



Home and School Meeting Minutes

May 15th, 2019

ATTENDEES:

Officers: Theresa Sebestyen, Jill Winkler, Kate McFarlane, and Meagan Sliga

Staff: Katy Williams

Committee Liaison: Ashley McKanry

Parents: Andy Phillips, Rachel Schaar, Sara Johns, Ann Szefflinski, Kathy Barnhart, Molly Carroll, Christine Taber, Tiffany Mercer, Beth Grosman, Kim Jaquez, Anne Markofski, Scott Klaas, Marlo McCormick

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order & Introductions	The meeting was called to order at 6:35 pm in the Elmwood Library
Review/Approve Minutes	Motioned by Beth Grosman to approve the February 5th, 2019 Home and School Meeting Minutes, seconded by Molly Carroll. Approved by all.
Principal's Update & Guest Speaker	<ul style="list-style-type: none"> • Katy Williams gave update on the following: <ul style="list-style-type: none"> ○ She thanked everyone for all the treats during Staff Appreciation, all staff members really felt appreciated. She thanked all the families that sent notes, cards, treats and messages. ○ Katy also spoke on the update of the Maker Space being proposed as Phase 1 and Phase 2. She provided a printed sheet detailing the vision. The Maker Space location will be located in the tech lab adjacent to the Library. The wall between this space and the library will be taken down. She provided the floorplan and furniture. The furniture will be industrial duty and will include tables at differing heights for different age groups, stools, shelving and cabinets as well as a cart for a 3D printer and a 3D printer. Students will use this space to design a prototype and eventually will learn to use the 3D printer. Elmwood has the most teachers in the district trained professionally to use this space and the technology. The Maker Space construction will begin in July 2019. This space will be used across all grades and will move into the current library as a collaborative break out space. The classes will be using this space next year instead of doing this in their class room. The second phase will be a Breakout Space will be set up with enough seating for a class. There will be a presentation area. There will be a flat screen to present during large group collaboration. There will be multiple ribbon tables and tear tables and ottomans on casters that make them easy to move. The tear tables can move together to make circle tables and they also work with the ribbon table. There will be dry erase boards on the walls. The teachers are giving input and doing research as well. The Maker Space is currently funded, the Breakout Space needs to be funded, whether that will be through our Fun Run or district funding. Katy does have a quote for \$17,000 for the Breakout Space. The \$2,000 Home & School funds will go towards the Breakout Space. Molly Carrol spoke about the fundraising money earned this past year went to balancing the budget, so the amount budgeted for the Maker Space was \$2,000 for this past year. Theresa mentioned the budget this past year was decided before the Maker Space was formally designed. Ann Szefflinski asked what the Maker Space will cost: per Katy \$16,000. That

	<p>\$16,000 includes the furniture, fixtures and labor. Molly asked if the stairs in the library will be removed, per Katy Williams: not at this time. To do the work and put up glass walls to remove the stairs the cost was \$36,000. This was too expensive to utilize this space for Maker Space. The furniture is all mobile, so should the space need to be moved elsewhere in the library, the furniture is very flexible and mobile.</p>
<p>Treasurer's Notes</p>	<p>Checking account balance is at \$65,951.08 (\$11,657.55 belongs to the chess club) Available cash is \$54,285.35</p> <ul style="list-style-type: none"> • Kate presented current budget update: <ul style="list-style-type: none"> ○ Budget this year was short on Box Tops, per Kim no more checks coming this year. ○ Eat & Earns: \$800.00 budgeted, total earned this school year exceeded the budget at \$1364.00 and one more Eat & Earn scheduled for June. ○ Spring Dance: was meant to be a break even event, but earned \$250.00. ○ A Pawzzz: Jaime has \$1300 still in the budget, she will use the money. ○ Staff Appreciation: under budget by \$650.00. ○ The budget allowed for \$2000.00 toward the Maker Space, this money has not been spent yet, but will be used to start Maker Space this summer. ○ Book Fair: Molly has total and will give update in Past Events ○ Ann Szefflinski asked if HID is expected to be on budget, per Theresa it's looking like it will be on budget but still a lot of unknowns until all expenses are collected. • Kate presented the approved budget for 2019-2020 School Year: <ul style="list-style-type: none"> ○ Overview – on 2nd page of handout, there is an extra \$9,000.00 under Totaled Budget and with this up-coming budget we are planning to use this to fund next school year's needs and still keep the surplus at about \$30,000.00. ○ Amazon Smiles: Increased budget based on this year's number ○ Box Tops: Decreased based on this year's number, and changes to the program ○ School ToolBox: Budget expected to be the same, we do mark these up slightly for fundraising. ○ SchoolStore: Added a budget of \$250.00, as this is a new addition to fundraising, so this number is conservative. ○ Eat & Earns: Budget is increased to \$1200.00 instead of \$800.00 based on this year. ○ Fun Run: In the last 2 years we've budget \$38,000 and this year increased to \$43,000. The expense listed for Fun Run is the actual cost to execute the Fun Run. ○ Kwik Trip: kept budget the same ○ Matty's Cards: increased to \$3000.00 ○ Spring Dance: \$850 expense, \$850 earned ○ Fall Fest: netting a cost of \$500.00, this is a highly attended all school event ○ Movie Night: budgeted at \$500 last year, brought back down to \$100 as this is breakeven event ○ 6th Grade Completion: initially \$1500 budgeted expense, changed to \$1900 based on a vote detailed below ○ Elmwood Raffle: budgeted at earning \$1000.00; per vote below this was increased to a budget of \$1450.00 ○ Spirit Wear: budgeted at earning \$500.00 ○ Yearbook: \$50.00 budgeted ○ Skate night: budgeted at earning \$100.00, both skate nights brought in exactly \$60.50 each ○ A Pawzzz: budgeted expense of \$2,500.00 same as this year ○ Artist in Residence: budgeted expense of \$500.00

