**Willow Creek Elementary PTO Board Meeting Minutes**

**Friday, April 4, 2025**

Cortney opened the meeting at 12:03 PM

1. **Opening Remarks – Cortney Jurek**
	1. Cortney welcomed everyone. Indtroduce Crystal with District
2. **March Minutes - Sara Marion**
	1. Sara reviewed the March meeting minutes.
	2. Helen Vo motioned to approve; Gina Thornton seconded. Minutes approved.
3. **Budget – Cortney Jurek**
	1. Cortney went over March financials. Spirit Night income was from Spring Creek BBQ & Marcos checks received. Field Day Expense was inflatables.
	2. Sandi Thomas motioned to approve; Krysten Chovenec seconded. Financials approved.
	3. Cortney spoke about the literacy program. Decodable books are needed for the program. The cost of books is $11,176.80. Cortney opened discussions to purchase these decoder books. Mrs. Sullivan added discussion of the how these fit into lessons as they learn. It will supplement what the district is doing. Cortney asked for vote to change EOY donation from $50,000 to $65,000 having the extra $15,000 come from the $20,000 extra donations received from Run Wild to allow purchase of the books. All present were in favor. Budget line item adjustment approved.
4. **Principal Notes - Teresa Sullivan, Principal**
	1. Mrs. Sullivan and Kelly Kinler advised of teacher’s ability to place orders through Mrs. Hamilton for lunches with concierge service.
	2. Mrs. Sullivan advised a 4th developmental class will be added in 2025-2026 school year. The program is growing. One 2nd grade teacher will be moving to 3rd. She has paraprofessional openings available.
	3. Kindergarten roundup is April 30th. 5-6:30PM. Kinder and Pre-K registration is open.
	4. Dr. Flores came out to discuss the process of principle hiring and they will be going through hiring process.
5. **2024-2025 PTO Positions**

Cortney advised to please keep looking for people to fill openings**.**

* 1. President- Cortney Jurek
	2. Vice President (Fall Fundraiser)- Deborah Schramm & Helen Vo
	3. Vice President (Spring Fund.) – Krysten Chovanec, Sandi Thomas
	4. Treasurer – Laura Law
	5. Secretary – OPEN
	6. Staff Appreciation- Jorden Gerren
	7. Homeroom Parent Coordinator- Jennifer Barron, Jenny McKee
	8. 4th Grade Paw Prints- OPEN
	9. Yearbook- December Jones
	10. Junior Achievement- Kelly Kinler
	11. Social Media – OPEN
	12. Spirit Night – OPEN
1. **Run Wild Wrap Up**
	1. Lacie advised rewards have been done. All lunches, prizes, pie the principal have been done. Extra recesses were done, but 3rd and 4th grade extra recess will be after STAAR testing. Monday, May 5th will be their popsicles and recess.
2. **Junior Achievement**
	1. Kelly Kinler stated that everyone is now covered.
3. **Home Room Parent/Holiday Party - Jennifer Barron, Jenny McKee**
	1. Jennifer advised that she is hearing that there is a storage issue for icecream storage. Mrs. Sullivan will be working on it. Party times will be same as the holiday party. May 21st will be the date for parties.
4. **Teacher Appreciation - Raquel Janak, Gina Adams**
	1. Raquel advised that HTeaO was served at Run Wild. They had donated 5 gals, cups, and straws. Nothing is being done for April. They are discussing Teacher Appreciation week in May (5th -9th). Decorating will be done May 2nd.
5. **4th Grade Step Up - Lacie Housel**
	1. Theme is Under the Sea.
	2. 4th grade clap out is May 21, 2025
6. **Paw Prints /Spirit Store - Cortney Jurek, Deborah Schramm**
	1. Pawprints will be up for purchase beginning in May to be put up over summer.
	2. Deborah advised that spirit shirts will have preorder as well. May include fun socks, but open to more ideas for spirit wear.
	3. Yard Signs will be revamped
7. **Spirit Night/Dynamo - Cortney Jurek**
	1. Cortney advised CFA is April 10th.
	2. Dynamos spirit night is on April 26th.
	3. Marcos is May 7th for Prek & K boxes.
	4. Tumble 22 will be on May 12th.
8. **End of year donation - Cortney Jurek**
	1. Literacy Program-Alison Scott
	2. Grade Level Donation- $5,000 ($100 gift cards to teacher at start of school to buy supplies)
	3. Educational Websites- $18,420
	4. Kinder is having a Bubble Day. Texas Bubblers would provide the service. It is $250 and it will be covered by General PTO Funds
9. **Crystal Romero/ Tomball ISD Presentation**
	1. Crystal went over upcoming Bond vote on May 3rd. Provided information on each Proposition being presented.
	2. Mrs. Sullivan stated that WCES is an election site on May 3rd.

Meeting Adjourned at 1:29 PM

**Next Meeting:** Friday, May 2nd, 2025 @ 11:00AM

**March Attendees:** Sara Marion, Cortney Jurek, Teresa Sullivan, Ashley Nester, December Jones, Krysten Chovanec, Jason Schanzer, Lacie Housel, Kelly Kinler, Tina Vincent, Sandi Thomas, Shelley Boles, Gina Thornton, Jennifer Barron, Raquel Janak, Helen Vo