



Home and School Meeting Minutes - DRAFT

March 20, 2017

ATTENDEES:

Officers: Kara Erchull, Chrissy Kennedy-Kortes, Theresa Sebestyen, and Ann Szefflinski
Committee Liaison: Sara Johns
Staff: Katy Williams, Jamie Veal Colleen Korom,
Parents – Alison Giese, Tracy G, Kim Jaquez, Molly Carroll, Kathy Barnhart, Colleen Tadych, Royce Lindner, Marlo McCormick, Kate McFarlane, Jessica Opat, Kathy Quandt, Alina Petculescu

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order & Introductions	The meeting was called to order at 6:38 p.m. in the Elmwood Elementary Library
Review/Approve Minutes	Motioned by Kathy Barnhart to approve January 26, 2017 Home and School Meeting Minutes; seconded by Tracy G., the minutes were approved with no changes.
Notes from Co-Presidents	<p><i>Teacher Requests-</i> Kara reported that we have received requests and have approved some that were under \$200 and within budget. Mrs. Troyer received spoons for music class & Ms. Hyland requested, and has ordered, books and bins for her classroom library. We are seeing more request as teachers become familiar with the process.</p> <p><i>Executive Board Voting -May 20th Meeting</i> – Co-President and Treasurer positions will be open. If interested or if you have questions on either position, please contact a Board Member.</p> <p>Other Items – We are currently working on developing a couple of parent surveys. We hope to distribute one prior to the next meeting. Examples of topics to be covered in the survey include fundraising, expenditures & how our Board/Chairs are doing. Please watch for and take the surveys.</p>
District Update	<p>Royce Lindner provided a district update:</p> <ul style="list-style-type: none"> • <i>Third Physical Education (“PE”)</i> – Wisconsin Department of Public Instruction (“DPI”) received notification from a family that we have not been meeting the minimum requirements (3 sessions) for PE classes. We were required to take corrective action by 2nd semester of this school year which presented difficulties when staffing/planning had already been established. A decision was made to target personal fitness which can be augmented by activities outside of school. “Third activities” were created by the PE staff and are age appropriate. A tracking system has been established to ensure what is being done can be tied back to the school and does not disrupt current teaching plans. This is a temporary bridge to get to the end of the year. District is still researching what the PE program will look like next school year, however is on track to create a good program for fall which should be public in a few weeks. He noted that some extra-curricular sports/activities may count towards the third PE for this semester. • <i>Summers School/Enrichment Program</i> – This year will be open to all students. Paid for by the district, therefore there is no fee to attend with the exception of Futura Spanish and Mad Science. The courses are teacher developed/created. Different from past years, class time will be three 55 minutes classes instead of two 90 minute classes. Additionally there will be no transportation supplied by the district. Classes are capped at 20 students and will be placed into classes by lottery. YMCA brochures are now updated with wrap around care information. District is currently looking into the

	possibly of full day camp on Fridays to be held at Ronald Reagan as classes are only held Mon – Thurs. There are 270 enrollments currently.
Notes from the Principal and/or Vice Principal	<p>Katy and Jaime provided updates.</p> <p><u>Academic:</u></p> <ul style="list-style-type: none"> In January, Blue Ribbon Nomination notification was sent to all families. Blue Ribbon Schools is a nationwide program in that has been in place since 1982. The WI State Superintendent of Public Instruction, Tony Evers, nominated us and 7 other schools from WI for exemplary high performance. Katy and Jaime have worked with our educators and have completed an initial draft application for DPI to review and provide feedback. The application covers what makes us unique and special - our entire culture. We will not hear back until September if we are a finalist. Katy noted that being nominated itself is an award. Additional info will be provided as it is received. “Forward Exam” is our state testing. Similar to last year and will include 3-6 grade students. Our teachers are asked to be active proctors in the test by encouraging students to do their best and to take their time. Testing takes place over a 2 week period with the goal to be completed before Spring Break. <p><u>Social & Emotional</u></p> <ul style="list-style-type: none"> Social and Emotional 3rd and 4th quarter incentives are planned but are currently a secret. Very excited and will announce to the students. H&S was thanked for supporting this cause. Bus Driver Appreciation was Feb. 13th. Katy & Jaime thanked H&S for its support. Gift Bags were created for bus drivers and delivered by Katy and Jaime. Theme was “We Wheelie Appreciate You” and gift bags included items such as candy, gift card, & bottled water. The bus drivers expressed their appreciation. <p><u>College & Career Readiness</u></p> <ul style="list-style-type: none"> 5th graders recently dressed up and interviewed for positions and each was assigned a position at BizTown. Jump into Future day on May 5th. Looking for volunteers to lead sessions on their careers. Kids will sign up for sessions that they want to learn more about. Molly suggested having a current Elmwood teacher be one of the presenters. There are a couple of changes to this event this year. Contact Jaime with questions.
Treasurer’s Report	<p>Ann prepared and discussed two documents to meeting attendees – Financial Statements and Treasurers Report. Please see the attached documents for highlights of revenues, expenses, and upcoming events that will impact the budget.</p> <p><u>A few additional highlights that Ann noted:</u></p> <ul style="list-style-type: none"> We have full transparency into our books. An audit of the books was completed and anyone can the books can review at any time. This year H&S funded \$3,500 of the co-curricular which typically cost \$10,000 annually. Tables that were voted on and approved at the January meeting were purchased. Our budget meeting is coming up in April. Katy and Jaime are helping determine the best ways to spend funds in coordination with our mission. The updated budget will be presented at the May meeting. <p>Ann was asked a question about when to give input for fundraiser and committee ideas. It was then suggested that we looking into have a “donations chair” and possibly leveraging some our family businesses and families’ talents in the donation process. We could possibly coordinate with other Elmwood school organizations to avoid duplicating efforts when fundraising throughout the year.</p>
Committee Reports	<ul style="list-style-type: none"> <i>Book Fair</i> – Coin Challenge is this week with a camping theme. The grade that collects the most money during the coin challenge will get an extra recess and a s’mores treat. Set up is Friday, March 24th and will run the following week. Take down will take place

