



**Executive Committee / Budget Meeting
Meeting Minutes
May 12, 2014
7:30pm – 9:30pm
Elmwood Library**

- 1) **Call to order** – Meeting called to order at 7:35pm.
- 2) **Review/Approve Minutes of March 11, 2014 Executive Committee Meeting** - Minutes read and approved as written.
- 3) **Playground Update** – Cathy Boerner, Colleen Tadych, Principal Royce Lindner and Andy Stefancin met on March 20th and ordered the playground. No confirmation from company that it has received order or when it will be delivered. At the last New Berlin School Board meeting the playground donation from Elmwood Home & School was acknowledged.
 - a. **Donation Letter – Thank You Notes w/ Tax Deduction Forms** – Colleen Tadych and Cathy Boerner need list of all family names so that they may send a thank you letter for their donations and a tax deductible form (Alison Giese will generate a form with tax identification number on it to enclose in the thank you letter). So far, \$8800 has been raised for the Playground structure (this does not include the Chess Club Concessions). Cathy Boerner stated that after expenses, \$685.02 was profit from Chess Club Concessions that has been donated to Elmwood Home and School. An paragraph needs to be placed in Elmwoods acknowledging the donation amount and that donations are still being accepted through the end of the school year.
 - b. **Plaque Status** – Cathy Boerner needs to touch base with Molly Carroll on this.
- 4) **Treasurer's Report** – Year to Date total for Box Tops for Education is \$2318 – this does not include the April/May contest total. A line item was added for Incredi-Roll as we have netted another small profit \$165.50. Matty's is \$1170 – well under number from last year. Cubs on the Prowl generated a small profit of \$150. There were about 100 fewer people than last year and supplies/food cost more. Still need to get cost of water from Carolyn Woodcock.

Expenses – Update
Assembly costs have been paid. There is money leftover
Building Equipment – Risers are paid for and there is \$500 that can be used to purchase Paper Roll holder
Started paying out HID expenses
Hospitality amount reflects Staff Appreciation.

Musical total cost was \$1300. They raised \$557 from flower sales. \$257 was put towards the cost of one riser instead of one full riser. Their budget was \$1000. We need to communicate their budget amount and any overspending will have to be covered by their flower sales fundraiser. We currently have \$43,000 in Checking, Chess Club has \$11,000, holding \$3400 for Cart Mart and Artist in Residence. \$14,295 only \$6585 for Playground. \$1825 will also be expended for Video Conferencing (higher than the \$1580 budgeted) (New Berlin School District contributes a set amount based on number of classrooms at each school). We have about \$4,000 in expenses left. In truth, actual cash left is closer to \$18,000-\$20,000.

5) Create Draft Budget for 2014-2015 School Year – amounts below were changed from current budgeted amounts:

Revenue

Family Donations	\$ 410.00	
Matty's Card	\$1,000.00	(\$ 500.00 less)
Eat and Earn (McDonald's, Culvers, etc.)	\$ 500.00	(\$ 225.00 more)

Expenses

St. Pat's Day Dance	\$ 300.00	(\$ 300.00 more)
Instructional Tech & Books	\$ 800.00	
Kindergarten Getting to Know	\$ 100.00	
Sixth Grade Graduation	\$2,500.00	(\$25 per student)

REVENUE	\$13,090.00
EXPENSES	\$13,500.00 (Family Donations of \$410 balances out)

Discussion: Set St. Patrick's Day Dance for Friday, March 13. Possibly charge \$1 for each at Movie Night and also bring a canned good donation for Food Pantry. Principal Lindner also asked if we might be interested in holding a community wide carnival fundraiser at Elmwood. He also said that Student Council was not started this year and will ask staff again in fall to help head it up as there are Co-Curricular dollars available to fund. Need to ask Rachel Hauswirth.

LuAnn Koppa communicated to Colleen Tadych about the possibility of turning the School Kidz Pack into a fundraiser, the answer is "NO".

Do we need to budget for the Yearbook?

6) Past Events

- a. **Elmwood Chess Tournament – March 15 – Concessions - Done**
- b. **All School Skate – March 20 – 6:00-8:00pm - Done**
- c. **Book Fair – April 4-11 – we have a lot of Scholastic dollars to spend now, some need to be used before September.**
- d. **Movie Night – April 25 – Good turn out, mostly K- 3rd grade**

- e. **Staff Appreciation Week – May 5-9** Alison suggested adding “Bring a piece of fruit to school” Day. Otherwise, luncheon was well received and staff appreciated flowers.
- f. **Cubs on the Prowl – May 9** – Event had 100 fewer attendees than last year. Expenses were about the same. Purchased over what was needed for supplies, etc. T-shirts were sold at cost.

7) Upcoming Events

- a. **Qdoba Restaurant (Moorland & National) Night** May 27th from 5:00-9:00pm. Attendees must bring flyer distributed at school to get fundraising credit.
- b. **Volunteer Appreciation Breakfast – June 5** – On Track
- c. **High Interest Day – June 6** – On Track

8) Create Home & School Event Calendar 2014-2015 School Year –
 dates were change to reflect new calendar year and events added or deleted (see attached Home & School Event Calendar 2014-2015)

9) Discuss May 20, 2014 Home & School Meeting

a. Draft Agenda

Need to make sure whoever takes over Matty’s back to school night sets up a table with sign-in sheet, has name tags and pens, etc. School Kidz Pak will be ready for pick-up at Forms and Photos. September 2nd is first day of school.

Colleen Tadych needs to ask Marie Collins dates for Fall and Spring Box Tops for Education contest for Elmwood Calendar 2014-2015.

Kathy Quandt will be securing dates for Eat and Earn fundraisers at: Quaker Steak and Lube, Qdoba, Culvers, Buffalo Wild Wings. Need to have one in months of October, November, January, February and March.

Need to put a place holder (row) for each month on Elmwood Home and School Events Calendar 2014-2015.

Need to update Committee names for 2014-2015(done on attached)

10)Other

- a. **Wilderness Flyers – Reservation Deadline: September 10, 2014**

11) Next Exec Board meeting – Monday, June 23, 2014 – 6:30 – 8:30pm
(With Incoming and Outgoing Board Members)

- a. **End of Year Budget Status (Ends July 31, 2014)**
- b. **Playground Plaque Update**
- c. **Co-Curriculars 2014-2015**
- d. **2014-2015 Home & School Events Calendar**

- e. **Spirit Wear Order Deadline and Distribution Dates** – Need to move up order by and delivery dates earlier than October/November.
- f. **Forms & Photos Volunteers Status (Sign-up Genius)** – need more volunteers. Can we use laptops to have people sign up electronically?
- g. **Meet Your Teacher Night Volunteer Status (Sign-up Genius)**
- h. **Home & School Meeting Dates & Executive Meeting Dates** –

Executive Home & School Meeting Dates:

September 9th
November 11th
January 13th
March 10th
May 12th

General Home and School Meeting Dates:

September 16th
November 18th
January 20th
March 17th
May 19th

- i. **Back to School Volunteer Party**
- j. **Elmwords – Timeline of Posting & Language Templates**

Meeting adjourned at 10:04 pm.

**Respectfully Submitted by:
Kathy Quandt**