Willow Creek Elementary PTO Board Meeting Minutes

Wednesday August 6, 2025

Cortney opened the meeting at 12:12 PM

1. **Budget – Laura Law**
   1. Laura went through the July update, the start of the fiscal year. Approved: Becky 2nd: Sandy
   2. Went through plans for this year, which will be presented during Open House as part of the general quorum. Included estimated income with Fall/Spring Fundraisers as well as cost estimated expenses, including Boo Grams, Spirit Grams and Spirit Signs. Confirmed estimates were reasonable but noted that estimates can be changed throughout the year. 2025-26 Approved: Deborah 2nd: Kristen
   3. Money Procedures: On the Forms page of the PTO website is the Check Request Form. Complete form and attached the original receipt, contact Laura for reimbursement. No need to wait for the next PTO meeting. Single event per form, do not mix events in a single form. Check requests for your assigned event, example Fall Fundraiser wouldn’t have Teacher Appreciation expenses. Counting cash, 2 people need to count, which will need to be board members. Please deposit checks once received!!
2. **Calendar Dates- Cortney Jurek**
   1. Calendar Dates Meeting: Most dates have stayed the same. Refer to handout for complete calendar. Dates for PJ Days after every holiday will be added. Will speak to principal about Friday’s being Wildcat day!
3. **Welcome Coffee August 29th at 9am**
   1. Coffee and tacos again from Rudy’s, but pricing from another vendor. Deborah will reach out to him for 30 people/ 50 tacos. Will partner with PTO meeting at noon.
4. **Meet the Teacher**
   1. Table- spirit wear and handouts will be directed to QR code. Sign-up for Homeroom parent, JA, and PTO will be out. Will need someone at the table to hand out preorders and take orders for what remains: 3:30-4:30pm Deborah and Sandy; 5-6pm Cortney, Jordan and Laura. Cortney’s niece will be the Wildcat. Sharkey’s will be at the event.
   2. Spirit Wear: Less than a 2-week turnaround if more shirt/sweatshirts are needed. Will communicate and reopen the store for pre-orders.
5. **Parent Night/Curriculum Night August 26th and 28th**
   1. Table-spirit wear and handouts will be directed to QR code. Will need to confirm if same table while giving presentation. Keeping the presentation short, including what the donations go toward. Will emphasize 4th Grade committee, Trunk or Treat, and Coffee.
6. **Paw Prints**
   1. 4th Grade parents have worked hard on Paw Prints, they look great! 58 ordered, will bring in QR code it will be due by 8/29, will mention at Curriculum Night.
7. **Fall Fundraiser: Trunk or Treat– Deborah Schramm, Helen Vo**
   1. Deborah and Helen will be retired after this session and are looking for someone to shadow. Work started in June with reserved inflatables and games, Pirate Ship and 2 carnival rides are booked. 5-8pm.
8. **Spirit Nights**
   1. First Spirit Night Juanita’s Monday Sept. 8th.
   2. Marcos: 9/24: 4th; 1/5: 3rd; 1/21: 2nd; 2/25: 1st; 4/15: Kinder/Pre-K.
   3. Red Robin for the week of October 20th- Cortney will confirm.
   4. Spring Creek the week of Run Wild- Cortney will confirm.
   5. Teacher Incentives: Looking at cheap incentives to drive teacher incentives/prizes. Recess and lunch coverage is appreciated. Possible jeans pass.
9. **Teacher Appreciation – Jordan Gerran**
   1. Looking at changing the program, under discussion. Reviewing options for breakfast, possibly using Deborah’s contact. Will price brisket, sausage and vegan option. Also, need to get a poll out for teachers for dietary options.
   2. May 4-8
10. **Home Room Parent/Holiday Party - Jennifer Barron, Jenny McKee**
    1. Sign-up for Homeroom Parent has been created and QR code created. Cut-off date Sept. 19th.
    2. ½ sheet for sign-up with fee due by September 26th. Parties: 12/18, 2/12 and 5/20.
11. **Junior Achievement- Kelly Kinler**
    1. No updates as of right now.
12. **Yearbook/Cover Contest – December Jones**
    1. No updates as of right now.
13. **Other Topics**
    1. **4th Grade Step-Up:** Sign-up will be included with PTO parents for 4th graders. Keeping with Paw Print sales as have not touched last years allotment.
    2. **Newsletter:** Include Mark your Calendar for Trunk or Treat.
    3. **Teacher Favorites:** Looking at ways to where they are filling them in each time. Will request they update or confirm no changes.

Meeting Adjourned at 1:39 PM

**Next Meeting:** Friday, August 29th at 9:30