



Executive Committee Minutes

May 3, 2018

ATTENDEES:

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

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order	The meeting was called to order at 7:14p.m. at Theresa Sebestyen's home
Review/Approve Minutes	March 8, 2018 Executive Committee Meeting minutes were discussed and approved with no changes.
Treasurer Notes	<p>Kate reported the following items:</p> <ul style="list-style-type: none"> • We received a Box Tops for Education check for approx. \$600. This is under budget for the year but brings us to the amount we budgeted for next year. • All other updates are reflected in the budget for the 2018-2019 year to be presented at the upcoming Home and School meeting. <p>Total of \$56,515.82 is in the checking account with available funds of approximately \$43,500 (less held funds for chess and legacy gifts).</p>
Past Events	<ul style="list-style-type: none"> • <i>Annie – March 22nd</i> – The event was slightly under budget. Home and School sold flowers and cookies which netted approximately \$10.00. This sale was not intended to be a fundraiser; however, this is something that could generate income in future years if needed. • <i>MOD Pizza -March 27th</i>. – We made \$280.79 which was slightly over the budgeted amount. • <i>Family Tae Kwon Do Parent's Night– April 14th</i> - We will be receiving a check for \$200 for this event. They have expressed an interest in doing more family night out events. Family Tae Kwon Do is coming to help with our HID and would like to talk to Katy about a possible co-curricular next year. • <i>Author in Residence</i> – Sara reported that she received positive feedback. Laurel Snyder was great to work with and was good with the kids. The assemblies were extremely well received. Lunches with the teachers and staff were great and informative. We have some of her books left over which will be returned to the publisher for a refund. • <i>Spring Book Fair</i> – Theresa reported that it went very well. It was open extra hours during the dance and fine arts night. Final numbers are not available yet. • <i>Spring Dance</i> – This event was well attended again this year and went well. The event's income was well over budgeted amount at \$1,100 • <i>Portillo's Eat & Earn</i> –We don't have numbers at this time but appeared to be well attended. Home and School will receive 20%.
Upcoming Events	<ul style="list-style-type: none"> • <i>Staff Appreciation Week (May 7th -11th)</i> - There is a sign-up genius requesting volunteers for breakfast and lunch on Tuesday and Wednesday, respectively. Each day of the week has a book theme. The annual flower day will be Monday, May 7th. The Spa Day, including massages, will be back again this year and will be offered on Thursday, May 10th.

	<ul style="list-style-type: none"> • <i>9th Slice Eat & Earn</i> – This fundraiser will be held on May 22nd. Home and School will receive 10% for this fundraiser and it is an all-day event. No flyer is needed, but Sara will create a basic flyer to be sent home with students as a reminder. • <i>High Interest Day (June 1st)</i> – Theresa reported that everything is moving along with only a few glitches. A number of kindness rock have been donated by Marcus Theaters from an event they did earlier this year. The New Berlin Public Library will have a similar event this summer and we will donate any leftovers to them. Sign up for parents and staff volunteers will be going out soon. • <i>WI Thunder In-Service (June 6th)</i> - No updates since originally planned. Lindsey Slaby is planning the schedule for this day with Jaime and Katy. We may need volunteers in the morning to help unload the wheelchairs. We will be providing lunch for them, but the menu has not been planned at this time. • <i>6th Grade Graduation (June 7th)</i> – Marlo McCormick has her committee together and planning is proceeding as scheduled. We discussed some potential changes to this event next year. These suggestions will be discussed with Katy and Jaime prior to making any changes.
For Discussion	<ul style="list-style-type: none"> • <i>6th Grade Legacy Gift</i> – “ELMWOOD”, coat rack; leftover funds use – Katy received a quote for the letters ELMWOOD ELEMENATARY to affix to the front of the school for \$3,000, however we only want the letters “ELMWOOD”. Katy is working on getting an updated quote. The 6th Grade Graduation Committee is also interested in purchasing foldable coat racks as part of their gift. The Executive Committee discussed and decided to use any held funds from past legacy gifts for the purchase this year. • <i>2018-19 Fun Run (Sept 18-28) and big item</i> – This event will be held earlier this year. There has been some discussion about the big purchase for the funds raised next year being used for a Makerspace. The group also discussed some other possible options for the big purchase. No decision has been made at this time. • <i>2018-19 Budget Planning</i> – <ul style="list-style-type: none"> ○ Discussed some adjustments to the budget for the 2018/2019 school year. ○ Home and School is paying for the cost of Time for Kids in lieu of the magazine sale. The amount was adjusted down to \$1,555. A poll of all teachers found that some teachers are not interested in using this next year which reduced the original estimated cost. ○ It was discussed and decided to add some profit to Spiritwear next year. ○ It was discussed and decided to increase the admission for Skate Night to the next even dollar. ○ Sara suggested reaching out to the kindergarten teacher to find out if there are any parents interested in helping with Teacher Raffle. ○ It was decided to decrease Artist in Residence to \$500 and move \$2,000 to a big purchase for the Fun Run. • <i>2018-19 Committee and Board openings</i> - <ul style="list-style-type: none"> ○ Kathy Barnhardt would like to transition away from chairing Movie Night. ○ We still need a chair for next year’s 6th Grade Completion Ceremony. ○ Book Fair and Fun Run will need chairs for future years and the current chair would like someone to shadow this year so they are ready in future years. ○ Theresa will reach out to some parents regarding Kindergarten Playdate night. ○ Kathy Barnhart needs a co-chair for Staff Appreciation next year.
Other	None
Next Meeting	TBD
Adjourned	The meeting was adjourned at 10:05 pm