



1155 Westwood Street · De Pere, WI 54115 · 920-337-1087

Meeting Minutes
11/7/2023, 6 p.m. ~ Westwood Library

- 1) Call to Order
- 2) Attendance: Sarah Pappas, Amanda Kriescher, Melissa Bushmaker, Shannon Van De Hei, Dr. Lau, Kristin Krahn, Kristy Frisque, Kaitlyn Tassi, Katie Bloks, Jackie Markowski, Alicia Meagher, Melissa Kawalski, Joseph Kasten, Patti O'konski, Jay O'konski, Jen Wathke.
- 3) Mission Statement Review: *To support the education of children at Westwood Elementary and foster relationships among the school, parents, and teachers. We do this by providing important resources and opportunities that enhance the lives of the students, teachers, staff and parents.*
- 4) Officers' Reports
 - a) President's Report (Melissa)- Thanks for having Officer Andy out in the parking lot. Next meeting Melissa won't be here Sarah will facilitate. Elections will take place next meeting.
 - b) Treasurer's Report (Sarah Pappas) – See spreadsheet .
 - i) Hope Clothing - made \$2500
 - ii) Scotts Subs - made \$500
 - iii) Budget approved - Jackie, Katie
 - c) Principal's Report -
 - i) Charcuterie board was very appreciated for Parent/Teacher Night
 - ii) Crayon Run - attendance was down, but kids love it. Might be out of color bottles, but there might be some bags left.
 - iii) Able to support 3 books per kid because of the book fairs.
- 5) Committee Chair Updates/ Prior Business -
 - i) Teacher Appreciation Chair
 - (a) Monthly activities - Kristy Frisque agreed to be the chair
 - (i) Sept - Becky - "We are Bursting with Excitement" Kleenex packs w/note - were much appreciated.
 - (ii) Oct - Katie
 - (iii) Nov - Katie - Pies

- (iv) Dec – Coffee, Chocolate Spoons - Adrianna Burns to provide spoons.
- (v) Jan – Granola Bars/Coffee every Wednesday.
- (vi) Feb - Chocolate covered strawberries. QTY 100
- (vii) March – Lottery Tickets/Scratch Off's
- (viii) April – Seroogy bars.
- (ix) May – Teacher Appreciation week –need to decide if we do the week prior or just one thing since we do all year long teacher appreciation. Appreciation Station cart - Snacks and supplies (pens/pencils/post-its). Nikki to follow up for restock.
- (x) June - Welcome to summer/end of year thank you
- (xi) August - Welcome back to school
- (xii) Birthday Emails for Staff - Amanda - next year look to do physical birthday cards - decide in May.

- ii) Takeout Tuesday Chair (Amanda) – Scotts Subs - \$500
- iii) Box tops Chair - No report
- iv) Apparel Sale Chair (Katie Bloks) - New items to choose from. Going well. Last day to order Dec 10 to get before Christmas.
- v) Book fair Chair (Jackie Markowski) – Went well \$9475.00. Registers were an issue.
 - (1) Gap time between lunch need volunteers.
 - (2) Need help throughout the whole day.
 - (3) 4th grade help was awesome.
 - (4) In the spring do ½ day e-wallet.
 - (5) Teacher wish list - need to do a better job of that and figure out how to set up teacher e-wallets.
 - (6) April 22, 2024 Spring Book Fair - Set-up Friday before.
- vi) 1st Day School Supplies – No longer doing it. Can restart if wanted.
- vii) Seroogy's - (Nichelle)
- viii) Hansen's/Cherrydale - (Katie)
- ix) Golf Outing - (Amanda Kriescher) - June 7th, 2024.

6) Old Business -

- a) Navel Effect - planning on renewing - paying with Scholastic dollars. Kids are loving it at school.
- b) Lunch needs - Cash donation - \$250 was needed last year. Approved - Katie, Alisha.

7) New Business

- a) Funds Request - 4th Grade Biz Town - \$705.69 for buses. Approved - Katie, Amanda.
- b) Epic Books - Plus version - Grants 24 hours access to kids. Schools currently only get version 1 of books instead of the whole series. Cost is high \$7800.00 annual cost and could go up. Dr. Lau says this is something the building should pay for but because funds this year have been placed in professional development the school can not pay for it. Not a forever thing through PTO.
 - i) Jen to ask about pro rated
 - ii) Jen to do a presentation on Epic at the next meeting

c) Games/STEM for indoor recess. Talk about in Dec. Potentially \$500 per grade.

8)

Budget Review (tentative) / Proposed Expenses -

- Field trips (Mulberry, End of year for 4th grade: bowling/BizTown)
- Dr. Lau - doing some field trips that are more experience and may not as tied to curriculum
- \$500 Literacy Crayon Run
- Math Event \$1000
- Teacher Appreciation
- Play60 \$5500
- Family Assistance Fund \$1200 - get \$ to Shelly
- Reading Program \$750
- New Student T-shirts
- Snack Cart 2x/year
- Author Visit - November

Adjournment – Next meeting: Tuesday, December 5, 2023 @ 6 p.m. Location Westwood Elementary.