

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.

- 1. Katie Motion to Approve \$ for Epic books, 2nd Becky.
- e. Committee Chair Updates
 - i. Teacher Appreciation (Kristy)
 - 1. December spoons Adrianne has made, Melissa will deliver to school.
 - 2. Kristy will send out an email. We can discuss ideas for January at the next PTO meeting if need to.
 - ii. Takeout Tuesday Chair (Amanda)
 - 1. Scott's subs in spring. Talk about doing on an early dismissal day. Amanda will email Scotts and ask about April 19th and starting earlier in the day for lunch time.
 - iii. Apparel/mugs Sale update (Katie) Katie: Rec'd \$531 from Hope in December. Hope is having a Make and Take Event in mid-December. The mug sale wrapped up. Sold 67 items and rec'd \$5/item. She will have them at school for pick up.

V. Prior Business

a. Recess games. Dr. Lau advised \$500/grade level will cover the games. PTO approved \$2500 for K-4th (does not include 4K). Motion to Approve by Katie, 2nd Patti.

VI. New Business

- a. Hansen's/Cherrydale Hansen's/Cherrydale Katie has been in communication with them. Fundraiser will be Jan 8th Jan 22nd and items delivered the last week of February. Items should be delivered last week of Feb.
- b. Golf Outing Golf outing June 7th. Amanda will f/u on securing the June 7th date. Golfer fee is \$49. Will need volunteers. Katie has agreed to do social media. Patti will help too.
- VII. Meeting adjournment Next meeting: January 2, 2024 6 PM