



ELMWOOD ELEMENTARY SCHOOL

HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING MINUTES

Date: September 6, 2013
Location: Conference Room at Elmwood Elementary
Present: **Officers:** Cathy Boerner, Colleen Tadych, Kathy Quandt, Alison Giese
Parents: None
Staff: None

- 1) **Call to order** – Meeting began at 9:06 a.m. in the conference room at Elmwood.
- 2) **Minutes of July 29, 2013 meeting reviewed** – Under Heading III, four new teachers (grades 1,3,5,6)

We need to make chairs aware to make sure that all of their volunteers submit background checks. They must contact Yvette Cunningham for the information to be filled out.

3) **Budget for 2013-2014** –

Revenue – Target Check was received in the amount of \$3488.00. Wilderness sent a check in the amount of \$63.00 (Need to update on Discussion of Budget Actuals) Effortless Income – Campbell's Soup Labels missing from spreadsheet and report because they do not generate actual revenue, only points to be used.

School Kidz added as expense (we incurred a shipping cost of \$55 for this school year) Lue Ann Koppa reported that our families get School Kidz at a discounted price. If we charged them the full price, we could use the difference as a fundraiser. We need to find out what the percentage of the profit would have been from this year's sales.

Book Fair also needs to be added to expenses.

Marcus tickets update – we still have tickets left (paid for) and repurpose as a Raffle Item at one of our events.

Cubs on the Prowl will also be moved to fundraiser and designate @\$500.00

Kathy Quandt will check on Low Effort fundraising opportunities at Buy Seasons and elsewhere in the community. (Percentage returns from sales fundraisers like Target)

Move Staff Social under Hospitality category and place budget under this category. Do not need a line item for this event. Increase Hospitality budget by \$400 to offset costs for this event. (Staff Social is chaired by Ann Loomans/Mickey Binnebose. Need to add these names to Standing Committee Chairs.

Sixth Grade Graduation – 105 students to graduate June 2014. Budget \$2,625.00 (105 X \$25.00 per student)

a. Discuss

i. Co-curriculars

Cathy Boerner and Colleen Tadych will address teachers at one of their upcoming meetings about what their input is regarding “needs” and “wants” for their classrooms before we earmark money specifically for playground equipment. Cathy Boerner will meet with Royce Lindner, Principal, regarding teacher’s needs and Colleen Tadych will follow-up with teachers for their ideas before the joint meeting by Monday. No matter what the outcome, Home and School will following up with playground equipment replacement.

Kelly Zacher (music teacher) requested more money for Drama for an assistant. Remind Ms. Zacher that her budget is \$1,000.00 and needs to check into using Buy Seasons for Costume discounts/donations and decorations if needed.

Intervention/Technology – Each New Teacher will receive \$200 for use in their classroom

4) Update on 2013-2014 Home & School Calendar

Posted 8/29/13. Status of moving Book Fair needed. Need to move date of Volunteer Appreciation Breakfast to 6/5/13 (typically, it is the day before High Interest Day, this year it is 6/6/13)

5) Upcoming events

- a. **Staff Social Hour** – To be held Friday, September 27th at Matty's. There are teacher meetings that day – no children at school. There is 49 teaching staff/63 total building staff. Invite all 63, plan for about 50 people.

6) Elmwords

- a. **Timeline of Posting Events/Announcements** – need to update timetable Amy Crosby provided last year to coordinate submissions of advertisements to Elmwords and Elmwood Today Show. This will aid in coordination of announcements for each event. Committee Liaison Chair to remind people about Elmwords ads, dates, etc.

- b. **Approval of Language/Templates**

Cathy Boerner discussed the need to pull together Language templates from last year for each event from the chairs. This will help with posting in Elmwords timely.

7) Update on Committee Sign-Ups

Volunteer sign-sheets should be color coded (i.e. orange for Fundraising, Green for Baking, etc.) It should also have a short description of what is done for each event (a poster?) and name of chair with contact details on it. (Table – to be discussed/worked on May/June 2014)

Changes/additions to Home and School Standing Committees: Staff Social Hour (list directly under Hospitality), co-chairs are Ann Loomans and Mickey Binnebose. Changes to following emails: Katie Schroeder: jkschroeder2007@gmail.com and Marie Collins: Collins.04@sbcglobal.net.

8) Home and School room cleanup plans

Colleen Tadych, Kathy Quandt, Alison Giese, and Nicole Cooke will take on this task after this meeting ends today.

9) Discuss first Home and School meeting

- a. **Agenda**

Cathy Boerner updated the agenda – there are three open positions. Colleen Tadych will use volunteer sign-up sheets to

contact potential chairs first before placing an ad in Elmwords.
Chairs need to email all of the volunteers of the vacancy.

At all general Home and School Meetings there needs to be not only an introduction of all officers and staff, but also everyone should introduce themselves in attendance as well.

10) Other

a. Spirit Wear Order Deadlines and Distribution

Cathy Boerner spoke to Tracy Plecha about having Spirit Wear delivered earlier.

- 11) Next Exec Board Meeting:** November 12, 2013 at Matty's 7-9pm. Need to arrange a special board meeting in October and one again in December to discuss follow-ups. Dates to be determined.
Meeting Adjourned at 11:10am.