



ELMWOOD ELEMENTARY SCHOOL

HOME AND SCHOOL EXECUTIVE COMMITTEE MEETING MINUTES

Date: July 29, 2013
Location: Cathy Boerner's Home
Present: **Officers:** Cathy Boerner, Colleen Tadych, Alison Giese, Kathy Quandt
Parents: Cathy Bartels
Staff: Royce Lindner

- I. **Call to Order - Meeting started 7:15pm**
- II. **Minutes of May 15, 2013 Meeting Reviewed**
- III. **Review Final End of Year Budget (July 31, 2013)**

PRINCIPAL

Royce Lindner– We have Docu-Cameras in each classroom now(@\$70 each). Treasurer needs to receive the invoice. We need to advertise that we have accomplished this in Elmwords when school begins.

Discussion of Budget Actuals:

Family Donations - Shortfall

Dinner & A Show – No longer a fundraiser (take off list) it is now a community building event

Interest Income –stayed the same this year and for next year

Box Tops for Education – increased from projection due to extra found and brought over from Glen park

Marcus Tickets – no real profit, phased it out after 2012-2013 school year

Incredi Roll – Not a fundraiser for next year (move from income to expense)

Matty's – keep at \$2,000

McDonald's – profits from 2 events \$650. (Fall of 2012, Spring 2013) Cathy Boerner will call to get check from Spring event (ask Kerry Sutton) We will just do FALL for 2013-2014 school year and plan on \$300.

- IV. **Draft Budget for 2013-2014**

A. Discussion

1. Co-curriculars

Royce will talk to Instructional Assistants for position of Chess Assistant(Co-curricular)

New teachers will get \$200 each for Instructional Technology and books (line item in budget)

2. Replacing Playground K-3

Kathy Quandt will find out who did playground at Weatherstone through Mark Shroeder at New Berlin Park and Rec. Colleen Tadych will also check into playground equipment. Kerry Sutton will call a school board member about money matching for this project and Kathy Quandt will call School Board Treasurer, Art Marquardt.

3. **New Fundraiser through Market Day** - Colleen Tadych and Cathy Boerner stated that Sue Bronikowski said that Market Day has a new Fundraiser, Lifestyle Gadgets to sell as a fundraiser. Decision to contact Sue and tell her we are not interested.

Budget Draft:

This was our budget meeting. Each line of the budget was discussed and a budgeted number for each was agreed upon.

INCOME:

BANK:

Interest Income \$ 60.00

EFFORTLESS INCOME

Boxtop	\$ 1,500.00	
Family General Donations	\$?	Need to discuss goal (new playground?)
Matty's Card	\$ 2,000.00	
McDonald's Night	\$ 300.00	
School Supplies	\$ -	
Target	\$ 2,500.00	
Wilderness	\$ 50.00	

FUNDRAISING

Book Fair	\$ 0.00	
Cubs on the Prowl	\$?	Review Later
Entertainment Books	\$ 2,800.00	
Market Day	\$ 500.00	
Shop Until You Drop	\$ 1,000.00	
Teacher/Staff Raffle	\$ 900.00	
Total Revenue	\$13,200.00	

EXPENSES – ANNUAL

Assemblies	\$ 1,100.00	
Co-Curricular Activities	\$ 1,500.00	
Dinner and A Show	\$ 200.00	
Fall Fest	\$ 200.00	
High Interest Day	\$ -	
Home and School Office Supplies	\$ 200.00	
Hospitality General	\$ 800.00	
Instructional Technology	\$ 600.00	(\$200 to each new hire)
Kindergarten Get to Know You	\$ 150.00	
Miscellaneous	\$ 50.00	
Movie Night	\$ 150.00	

Musical	\$ 1,000.00	
Playground Equipment	\$ -	
Projector/Lights/DMX/Stage Equip	\$ 500.00	
Sixth Grade Graduation	\$ 2,500.00	\$25 X ? Students
Spirit Wear	\$ -	
Staff & Family Fun Night	\$ 750.00	New
Student Council	\$ 200.00	
Teacher Fund	\$ 0.00	
Video Conference	\$ 1,500.00	
Yearbook	<u>\$ 0.00</u>	
Total Expenses	\$11,275.00	
Available Cash	\$52,862.00	

V. Forms & Photos Volunteers Needed (Aug. 19 and Aug. 20)

Cathy Bartel and Kathy Quandt will work the sign up sheets for volunteers at Home and School table on Monday, August 19th 4-7pm. Royce Lindner will provide projector and laptop for Powerpoint. August 20th 9-12pm, Cathy Boerner and Colleen Tadych will man the table.

a. Cart Mart, Spirit Wear, home & School Committee Sign-ups, School Pack Pick up, Scouts

VI. Meet Your Teacher Night Volunteers Needed (August 29)

We need to get volunteers for “Meet the Teacher Night” on August 29th. 30 minute shifts. Parents will be able to login to Infinite Campus on August 29th to find out teachers for students.

a. Cart mart, Spirit Wear, Home and School Committee Sign-up

VII. Home & School Meeting Dates and Executive Meeting Dates

Meeting dates for 2013-2014:

All Member Meetings:

Tuesday, September 17
 Tuesday, November 19
 Tuesday, January 21
 Tuesday, March 18
 Tuesday, May 20

Executive Committee Meetings (held at Matty’s)

Tuesday, September 10
 Tuesday, November 12
 Tuesday, January 14
 Tuesday, March 11
 Tuesday, May 13

VIII. Draft 2013-2014 Home and School Calendar

Need to coordinate dates for High Interest Day and Cubs on the Prowl (Shannon Achter)
 Royce Lindner announced days off from school throughout school year – about one Friday a month.

We need to make sure that no events fall on these dates.

Cathy Boerner is hosting a Committee Chair get together at her home on August 20th.
September 1st is at Matty's social event.

IX. Volunteer Background Checks Forms

The office is taking care of these and they are updated every 4 years according to district policy.

X. Back to School Volunteer Party – August 20 from 7-9pm

XI. Miscellaneous –

Colleen Tadych informed us that Rachel wants to know if there is money for Kindergarten Getting to Know You for snacks and nametags.

Teacher/Staff and Family Night will be budgeted for \$750. Need Volunteer to run event and volunteers to support it.

Ideas for event – Movie & Food – Arts & crafts for kids in the Art Room

Get people to donate supplies.

NEED A CHAIR FOR DINNER AND A SHOW

Let Drama know that when getting Costumes and Decorations use Buy Seasons as a possible donation, a discount savings, or a percentage of the amount donated back to Elmwood for fundraising. (Kathy Quandt will check into their program)

XII. Adjournment – Meeting ended at 9:45pm. Next meeting date is September 10, 2013 at Matty's from 7-9pm