



# Home and School Meeting Minutes - DRAFT

May 15, 2018

**ATTENDEES:**

**Officers:** Chrissy Kennedy-Kortes, Kate McFarlane, Theresa Sebestyen, and Jill Winkler

**Committee Liaison:** Sara Johns

**Staff:** Katy Williams & Jaime Veal

**Parents –** Colleen Tadych, Ashley McKanry, Rachel Schaar, Kara Erchull, Ann Szefflinski, Tracy G., Danielle Sciano, Kim Jaquez, Marlo McCormick, Kathy Barnhart, Cat Wilcock, Theresa Gruenewald, Megan Sliga, Maryanne Esser, Eamen Geboy, Tiffany Mercer

AGENDA ITEM	DISCUSSION/CONCLUSIONS
Call to order & Introductions	The meeting was called to order at 6:40 p.m. in the Elmwood Elementary Library
Review/Approve Minutes	Motedion by Danielle Sciano to approve the March 20, 2018 Home and School Meeting Minutes, seconded by Tracy G. The minutes were unanimously approved with no changes.
Principal's and/or Vice Principal's Welcome	<p>Katy Williams commented on the following:</p> <p>Staff Appreciation week was OUTSTANDING! The whole week was powerful and will carry the staff through to the end of the year. Colleen Tadych provided a summary of the themes and events that occurred throughout the week.</p> <p>With respect to our behavior goals, the final Apawzz will be WI Thunder performing for Elmwood on June 6<sup>th</sup>. Katy and Jaime are currently organizing different grade level assemblies which will be age appropriate. WI Thunder will be doing wheelchair basketball and their coach will be linking their skills to our social/emotional learning pieces. Younger kids will see demonstrations and the older kids will get to participate while in a wheelchair. We are still waiting on some information before final decisions are made for this assembly.</p> <p>Tracy G. asked Katy to discuss the 3<sup>rd</sup> grade class not having any out of school field trip this year. Katy offered to have a more in-depth discussion with her at a later time, however Katy did explain field trips are up to grade level teams to schedule and plan. The professionals review the standards and see what opportunities are available to support those standards and will enhance the curriculum. These standards can change from year to year. Katy also noted that field trips are not required but are encouraged.</p>
Treasurer's Notes	<p>Checking account balance is at \$51,943.60.</p> <p>Available cash is \$39,681.97.</p> <ul style="list-style-type: none"> <li>• Kate discussed the current Budget Report and highlighted the following items:               <ul style="list-style-type: none"> <li>○ Box Tops came in lower than the budgeted amount this year due to less products participating in Box Tops.</li> <li>○ The Spring Dance was not intended to be a fundraiser (we were supposed to spend \$500), however, we brought in \$1,100 in income. We are evaluating changes to next year's admission charge.</li> <li>○ Graduation expense is \$775.00 year to date.</li> <li>○ Yearbook expense is at \$240 which is for the yearbooks that will be sold in the office</li> <li>○ Artist in Residence was slightly under budget. We are still waiting for credits for the unsold books that are being returned to the publisher.</li> </ul> </li> </ul>

