additional volunteers will be needed to monitor areas of the school that should be restricted for attendees.</p> <p><i>Fun Run</i></p> <ul style="list-style-type: none"> <li>• Jamie provided feedback for the event. Overall the event went very well. She reported that the initial roll out was a bit confusing for the staff. Once the staff was informed, everyone became very involved and excited. Next year, experienced teachers can help newer teachers with process and ideas to avoid any confusion. Boosterthon staff was very wonderful and flexible.</li> <li>• As the event went well, looking into next year earlier in the year possibly at the same level. We may survey of parents to see what they thought of fundraisers throughout the year.</li> </ul> <p><i>APAWZZZ reward money</i></p> <ul style="list-style-type: none"> <li>• We currently have budgeted \$1500. Last week, Ann met with 4<sup>th</sup> grade teachers to discuss how to pay for incentives for APAWZZ. Ann suggested using the H&amp;S Visa card and to make purchases online. Or, Ann will reimburse them for any purchases.</li> <li>• Interclass/pod APAWZZ, a few teachers are part of a pilot to award individual classrooms/pods when class specific goals are reached. These classroom based incentives are not coming out of the H&amp;S APAWZZ budget.</li> </ul> <p><i>Seat Saks</i> –. This year the school will be ordering 10 seat Saks in place of desks for some classrooms. We need to determine which classes and teacher use Seat Saks and how many will be needed for next year. Jamie will check with the teachers to determine how many</p>

	<p>teachers plan to use them next year.</p> <p><i>Mission Statement</i> – Discussed draft and will make some minor modifications. Additionally, we will tie the mission statement to the teacher request form.</p> <p><i>Committee Expectations</i> – An additional note will be included stating that “hall monitor” volunteers will be needed for large events to new Committee Form. The committee discussed and will make some edits as suggested. The forms should be ready for the H&amp;S meeting.</p>
<b>Treasurer’s Report</b>	<p>Checking balance as of 10/31/16 \$76,019.31.</p> <p>Co-curricular – This line item was created to pay for teachers going over and above. Need to discuss with Katie the definition of co-curricular and who should we be paying.</p> <p>Received original 1995 IRS Determination Letter &amp; reaffirmation statement dated 2016. Ann has electronic copies of both if needed.</p> <p>Audit is complete and went well. We are now waiting for the official audit report.</p> <p>Co-presidents asked for clarification and we briefly discussed which line items/purchases are considered a “wash/pass through” for H&amp;S.</p>
<b>Upcoming Events</b>	<p><i>Home and School Meeting</i> – November 16<sup>th</sup> - Present Mission Statement as a summary of what we do as an organization. Kara will draft an agenda.</p> <p><i>Movie Night</i> – November 11<sup>th</sup> - We will not be selling Spirit Wear or Matty’s card as we just finished the Fun Run.</p> <p><i>Book Fair</i> – December 5-9 – On track in time for Christmas &amp; St. Nick.</p> <p><i>Chipotle Eat and Earn</i> – December 6<sup>th</sup> - On track. We will receive 50% of sales at this event.</p> <p><i>Spring Dance</i> – Emily Perkins has volunteered to chair or co-chair. Others have possibly volunteered to co-chair.</p>
<b>Past Events</b>	<p><i>Home &amp; School Meeting/Social</i> – September 13<sup>th</sup>. This event went well. We had a good turnout and several new parents expressed interest in H&amp;S. Next year we will intend to have a principal send a voicemail to all families.</p> <p><i>McDonalds Night</i> – September 27th - \$300 check has been received and an additional \$13.00 in tips was earned.</p> <p><i>Fall Fest</i> – October 21st – Event went well and had great attendance. Librarian suggested no kids on the stage next year due to all the wires.</p> <p><i>Skate Night</i> - Oct 27th – Event went well, \$129.00 received.</p> <p><i>Fun Run</i> – November 2th – The event was a huge success. If we receive 100% of pledges we will have raised approx. \$20,000 in profit. Some checks may have been made payable to HSA instead of Elmwood Home and School which could pose a problem when depositing in our bank account. Additionally, the receipt for donations received via email did not include a tax ID number. Next year we will need to address a few glitches in the online system. Discussed more advertisement of the outcome of the event and money raised. Pledges will be entered on Thursday. Ann suggested that a final recon be completed of pledges versus bank account deposits. We will ask Molly to attend meeting on Wednesday to provide results at the H&amp;S meeting.</p> <p>Sara reported that she has requested summaries for the Fall Fest, Skate Night &amp; Fun Run. In the future, the folder each chair receives for an event will include the prior year(s) summary. We will ask Theresa Gruenewald to keep notes on each Eat and Earn event and provide a summary at the end of the year.</p>
<b>Other</b>	<p><i>New Berlin PTO Meeting</i> –The Executive Committees from all NB public elementary schools are planning on attending (Poplar Creek, Orchard Lane, Ronald Reagan, and Elmwood). Discussed benefits of us attending. We plan to network, discuss what works for us, and</p>

	<p>gather ideas for any areas that we could do better.</p> <ul style="list-style-type: none"> <li>• Possible topics to discuss/present at this meeting: <ul style="list-style-type: none"> <li>• Committee Liaison role</li> <li>• Stagger Exec Committee member elections</li> <li>• Share By-Laws</li> <li>• PTO Today/PTO Manager</li> <li>• High Interest Day workshops</li> <li>• Staff appreciation -we will ask Colleen Tadych to provide a summary.</li> <li>• Discuss how we can make better use Facebook for H&amp;S</li> </ul> </li> </ul> <p><i>Elmwood Mascot.</i> - Possible 6<sup>th</sup> grade graduation gift?</p> <p><i>Musical Funding</i>- This year will be “101 Dalmatians”. H&amp;S will pay for the rights to the musical. For the past couple of years, the families involved choose to sell items (cookies, flowers, etc....). Checks are made payable to H&amp;S. This could be a H&amp;S event, but H&amp;S will not run the event. We would like to be put in contact with the coordinator. Mrs. Troyer will need to advertise for a parent to run the event.</p> <p><i>Hardship Fund</i> – Recent field trip depleted the account. In past, we have not used it all or received it back. Executive Committee voted to increase the line item by \$100 and it was approved unanimously.</p> <p><i>Artist in Resident</i> – We hope to schedule for March or April. Artist Marina Lee has worked with Mrs. Ibar in the past. Possibly looking to create large frames with four different mediums which will have one theme. The project will definitely will include grades 1 – 6 and hope to include kindergarten. Size would depend on the package we choose. Expected to be little above budget, however, need to approval from district prior to an official request. Looking at possibly spring 2016 or September 2017.</p> <p>We need to confirm bleachers ordered and amount that H&amp;S will be contributing.</p>
<b>Next Meeting</b>	Executive Meeting – January 5, 2017
<b>Adjourned</b>	The meeting was adjourned at 11:15 p.m.