



HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING MINUTES

Date: October 15, 2013
Location: Library at Elmwood Elementary
Present: **Officers:** Cathy Boerner, Colleen Tadych, Alison Giese,
 Kathy Quandt (arrived 6:55pm)
Parents: None
Staff: Royce Lindner

- 1) **Call to order** - Meeting began at 6:08pm in the library at Elmwood.
- 2) **Review/Approve Minutes of Sept 6, 2013 Executive Committee Meeting** - The Minutes were presented and approved with one change to clarify why Kelly Zachery (music teacher) requested more money and add "...for an assistant."
- 3) **Financial Update** – Alison Giese provided a financial update. The year to date reflected \$9,514.51 in revenue; however, Alison Giese clarified that the Entertainment Book revenue was gross and did not reflect what still needs to be paid back to the Entertainment Book company for the initial books. She reported \$1,008.04 in expenses year to date which included the first Staff Social event at Matty’s for \$333.06 which came in under budget.
- 4) **Teacher Survey Results** – Principal Royce Lindner presented the last Teacher Survey results that requested the teachers to rank six possible avenues for financial supports from Home & School (**1 being the highest priority**). Twenty-nine (29) teachers respondent to the survey and ranked the following six areas:

	1	2	3	4	5	6
Replacement Playground Structures (for the K-3 playground) – To be clear, we mean the actual equipment the kids play on	8	5	3	4	9	0
Classroom Library Support (Including Leveled Resources)	8	5	9	6	1	0
Supplemental materials (math, science, social studies, etc.)	3	4	9	9	3	1
Instructional Technology Resources	5	6	4	8	6	0
A fund for teachers to apply for local conferences	4	9	4	2	10	0
Other	1	0	0	0	0	28

The highest priorities (1+2) were Replace Playground Structure (13), Classroom Library Support (13), and Fund for Teachers to Apply for Local Conferences (13).

Kelly Zacher, music teacher, has 47 students in her choir and needs some extra help. Regarding Student Council, Principal Lindner stated that it will be coming out of a building piece of funds, through student culture (headed by a team of teachers). Principal Lindner discussed repurposing the money that was to be spent on Student Council for some student culture ideas.

5) District Playground Assessment Results & Options

Principal Lindner presented the October 9, 2013 Budget Quotation provided to Andy Stefancin(New Berlin School District) from Miller & Associates for the playground equipment options. He was working with Paul Feldhake, Sales Representative. The phases and options involved either refurbishing equipment that already exists which is estimated to extend its life by 10 years and adding free standing pieces or replacing the structure completely and adding free standing extras. The refurbishing option involved a rotation of adding new modules. There was extensive discussion regarding these options with a preference to replace the structure. There was also discussion regarding expanding the green space away from the building and closer to the fire lane. The quotes did not include the cost of replacing the wood chips with a rubber surface.

Kathy Quandt presented the quote she received from Miller & Associates. The committee reviewed all the playground posters and extra equipment options and requested another quote. Kathy also worked with Paul Feldhake, Sales Representative from Miller and Associates. Both renderings of playground structures were similar. After looking at both quotes and renderings of structures, it was decided to take out the 3 Tree Climbers, add a twist and turn climber, a rock wall to the main structure (Phase I) and get a quote for what was given to Mr. Stefancin with the two additions (climber and wall) and omit the deletions (3 Tree Climbers). Phase I – main playground structure; Phase II – add on the 6’ Satellite Climber; and Phase III- add on the Rally Round, Chinning up Bars and “S” type Balance Beam.

- 6) **Low-effort Fundraising** – Lue Ann Koppa wants to advertise her Cruise fundraising promotion. After discussion, it was decided to allow her to proceed provided she prints flyers. She can distribute them one time and is allowed to advertise one time in Elmwords.

A decision has been made that from now on sales pitches for new fundraising ideas will be heard at the Executive Board level and a decision will be made at this level whether or not to proceed with a fundraiser.

We need to draft a Policy and Procedures regarding new low effort fundraisers.

7) Upcoming events

- a. **Fall Fest** – Have not received any requests for needs/volunteers, so it sounds like everything is set. Need to advertise on Elmwords/Today Show. Principal Lindner will work on this and send out a voice mail blast. Either an email or a hard copy will also be sent out (Announcements for Today Show are coordinated by Jim Slonac and Nancy Brandt).

8) Elmwords

- a. **Review Timeline of Posting Events/Announcements - Tabled**
- b. **Approval of Language/Templates –Elmwood Today Show Announcements - Tabled**

- 9) Other** - \$800 was given to new teachers for purchasing new books, Christine Stelman already spent hers.

- 10) Next Executive Board Meeting** – November 12, 2013 from 6:30-8pm. Meeting adjourned at 9:00pm.