

HW Executive Committee Meeting Minutes

April 10, 2015

Present at Meeting: Byrd Rhyne, Jen Hayes, Erin Donaldson, Daniel Ryan, Heather Pigott, Georgie Geraghty, Julia Werner, Tracey McDowell, Amy Boehm

- I. Welcome - Georgie Geraghty
- II. Approval of the Minutes - Tracey McDowell
- III. Principal's Report - Daniel Ryan
 - A. Thank you for Teacher Appreciation Week
 - B. 100th Anniversary planning is underway
 1. committee is in place
 2. different projects being planned for the entire year
 3. each class will be assigned a decade to research throughout the year
 4. Earth Week is coming
 - a) Green team is going to facilitate the town hall meeting
 - b) bins have been ordered for composting and sorting recyclables in the classroom
 5. Maker/Project Space concept is moving forward
 - a) using space in the Resource Center for Maker Space/Idea Lab
 - b) computer lab idea becoming outdated with portable technology; current lab area could be used for project space
 - c) expensive pieces (3D printer...) would be under Todd Burleson's oversight
 - d) resource center to evolve
 - e) Quest visit planned for later this month to visit their Maker Space
 - f) Wisconsin visits planned as well, parents are encouraged to join in the tours
 - g) project room would remain and the district will upgrade the space
 6. Imagination Playground
 - a) could pieces be used in project space during indoor recess?
 - b) Crow Island has doubled their sets; very well used
 7. Construction beginning soon on houses across from school
- IV. Teacher's Report - Byrd Rhyne
 - A. Teacher Appreciation Week was fabulous! Thank you to everyone.
 - B. Blackhawks assembly today at 2:30

- C. Class placement about to begin
- D. Spring Sing is coming up on April 29
- E. 4th Grade working on expert reports
 - 1. using iPads extensively this year for the project
- F. Poet in residence next week, Tamera Wissinger
- G. Outdoor Ed. coming up in May
- V. Budget - Amy Boehm and Julia Werner
 - A. Operating side of budget is being designed in a way that income is going to match revenue going forward
 - 1. this year we had so much capital, different model, trying to spend the money this year
 - 2. next year, Ways and Means may go way down
 - 3. policy decision made after discussion in budget committee
 - 4. any extra money will be distributed in the budget into the different pots/projects (e.g., Project Room/ Idea Lab and 100K 100 Year Anniversary Fund)
 - B. Teacher Appreciation made \$2000 in revenue
 - 1. should it be a fundraiser?
 - 2. throughout the year, we are purchasing lunches for teachers which cost approximately \$3000, thus it is really only covering expenses
 - C. Currently the PTO has three accounts
 - 1. WGST \$5,293.89 - sales from DVD's
 - a) reconciled from what we have paid Todd Burleson over the past few years
 - b) we have never transferred money between the accounts
 - c) going forward, Asst. Treasurer needs to work with Todd so we can keep track of where the money goes and there are records
 - d) this account needs to be retained and used for WGST upgrades
 - 2. Checking \$78,788
 - a) assume we will have \$80,000 to spend after Mayfest
 - (1) total for 100th Anniversary is \$15,000
 - (a) will include birthday party, decade costs per grade, open house, timeline
 - (2) Imagination Blocks - \$15,000 for two carts and storage, plus installation of interior soft surface
 - (3) project space and tinkering area- \$40,000

(4) project based facilitator and supplies - \$10,000 for initial year, fundraise during 100th Anniversary to build funds for the future

(a) kickoff for attempt to fundraise \$100,000

3. Savings \$36,000

a) good amount for the reserves - covers us for a year of operating

4. Set up two designated savings accounts

a) \$10,000 for facilitator and supplies related to Project Space which would be ongoing

b) \$40,000 for project space

D. Met with Lois about summer mailing and we are moving the payments online that have been previously been paid by check on the first day of school

1. Kiddos lunch - will have link to distribute to families

2. school supplies and yearbook

a) one drop down per grade with one cost

b) \$25 will be added for yearbook

3. birthday books

a) drop down to participate, \$20

4. directories

a) amount to be determined

5. pizza fun lunch

6. teacher gift

a) recommended \$40 per child

VI. Teacher Appreciation Week - Jenny Keller

A. Move from May to March has been very successful

B. Teacher raffle was moved from Mayfest to teacher appreciation week

1. raffle tickets are generating more and more money- this year \$3500

2. parents buy a lot of tickets for classroom teachers and there is not an equitable distribution for all faculty in the raffle

3. may be better to have fewer prizes

4. committee will decide next year about how to handle prizes

C. Should it be a fundraiser?

1. yes, covers all teacher lunches and teacher appreciation week

VII. Paige Goettel Gift - Julia Werner

A. Memory books for Paige's retirement

1. current room parent will make a book from this year's class

2. Julia has a list of alumni and volunteers to get pages from previous students

a) money will be needed to cover the cost of the book

VIII. Communications; Erin Donaldson

A. Green Team newsletter will launch within the next week

IX. Discussion Items - All

A. Pizza Fun Lunch will be continued as is

B. A family donated \$1000 for a garden several years ago and the money has not been spent, could it be spent now that a new garden is being designed

1. 15' x 15' garden is being designed

2. \$1000 will be made available from PTO to honor the previous donation

C. Imagination Blocks must be used on a soft surface

1. will see if turf on the top of the playground will work

2. will need to explore flooring for project space

3. purchase storage space for storage bins