- Assemblies will be slightly over the budgeted amount once we pay WI Thunder for the year end assembly.
  - Staff Appreciation will be slightly over budgeted amount primarily due to the Blue-Ribbon Dinner that was held at the beginning of the year.
  - We did not receive many requests for staff support this year. One request for a rug from Mrs. Ibar. It was explained to the group that this is for the bigger purchase and smaller day to day would be what the stipend was intended to cover. Teachers can still come to H&S and present a need should it arise. Anything over \$200, or something that needs to be discussed, would require a vote at a H&S meeting.
  - We have not received any requests for co-curricular support/supplies.
- Kate presented the 2018/2019 proposed budget and highlighted the following items:
    - Eat & Earn line items were combined into one to allow for more flexibility. Each event will still be tracked separately for future planning.
    - A separate line item was created for the Fun Run down payment.
    - The Carwash Card income estimate was increased for next year based on this year's results.
    - Matty's Card income was decreased as we have not yet discussed next year's fundraiser with Matty's.
    - For next year we are proposing to budget the Spring Dance as a breakeven event and not a fundraiser. An expense of \$750 seemed to be reasonable expense based on this year's event.
    - 6<sup>th</sup> Grade Graduation - The Exec. Committee discussed and determined that \$2,750 was a lot to spend for this event and it was decided that a possible format change could reduce costs. Marlo McCormick gave a brief summary of the upcoming event. There will be a ceremony, picnic lunch, DJ, tattoo artist, and photo booth. Additionally, each student will receive a t-shirt at no cost to the families. She did feel that there were ways to cut expenses. It was noted that that 6<sup>th</sup> grade parents could do fundraisers if they don't have enough funds provided by Home and School in future years.
    - Kara Erchull noted that the Fun Run will take place earlier and we will have numbers by end of September.
    - A conservative estimate of income was included in the budget for the Teacher Raffle. We discussed including community items (i.e. Helium, Movie Tickets) in addition to teacher donated items.
    - Kate noted that that SpiritWear sale will be a fundraiser next year instead of a breakeven event. We plan to charge \$1.00 profit on items sold.
    - The budget line item for yearbook in the current budget was incorrectly identified as income, however it has been changed to an expense. This change was confirmed by Rachel Schaar.
    - Artist in Residence is a large expense each year. It is being proposed to budget \$500 and hold it for future years with the understanding that it can be used for an artist type event if needed.
    - It has been proposed to remove the classroom stipend, but if Fun Run does very well, Home and School can reconsider and provide a stipend to the teachers mid- year.
    - High Interest Day budget was decreased for next year. Theresa Sebestyen noted that the committee will still try to avoid charging students for workshops and they may consider asking for donations if needed.
    - The Staff Appreciation budget was increased slightly.
    - Based on feedback from Katy, the mascot cleaning expense was moved back to held funds and should only need to be done every other year.
    - Musical expense was decreased from \$1,500 to \$1,000.
    - The proposed new budget eliminates the Peer Mediation t-shirt purchase.
    - "Junior Coaches" (formerly PlayWorks) was reduced from \$10,000 to \$2,000. Playworks offers a training program which incorporates 5<sup>th</sup> and 6<sup>th</sup>

	<p>grade student involvement in facilitating games with the younger children during recess periods. Katy and Jaime will work on scheduling the trainings for the older students that want to be involved. They will also coordinate recess times to match up so class time is not missed by any students. \$2,000 is the cost for Playworks to come and train staff and students. Katy noted that there will be a structure and students will learn how to strategize and share out a new game which coincides with college/career readiness focus. Cat Wilcock offered to donate some type clothing item or lanyard to identify the students who are participating.</p> <ul style="list-style-type: none"> <li>○ The popcorn expense was eliminated from the budget and Home and School will no longer will pay for the popcorn. The event or group utilizing the machine will need to pay for it.</li> <li>○ Time for Kids was added to the budget. In lieu of this non-Home and School fundraiser, we propose paying for Time for Kids for the teacher that use it. Historically the cost has been \$2,700. Katy and Jaime polled the teachers to ask if they use it and if they want to continue receiving it. Only about ½ of the grades wanted it which reduced the cost to \$1,500. The purpose is to eliminate one of the non-H&amp;S fundraisers.</li> <li>○ Maker Space is being considered as one of the Fun Run goals. Katy provided a brief discussion of what Maker Space is and how we could incorporate it into Elmwood.</li> <li>○ Ann Szefflinski asked if we could give more funds to Maker Space. Theresa Sebestyen suggested waiting to see what we earn for Fun Run and add more funds at that time. Ann also suggested some type of identification for next year Peer Mediators since we are no longer paying for t-shirts. Eamen Geboy offered to donate \$100 towards lanyards for the Peer Mediators. Katy noted there was a form that can be filled out for this donation.</li> </ul> <p><u>Approval of Budget for 2018-2019 School Year:</u></p> <p>Ashley McKanry made a motion to approve the budget. It was seconded by Tracy G. The motion passed unanimously.</p>
<p><b>Past Event</b></p>	<ul style="list-style-type: none"> <li>• Musical – March 22<sup>nd</sup> – The staff and students dedicated a lot of time and hard work to perform a successful production of “Annie”. Parents provided costumes this year. This year’s rights were more expensive than past years.</li> <li>• MOD Pizza Eat and Earn- March 27<sup>th</sup> - We earned \$280.79.</li> <li>• Family Tae Kwon Do Parent’s Night Out- April 14<sup>th</sup> – This was a new fundraiser this year and we had 20 students attend. We receive 100% for this event and will be receiving a check for \$200.</li> <li>• Author in Residence- April 12<sup>th</sup>-13<sup>th</sup> – Sara Johns reported that Laurel Snyder came to Elmwood for 2 full days. On April 12<sup>th</sup>, she met with all grades and each presentation was tailored to that grade level. Ms. Snyder was very open and welcoming to students and staff. She spent over 2 hours with the teachers who attended lunch with her. Friday was full of different workshops during the day.</li> <li>• Spring Book Fair- April 16<sup>th</sup>-20<sup>th</sup>- Spring Book Fair was a success again this year. It was open additional hours during the Spring Dance and a Fine Arts Night.</li> <li>• Spring Dance- April 20<sup>th</sup> – Danielle Sciano noted that the event went well. She thanked all the volunteers for their help. She already has a theme planned for next year. She noted that next year she will include language on the flyer that an adult must accompany each child. Additionally, there will be a change to the admission fee next year.</li> <li>• Portillo’s Eat and Earn- April 29<sup>th</sup> – The event appeared to be well attended. Theresa Gruenwald noted that we have not yet received a check or final numbers.</li> <li>• Staff Appreciation Week- May 7-11<sup>th</sup> - Colleen Tadych noted that they did use some of donations obtained by Jessica Opat for raffle items for the teachers. Further discussion on Staff Appreciation Week occurred during the principal welcome.</li> </ul>