	<ul style="list-style-type: none"> ○ Assemblies: budgeted at \$1500.00, same as last year. It was increased last year based on a vote mid-year. ○ Bus driver appreciation: budget remains at \$200.00, same as last year. ○ Co-curricular: budgeted at expense of \$4,600.00 ○ Co-curricular Supplies: none budgeted ○ High Interest Day: budgeted expense of \$4500.00 ○ Classroom Stipend: budgeted at \$0 ○ Staff Appreciation: lowered budget expense to \$2,000.00, as we did not spend all that was budgeted. Per Kathy Barnhart this number is low because we did not fund an off-site event. She polled the staff and they were more interested in having in-school events instead of an off-site event. Kathy is asking how would she increase this, and can we vote on this at end of budget? ○ Kindergarten Getting to Know You: reduce budgeted expense to \$0 ○ Mascot Expense: budgeted expense of \$150.00 for cleaning ○ Misc/Hardship: budgeted expense of \$100.00 ○ Musical: budgeted expense of \$1,000.00, came pretty close to the \$1,000.00 budgeted this past year. ○ Peer Mediation: \$0 ○ Junior Coaches: budgeted expense of \$2,000.00, there is an in-service that they want to do, they asked for \$3000.00 in this budget. Budget remains set at \$2000.00 and they will have to ask for the extra \$1000.00 when/if they need it. ○ Postage Expenses: budgeted expense \$25.00 ○ Teacher/Classroom Support: budgeted expense of \$250.00. Molly suggested that rugs could be paid for with Scholastic dollars. They have rugs, bookshelves etc. We want to use these scholastic dollars as if we ask for money, they only give us half in cash, so the money goes further if we order supplies from Scholastic. ○ Time for Kids: \$0 Katy and Jaime said no for this year ○ Maker Space: \$14,750.00 (\$12,750.00 + \$2,000.00 held from last year) budgeted and any extra needed, could come from Fun Run next year. ○ Sports Equipment: budgeted expense of \$1,500.00 ○ Bottom portion of budget sheet is Net Zero items: Kindergarten T-shirts, Seat Sacks, Fun Run T-shirts, and Book Fair ○ Peer Mediation: \$8.18 left in budget ○ Artist in Residence: \$500.00 will carry over from 2018-2019 school year, it was not used. ○ Kathy Barnhart is asking for additional \$450.00 for Staff Appreciation – increase back up to \$2,450.00. Theresa asked if everyone agrees, the room passed the vote to increase. ○ Kate asked if we should decrease the Maker Space budget by \$450.00 from \$14,750.00. This does not have to be voted on. ○ Sara Johns asked about 6th Grade Completion Ceremony budget, Beth Grosman motioned to increase the 6th grade completion to \$1900.00, Sara Johns seconded the motion. The room voted and approved to increase back to \$1900.00 ○ Ashley McKanry motioned to increase the Elmwood Raffle budget to \$1450.00 and Kathy Barnhart seconded. The room voted and approved. <p>Ashley McKanry and Tiffany Mercer motioned to approve the 2019-2020 Budget. Room approved the budget.</p>
<p>Past Event</p>	<ul style="list-style-type: none"> ● Musical: Went well and very close to budget ● Spring Book Fair: Molly said Book Fair was great, we earned an additional \$12,000.000 in scholastic money. We did use the money to buy \$5,000.00 worth of new books. Molly will help stamp them as Property of Elmwood. Theme was Under