	<p>on March 31st. It was noted that the Book Fair will be open on Thursday night during the musical. Scholastic no longer offers the 20% discount and we would need to pay for the discount. The decision had been made by the committee to provide a free book in fall instead of the 20% discount.</p> <ul style="list-style-type: none"> • <i>High Interest Day</i> – Packages were prepared today for online registration which will be sent home on Friday. Students will pick 10 of 39 options and will get assigned to 6 workshops. Once student assignments have been made, the committee will begin planning for necessary supplies. There will be several new workshops offered this year. • <i>Matty's Cards</i> – Kara reported that there are still cards available. Please keep buying. • <i>Staff appreciation week</i> – Colleen Tadych reported that planning is underway. Staff social will be held on April 27th and invitations have been distributed to the staff. We hope to have at least 40 people attend so we can reserve a separate room. • <i>6th grade graduation</i> – Molly McCormick reported that the committees for the event are lined up. Currently, they have the DJ and Photo Booth lined up. The class will be voting on a theme and a class gift. Molly Carroll discussed a potential "top secret" gift which is above the amount typically gifted. She reported that there are left over funds from prior years. Those funds will be added to this year's gift. Additional line item will need to be added to the budget for maintenance of the gift. Graduation is June 8th. The committee will be asking for 5th grade parent volunteers to help out so 6th grade parents can watch graduation. • <i>Artist in Residence</i> – Sara Johns clarified that this will be a two prong program. On April 5th Marina Lee is coming to Elmwood to introduce and discuss the project during assemblies throughout the day. Students will then make sketches and she will come back in the 2nd week in May to create the art. This will take place during regular art time. Volunteers will be needed. • <i>Yearbook</i> – Sara Johns reminded everyone that yearbook orders are due the end of this week.
<p>Review of Past Events</p>	<ul style="list-style-type: none"> • <i>Kwik Trip Car Wash</i> – This year flyers were sent home with youngest and only. Kathy Quandt noted that some people questioned the time of the event as it was after Christmas again this year; however the event was still very successful. This fundraiser made \$1,120 profit as we earn \$16 per card sold. • <i>Cub Pack 38 Winer Carnival</i> was held on January 27th – Kathy Barnhart noted that it was very successful. There were almost 400 attendees and they were able to donate over \$1,000 to Hometown Heroes. • <i>Panera Eat & Earn</i> was held on February 7th and we made \$258.00. It was reported that 57 flyers were turned in and we earned at the 20% level. • <i>Teacher Raffle</i> which was held Feb 20th-24th, in conjunction with spirit week, was more successful than past years. Notifications were sent home with youngest and only. Kathy Quandt reported that we had many young participants and will need more volunteers in the early lunch periods for the next raffle (5-6 volunteers). One deposit was \$1 short and the bank caught it. There were no supply costs this year, but we will need to purchase some for next year. Profit was \$1808.50. • <i>All School Skate</i> was held on March 20th. We had a great turn out with 174 skaters. • <i>Chess Tournament</i> was held March 11th. Ann Szefflinski reported that 75 chess club members participated. This is the largest elementary chess tournament in Wisconsin. Forty different schools from around SE Wisconsin. The cost is approximately \$5,000 with only a minimal profit. Very nice event and takes lots of volunteers. • <i>Buffalo Wild Wings Eat & Earn</i> was held on March 15th. \$216.81 was raised and was well attended. • <i>Traveling Hot Cocoa/Tea Bar</i> was held during February and was a big hit. The committee has also provided several "Mailbox Treat" including Valentines Decorative Pens for Valentine's Day, and a "Lucky to Have You" pin & chocolate for St. Patrick's Day.

