



# Home and School Meeting Minutes - DRAFT

November 16, 2016

**ATTENDEES:**

**Officers:** Kara Erchull, Chrissy Kennedy-Kortes, Theresa Sebestyen, and Ann Szefflinski  
**Committee Liaison:** Sara Johns

**Staff:** Katy Williams, Colleen Korom, Melanie Gearhart

**Parents –** Alison Giese, Tracy G., Christina Bowers, Angie G., Kim Jaquez, Emily Perkins, Tiffany Mercer, Danielle Sciano, Pam Breitigam, Molly Carroll, Kathy Barnhart, Colleen Tadych, Chris Messer, Dani Messer, Kirsti Coleman, Kim DeChant

AGENDA ITEM	DISCUSSION/CONCLUSIONS
<b>Call to order &amp; Introductions</b>	The meeting was called to order at 6: 40 p.m. at Elmwood Elementary Library
<b>Review/Approve Minutes</b>	Motioned by Molly to approve September 13, 2016 Home and School Meeting Minutes: seconded by Tracy G., minutes approved with no changes.
<b>Notes from Co-Presidents</b>	<ul style="list-style-type: none"> <li>A. Mission Statement – The Elmwood Home and School Mission statement was distributed to attendees. A reminder was given to use our logo on all communication.</li> <li>B. Teacher Request Forms – Distributed teacher requests forms. Noted that larger purchases may require a vote by Home and School. Discussed what type of items can be purchased. Katy Williams further explained that this will provide for some flexibility as district will typically purchase items required for the classroom, but this will allow for the teachers to have some of the “nice to have” items. This will also be an option for items that were not budgeted at the beginning of the school year. All requests will be measured against our H&amp;S Mission.</li> <li>C. Monitoring Event –We have had more incidents due to unsupervised children in unmonitored areas of the school during H&amp;S events. In the future, we will have more volunteers to watch certain areas of the school at H&amp;S sponsored events. Additionally, we will communicate that children need to s be supervised at events held at the school.</li> </ul>
<b>Notes from the Principal and/or Vice Principal</b>	<p>Mrs. Williams discussed the elements included within the school development plan - Academic, Social &amp; Emotional. The development plan doesn't simply look at the numbers, instead the plan looks at the whole child as a learner and looks at the best approach to <u>all</u> students.</p> <p>Discussed three pieces of the development plan:</p> <ul style="list-style-type: none"> <li>1. All staff meetings are held to go through our students as learners and how are they doing socially. Staff discusses what is being done to challenge all students. This is looked at monthly as these things changes.</li> <li>2. The second piece is behavior. The behavior team is doing an amazing job developing leadership and character in our students.</li> <li>3. The last piece is college and career readiness. Staff is working to make sure kids getting ready for their future. This includes planning and determining how to develop necessary skills for future careers. As an example, Drew Burgoyne a weatherman from Channel 58, will be presenting to all students on November 29<sup>th</sup>. He will share his career as a weatherman. He will also meet separately with Broadcast Club which comprised of 5<sup>th</sup> &amp;6<sup>th</sup> graders to discuss broadcasting as a career and the path to get there. This type of events is supported by H&amp;S fundraising.</li> </ul>