	<p>the Sea and did the most money during the school dance. She recommends that the book fair is open during the dance next year. New chair is Angie Golembiewski and she will have help from Kris Fuehrer and Tonia M. Katy Williams did add that the Book Fair helps the whole school. Home and School donates books, parents donate books and teachers went through a class on how to stock their classrooms based on reading levels and veteran teachers helped new teachers and learned how to do this as well and were compensated with books as well. So the Book Fair filters throughout the whole school. We keep \$5,000.00 in the budget to accommodate the free book for students in Fall. Possibly the \$5,000.00 will have to increase because as the kids get older the books cost more. The teachers get to come do an early preview to pick out books for their class room. Teachers shop together to share within their classrooms across all sections.</p> <ul style="list-style-type: none"> • Spring Dance: Was lower attendance this year, but despite the low attendance it generated \$250.00. It was fairly mellow event, per Ann Szefflinski there were kids on the top of the bleachers. Other than that, the dance was good. Ann suggested signs to not climb on the bleachers. • Skate Night: Earned \$60.50, same as the first skate night. • Staff Appreciation Week: Kathy Barnhart spoke on staff appreciation. She thanked Kim Jaquez for decorations. She thanked Sara Johns, Theresa Sebestyen, and Elaine Gearheart for their help and Jessica Opat for the great prizes and gifts. Mrs. Oswald won the trip to Cancun. Monday the fridge was stocked with healthy snacks. Tuesday kids bring flowers. Wednesday lunch is provided, Thursday breakfast provided, and Friday cups for gifts.
Upcoming Events	<ul style="list-style-type: none"> • Eat & Earn: Next one scheduled at Oscars in West Allis, June 6th, 2019 from 4-8pm • High Interest Day: Coming up on Friday May 31st 2019. Per Theresa everything is coming together and the sign up genius went out in Paw Prints for volunteers and second one for supplies. So far things are filling up on the sign up genius. We need to spread the word for volunteers. • 6th Grade Completion Ceremony: Per Molly, everything is going well. They met with Katy and Jaime to create the ceremony. The t-shirts have been ordered, the forms went out through Infinite Campus. And the rsvp was sent out via email. They are still waiting for some pictures. The 6th Grade Legacy gift this year will be a podium, this was an item asked for by Katy and Jaime. The podium will cost \$750.00 and feature the Elmwood logo as well as a plaque with the class that dedicated this gift. If there is left over money in this budget they will donate towards landscaping. They are trying to get the podium for their 6th Grade Completion Ceremony and be the first class to get to use it. They are looking for 5th Grade parents to help at this event and help prep these parents for next year.
Committee Reports	<ul style="list-style-type: none"> • SchoolStore: Theresa mentioned that this went out to all families. It is an online shopping tool that will earn us money. If we just log into SchoolStore then shop from there, our school will earn money. There was discussion on if this was a good fundraiser, as it was asking for email addresses in order to register. The point of this was to have parents shop through this at stores to earn our school money, not earn prizes or sell magazines. The goal is only to shop through this site because the best fundraising portion comes from the percentage our school earns from purchases made on major retailers online. Elmwood will receive a percentage of the sale. • Committee Openings and Mentorships for 2019-2020: <ul style="list-style-type: none"> ○ Fall Fest: Still needs a Chair-person ○ Assemblies: looking for a person to help/mentor or chair
Elections of Treasurer and Co-President(s)	<ul style="list-style-type: none"> • Treasurer Position for 2019/2020 – 2020/2021 School Year: <ul style="list-style-type: none"> ○ This is a 2 year term: Rachel Schaar nominated Andy Phillips and Molly Carroll seconded the motion. The room voted and approved Andy Phillips as Treasurer ○ Two-year Co-President: Sara Johns nominated Tiffany Mercer and Molly

	<p>Carroll seconded the motion. The room voted and approved</p> <ul style="list-style-type: none"> ○ 1 year Co-President: Ashley McKanry nominated Sara Johns and Molly Carrol seconded the motion. The room voted and approved this vote.
Open Floor	<ul style="list-style-type: none"> • Sara thanked the board for their service and time this past year, especially our out-going Co-presidents Theresa Sebestyen and Jill Winkler, and Treasurer Kate McFarlane.
Adjourned	Ashley McKanry made a motion to adjourn the meeting, and Molly Carroll seconded the motion. Meeting was adjourned at 8:13 pm.