Upcoming Events	<ul style="list-style-type: none"> • <i>Book Fair</i> – to be held the week of March 27-31 – Discussed during committee notes. • <i>Musical 101 Dalmatians</i> - Afternoon and evening performances will be held on March 30th. Single flowers, flower bouquet, or Dalmatian & Cookie can be pre-ordered. Theresa Sebestyen will try to get the word out this week to make sure all have opportunity to order. • <i>Spring Dance</i> is scheduled for April 7th – The format will be different for this year’s dance. This dance will be a family event with no admission cost. Candyland is the theme and will have a DJ, concessions (with snack foods), photographer, craft and “Candyland” game room. • <i>Culver’s Eat & Earn</i> –will be held on April 25th – Kathy Quandt has sent an email requesting a flyer for our FB page. It was noted that no flyer is needed to receive funds and will take place from 5-8 PM. Kathy asked for an estimate as to how many people attend similar events to provide to Culvers. • <i>Teacher Appreciation Week</i> is May 1-5. This was discussed in the committee report.
Open Floor	No Open Floor Items.
Next Meeting	Home and School – Tuesday, May 16, 2017
Adjourned	Molly Carroll made a motion to adjourn the meeting Kathy Barnhart seconded the motion. Meeting was adjourned at 8:29 p.m.

Elmwood Home and School

Treasurer Report

March 20, 2017



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Synopsis

With the support of our families and staff through successful fundraisers and careful management, your Elmwood Home and School continues to invest in activities that mission. We are still trending to exceed both budgeted revenues and expenses for year. Instead of ending the year with a planned net decrease (loss), we will end the gain.

At the end of February 2017, we had \$88,652.64 in our checking account. We have some income pending this spring, and almost \$44,600 in expenses still ahead of us. After these projections and the exclusion of held funds (e.g. Chess Club), we will have approximately \$44,000 remaining in the account.

For more information, please see the accompanying financial statement.

Revenues

Notable deposits since our January Home and School meeting include:

- Final Fun Run deposits
- Teacher Raffle Fundraiser (topped last year!)
- Kwik Trip Car Wash Fundraiser (topped last year!)
- Mattys Fundraiser

Top Fundraisers YTD

Event	Net Income
Fun Run (Final)	\$20,457.28
Matty's Cards	\$1,994.50
Teacher / Kids Raffle (Final)	\$1,808.50
Box Tops for Education	\$1,611.30
Kwik Trip Car Wash (Final)	\$1,120.00
Book Fair (Scholastic dollars for books!)	Thousands

Expenses and Purchases

Examples of where our money went to work for Home and School sponsored activities since January:

- A Pawzz Positive Behavior celebrations
- Co-curriculars – e.g. Robotics, Art Club, Elmwood Today, Green Team, Speed Stacking, Choir, Talent Show
- Scripts and support - 101 Dalmatians Musical
- Popcorn for the popcorn machine
- Bus Driver Appreciation – NEW!
- Staff appreciation
- Ten new conference tables for our use during events – Approved in January
- Spoons for Mrs. Troyer’s Music Class (will be reflected on next financials)
- Books and Bins for Mrs. Hyland’s classroom (will be reflected on next financials)

Looking Ahead . . .

Thanks to our successful Fun Run, we will be able to contribute toward the new bleachers in our gymnasium!

Our school dance will be held April 7th, and is expected to generate less revenue than budgeted due to a change in format (no tickets necessary!).

We will be sponsoring an Artist in Residence for the first time in several years. She will be onsite in May.

Two of our largest sponsored activities each year are High Interest Day and Sixth Grade Graduation, and planning for both is underway.

Do you need to be reimbursed for a Home and School purchase or have a deposit to make to our account? *Elmwood Home and School Request for Payment or Cash Advance* and blank *Deposit Forms* are available in the hallway box (adjacent to the BoxTops mailbox) as well as in the main office for your use. They are also located online at <http://elmwoodhns.weebly.com> (About > Reports and Forms)

Budgeting Underway

Your Home and School Board partners with school administrators to carefully review our expenses and revenues and leverage that history as an input to our new budget. But we don’t stop there. We also research new activities we can fund that support our mission. If you have ideas about the ways we can invest in our students, staff and school, contact any Board Member. Please attend the May 16th Home and School meeting to review and discuss the 2017-18 budget.

Our books have been audited and they are available for review at any time. If you have any questions about the Elmwood Home and School budget or financial statement, or would consider serving as Elmwood Home and School’s Treasurer, contact me at 414-232-7523, or by email ann.breckenfelder@usbank.com.

Ann M. Szefflinski, Treasurer