



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

**Meeting Minutes**  
**April 2, 2024 6 p.m.**

- I. Call to Order by President Melissa Bushmaker & Introductions
- II. **Attendance: Dr. Lau, Melissa Bushmaker, Amanda Kriescher, Katie Bloks, Tara Kempen**
- III. 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.*
- IV. Reports
  - a. President's Report - **Not much to report on - all is well.**
  - b. Treasurer's Report
    - i. Venmo Update - **This may not work due to the circumstances of having to have a designated cell phone number. We may have a PTO member use their Venmo for the golf outing and reimburse with a check. There was additional discussion on this and Dr. Lau said it wouldn't be a bad idea to get a prepaid phone even with the added expense in order to use Venmo to avoid any potential issues with how money is handled.**
    - ii. Cash counter-fail. **Did not work and has been returned.**
  - c. Principal's Report - **First day transition after Spring Break was a little rough. This week working on trying to find the next principal for Westwood and interviews are being conducted.**
  - d. Funds Request
    - i. Dana Austin - **Requesting \$1,123 for Kindergarten field trip to Mulberry to cover busing and offset the cost of tickets, which are \$9. Katie made a Motion to Approve \$1,123 for this. Melissa 2nd. All approved.**
    - ii. Tara Kempen - **Came to discuss the summer incentive reading program that we supported last summer and how it may look for this summer. It is still in the planning stages right now. May combine a reading and math incentive. Discussion was held about what prizes would look like to possibly include ice-cream, books, and t-shirts again and maybe something else like cinch bags. If we do t-shirts, preference for WDP not Westwood. She will return to the May meeting with more definite details and cost estimates.**
  - e. Committee Chair Updates
    - i. Teacher Appreciation (Kristy)
      1. April-candy bars - **Melissa will do the Seroogy candy bars.**
      2. May - **This is Teacher Appreciation. Will discuss more at the next meeting.**
    - ii. Takeout Tuesday Chair (Amanda)
      1. Scott's subs on April 19, 12:00-6:00 - **Still set for this date/time.**
    - iii. Apparel Sale update (Katie) - **No update.**
    - iv. Golf outing (Amanda) - **Plugging along on the golf outing. Will set a deadline mid-April for new sponsors to get names to Creative Sign.**
      1. Sponsors
      2. Volunteers needed

### **3. Meet Monday April 15 at 6:00 @ The Abbey**

- V. Prior Business
  - a. Seroogy's - **Sold about \$11,000 worth of candy bars and coffee, made about \$4,600 for the PTO.**
  - b. Playground balls/air compressor - **Still not purchased yet.**
- VI. New Business
  - a. Book Fair
    - i. Volunteers - **We will need volunteers. Jackie will send out an email to sign up. Book fair is on April 22, 2024.**
    - ii. Teacher wish lists. **Discussion about how to set that up at the book fair. Perhaps posters with teacher's 5-7 book picks. Will discuss with Jackie and Jen on how best to do the purchase part or order.**
- VII. Adjournment – **Next meeting: May 7, 2024 6 PM**