<b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Ann reported that we are financially healthy organization.</li> <li>• Cathy Bartels audited the books and was pleased with her findings. Some recommendations were made and an official report will be drafted. Thank you to Cathy.</li> <li>• H&amp;S is required to file taxes to maintain our 501c-3 status with the IRS. Ann was able to organize our budget line items to coordinate with this IRS filing. Additionally, this method provides more clarity as to what we do.</li> <li>• Ann notified the group that she requested and received a copy of the 1995 determination letter. Furthermore, she obtained an affirmation letter dated 2016 confirming our status. These documents differ from our state tax exemption certificate which allows tax free purchases.</li> <li>• Ann further explained the categories and the organization of the budget. Pie Chart illustrates fundraising and expenses.</li> <li>• Reported that the square reader has been successfully reused this year.</li> <li>• Checking balance of approx. \$76,000 as of 10/31/16. However, we have approx. \$40,000 of planned expenses for this year that will to come out of this balance.</li> <li>• Colleen Tadych &amp; Kathy Barnhart requested an increase to the staff appreciation budget of \$1,000 due to the increase in number of staff. Colleen gave a brief summary of what the Hospitality Committee does (conference dinner, staff social, staff appreciation week). Additionally, try to give small surprises in teacher mailboxes. Molly motioned to increase budget, Tracy G seconded the motion. Motion was approved unanimously.</li> </ul>
<b>Staff Reports</b>	<p>Ms. Gearhart talked about the robotics team &amp; monthly exercise challenge. One robotics team took home an award at a recent event.</p> <p>Molly Carroll reported on the 4<sup>th</sup> grade field trip to Madison. The children had a great time and were very well behaved. Guided tour of the capital and weather allowed them to go on the observation deck. After lunch the children had another guided tour of the museum exhibits. This was a very education and fun field trip for the students, teachers and chaperones.</p>
<b>Review of Past Events</b>	<ul style="list-style-type: none"> <li>• <i>Teacher Poems/Staff Dinner</i> – Johnny V's donated sandwiches and we had donated food from parents. Katy Williams relayed the appreciation from the teachers. Teachers enjoyed the gift cards. <u>All</u> food and gift cards were donated.</li> <li>• <i>McDonalds Night</i> – Sept 27 – Profit was less than last year. Weather may have impacted turnout as it was raining.</li> <li>• <i>Fall Fest</i> – October 21 – New chair this year did a phenomenal job. The event was very well attended. Everyone enjoyed the new layout this year.</li> <li>• <i>Fun Run</i> – November 2 – Molly provided a report on the event, which was a HUGE success. Thus far we have received only positive feedback from students, parents, and teachers. Financially, this was the largest and most profitable fundraiser ever done by Elmwood H&amp;S. As of the end of the first collection date, we have collected 92% of donations. If 100% of pledged donations are received, we will have raised in excess of \$20,000. BoosterThon was great to work with and enjoyed working with Elmwood. Katy Williams expressed that it was really a community event and teachers were very flexible working though the initial year. Parent attendees provided positive feedback and stories related to the Fun Run and lessons learned. Ideally we would like to have it as our signature beginning of the school year event. Special Thank you to Molly, Katy and Jamie.</li> <li>• <i>Skate Night</i> – October 27 – 129 skaters attended the event. Next one is scheduled on March 2<sup>nd</sup>.</li> <li>• <i>Movie Night</i> – November 11 – Went well, but could use more volunteers. Not as well attended as the spring event. Set up concession stand to deter attendees from wandering in to unsupervised areas of the school.</li> <li>• <i>Spirit Wear</i> – Second wave was delivered last week. Volume was greater this year. Discussing if we will have a spring sale.</li> </ul>

<p><b>Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• <i>Book Fair</i> – Scheduled for December 2-9 in anticipation of Christmas. The Book Fair will be open Friday Dec 2<sup>nd</sup> and will run the entire following week. “Teacher Only” preview will be held on Dec 2<sup>nd</sup> and it will open to the public on Saturday morning for adults only. Utilizing approximately \$3,000 of “Scholastic Credits” we have earned at prior book fairs, each student will receive a free book valued at \$5-\$6 and an additional \$30-35 in credits will be given to each classroom to purchase books and/or prizes.</li> <li>• <i>Chipotle Eat and Earn</i> – Will be held on December 6 in Hales Corners (Hwy 100 &amp; Janesville). We get 50% of sales. A flyer/coupon will need to be presented.</li> <li>• <i>Christmas Cookie Walk</i> - Colleen Tadych discussed that 3<sup>rd</sup> annual <i>Christmas Cookie Walk</i>. Parents donate 2-3 dozen cookies. Teachers and staff receive a poem get to go home with at least 2 dozen cookies. The event will occur on Tuesday, December 20<sup>th</sup>. Sign up Genius will be set up. Colleen is still evaluating the best way to advertise this year.</li> <li>• Colleen Tadych also reminded everyone of the <i>Getting to Know the Elmwood Staff</i> binder which is useful for Holiday Gifts.</li> </ul>
<p><b>Other Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• <i>Amazon Smile</i> - smile.amazon.com and choose Elmwood. Elmwood will receive a portion back. A reminder will be added to PawPrints.</li> <li>• <i>Spring Dance</i> – Pam Breitigam is moving out of state, so we will have a new chair for the dance this year.</li> <li>• <i>Artist in Residence</i> – Sara Johns provide an update. The artist, Marina Lee, has worked with Mrs. Ibar in the past. The project should include all student, Kindergarten -6<sup>th</sup>, in some way and should take place during normal art class. A planning meeting will be held within the next few months. More info after the first of the year. The art project will stay at the school.</li> <li>• Sara reminded parents to please email pictures from school events to Rachal for the yearbook.</li> <li>• <i>Box Top</i> update – we will be receiving \$787.30 from Box Tops</li> <li>• Home and School website, Facebook and Twitter for all events and fundraisers information.</li> </ul>
<p><b>Open Floor</b></p>	<p>Discussed the possibility of checking account being invested in a longer-term investment to generate additional income.</p> <p>Executive Officers noted that we will be meeting with the other New Berlin Home and School Board to share information.</p>
<p><b>Next Meeting</b></p>	<p>Home and School – <b>January 26, 2017</b></p>
<p><b>Adjourned</b></p>	<p>Kathy Barnhart made a motion to adjourn the meeting Tiffany Mercer. seconded the motion. Meeting was adjourned at 8:12 p.m.</p>