



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

Meeting Minutes
January 2, 2024 6 p.m.

- I. Call to Order by President Melissa Bushmaker & Introductions
- II. **Attendance: Dr. Lau, Kristin Krahn, Melissa Bushmaker, Sarah Pappas, Amanda Kriescher, Jodi Bergner, Katie Bloks, Alicia Meagher, Becky Fourness, Kristy Frisque, Jackie Markowski**
- 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 - Elections were held last meeting. All officers remained the same with the exception of Amanda Kriescher newly in as Secretary.
 - ii. Epic Feedback - ton of emails super positive, everyone thrilled about the access
 1. Epic Feedback - There were quite a few emails and all were super positive and everyone is thrilled about the Epic access.
 2. Bylaws review/update - It was discovered that the Westwood PTO is the charter organization for the Westwood group of Boy Scouts. They meet at Westwood. Melissa added updated language to the PTO bylaws to continue being their charter organization so they can continue to meet here. The bylaws also need to be reviewed annually and Alisha will review them.
 - b. Treasurer's Report - Sarah went over the Treasurer's Report.
 - i. We rec'd a check from the School Supply Kit and this is the last year we are doing it.
 - ii. We rec'd \$531.04 for the November apparel.
 - iii. We paid out \$225.00 for the DJ at the Crayon run.
 - iv. We paid out \$45 for the December teacher for spoons.
 - v. We paid out \$2500 for the indoor recess games.
 - vi. We paid out \$6240 for Epic.
 - vii. We are still waiting for some things to clear the bank w/holidays.
 - viii. Venmo - There is no update. Sarah is going to continue to research it.

Jackie made the motion to approve the budget, Katie 2nd the motion. All approved.

- c. Principal's Report - Not too much to report. First day back after Christmas break. Getting back into the swing of things. At the staff meeting, it was a really cool moment when Jen announced to the teachers about Epic.
 - d. Fundraiser Proposal - Had a guest, Craig with United Fundraising of WI - (becoming) Vertical Raise. They have an online donation platform that is suited for schools, sports teams, booster clubs, etc. The fundraiser goes for 21 days. Each student has their one landing page, sign up through an app, get links for email, text, and social media. Can reach more people with this. Donations go straight to the PTO. % goes to Vertical. Money is rec'd to the PTO within 3-5 days. Emails do not get sold or given out. There are also options for a popcorn sale and mobile app (like Entertainment book) subscription. *(It was discussed at the end of the meeting and decided this is probably not right for the PTO at this current time).*
 - e. Committee Chair Updates
 - i. Teacher Appreciation (Kristy)
 - 1. January Mints - Kristy will handle.
 - 2. Kristy passed around a sign up sheet for people to do different teacher appreciation months. If no one signs up for a month, she will take care of it.
 - 3. We will still do lottery tickets for March.
 - ii. Takeout Tuesday Chair (Amanda)
 - 1. Scott's subs in spring - Amanda emailed Scott's Sub's regarding Spring date and has not heard back. She will follow up.
 - iii. Apparel/mugs Sale update (Katie) - Katie gave an update. We still have to receive the check from the cup/mug sale. We rec'd \$266 in December from apparel.
 - iv. Hansen's/Cherrydale (Katie) - Katie has the flyers. She is working on getting them to teachers to distribute. It starts Monday, Jan. 8th and goes to the end of Feb. Will need help organizing and with distribution at the end of Feb. No exact date on that. Starts Monday. Will get those out. End of Feb - need help organizing.
 - v. Golf outing
 - 1. First tentative meeting January 16th. Discussion about what we are looking for help in finding businesses to sponsor at this stage in the planning for the golf outing. First meeting for the Golf Outing Committee will be January 15th, 6 p.m. at the Abbey.
- V. Prior Business
- a. recess games - Kristin is still waiting to hear back from teachers to avoid purchasing any duplicate games as we rec'd some donations from the Girl Scouts. Otherwise, they are all saved in her Amazon cart ready to order.
- VI. New Business
- a. Discussed how Uncle Mike's has a fundraiser we could look at for the future.
- VII. Adjournment – Next meeting: January 6, 2024 6 PM