<b>Upcoming Events</b>	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> Slice Eat and Earn- May 22<sup>nd</sup> - This will be an all-day event. A flyer is not required; however, a flyer will be sent home with the students as a reminder.</li> <li>• High Interest Day- June 1<sup>st</sup> – Thresa Sebestyen noted that they are still in need of volunteers.</li> <li>• WI Thunder- Final APWZZ Behavioral Incentive- June 6<sup>th</sup> - Discussed above by Katy William during the principal welcome.</li> <li>• 6<sup>th</sup> Grade Completion Ceremony- June 7<sup>th</sup> – Marlo McCormick reported on the event during the budget discussion. Marlo noted that she currently has 5<sup>th</sup> grade parent volunteers to help at the event.</li> </ul>
<b>Other Committee Reports</b>	<ul style="list-style-type: none"> <li>• Box Tops - Kim Jaquez noted that we receive checks twice per year. She will send one more group of Box Tops in after the last day of school. The current Box Top competition is underway and the class that returns the most Box Tops will receive a special treat. The group was reminded of the app for Box Tops and how easy it can be to use.</li> <li>• Kara noted that Matty’s Cards are now only \$10 and that the Fun Run will be earlier next year.</li> <li>• Openings and “mentorships” available for 2018-19 <ul style="list-style-type: none"> <li>○ Rachel Schaar and Ashley McKanry will work on yearbook together next year</li> <li>○ Kathy Barnhart does not have a co-chair for next year, however has a group of people to help with Staff Appreciation.</li> </ul> </li> </ul>
<b>Elections for Co-President and Secretary 2018-2020</b>	<p><i>Secretary</i> - Sara Johns nominated Megan Sliga for secretary. Kathy Barnhart seconded the nomination. Hand vote was taken and Megan was unanimously approved.</p> <p><i>Co -President</i> - There are no nominations at this time. In accordance with the by-laws Theresa Sebestyen will continue in the role of co-president until a new co-president is nominated and approved at a future meeting.</p>
<b>Open Floor</b>	Tracy G. noted that Ronald Reagan has as little library outside the building and asked if that would be possible addition for the summer. No decision was made.
<b>Next Meeting</b>	Home and School – TBD
<b>Adjourned</b>	Kara Erchull made a motion to adjourn the meeting, and Colleen Tadych seconded the motion. Meeting was adjourned at 8:50 p.m.