



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

Meeting Minutes
December 5, 2023 6 p.m.

- I. Call to Order
 - a. Sarah presided over the meeting in Melissa's absence.
- II. Attendance: Dr. Lau, Kristin Krahn, Sarah Pappas, Jodi Bergner, Katie Bloks, Patti O'Konski, Jay O'Konski, Alicia Meagher, Amanda Kriescher, Becky Fourness, Kaitlyn Tassi.
- 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
 - i. Elections
 1. President: Motion for unanimous ballot for reelection of Melissa Bushmaker for President - Jay. 2nd by Patti.
 2. Treasurer (Melissa nominates Sarah) Melissa nominated Sarah. Becky made a unanimous ballot for reelection of Sarah for treasurer. Was 2nd.
 3. Secretary (Shannon nominates Amanda. Shannon nominated Amanda. Unanimous ballot for election of Amanda for secretary. 2nd by Patti.
 - b. Treasurer's Report Sarah went over the printed report. Rec'd \$274.52 from Hope Clothing. Motion to Approve Report by Amanda, 2nd by Patti.
 - i. Venmo. Sarah discussed the difficulty of managing payments with checks. She is doing research on Venmo or PayPal as a payment option.
 - c. Principal's Report
 - i. Dr. Lau rec'd an email from the Holiday Lights on the Fox. He will send it to Melissa. Can promote on social media. There may be a discounted rate, not sure if PTO would make any money.
 - ii. Newsletter went out today. The focus on attendance and tardies.
 1. Combined 537 tardies/absences this year.
 2. Will review data and see if any correlations can be made. Kids with more irregular attendance do not perform as well.
 - iii. Snack cart - Kristin. This will be done in January tentatively during the planned Westwood week. \$750 from PTO already approved. Sarah will bring Kristin check at the next PTO mtg.
 - d. Funds Requests
 - i. 4th Grade Bowling Trip - Jay O'Konski. It is \$10 again this year, PTO will pay for ½ a kid.
 - ii. Epic funds request - Jay O'Konski. Jay gave a demonstration of how Epic is used in the classroom. Epic provides for all different reading levels. You can see what students are reading and how long it takes them. Jen got a 20% discount for Dec 1st - August 2024. The remainder of the year will be \$6,240.00k. Looked at locking on other years - too high and no discount. Will see how the usage is year to year by looking at the analytics.

