Willow Creek Elementary PTO Board Meeting Minutes

Friday, November 1, 2024

Cortney opened the meeting at 12:03 PM

1. **Opening Remarks – Cortney Jurek**
   1. Cortney welcomed everyone. Thanked the Trunk or Treat Organizers and Volunteers.
2. **Budget – Laura Law**
   1. Laura went over October Financials. Extra petty cash was taken out for Trunk or Treat to ensure we had enough cash on hand, then returned. State Taxes due were paid in October. PTO ordered 9-week rewards. End of year donation was two utility carts.
   2. Lacie Housel motioned to approve, Helen Vo seconded. Financials approved.
   3. Cortney spoke to the 9-week awards of keychains and spirit tags. The budget line item was approved to be raised to $2,500.
3. **September Minutes - Sara Marion**
   1. Sara reviewed the October meeting minutes.
   2. Krysten Chovanec motioned to approve, Tina Vincent seconded. Minutes approved.
4. **Principal Notes - Teresa Sullivan, Principal**
   1. Mrs. Sullivan thanked those that participated in Trunk or Treat.
   2. She advised of November Events: Food drive week of Nov 18th, Gen TX week (promoting Texas colleges and going to college). Kindness day Nov 13th.
5. **Trunk or Treat Wrap Up – Deborah Schramm, Helen Vo**
   1. Deborah thanked all the volunteers and those that participated. 16 trunks participated. Some auction items are unpaid at this time and reminded to have winners paid. Went over what went well and what we could change for next year.
   2. Pumpkin winners – 1st Place – Neely(2nd grade), 2nd Place – Adams (4th grade).
6. **Yearbook/Cover Contest – Amy Breaux**
   1. Cortney advised that winners were picked.
7. **Home Room Parent/Holiday Party - Jennifer Barron, Jenny McKee**
   1. Jennifer advised there are no updates. Email will go out at the end of the month for December party.
8. **Teacher Appreciation - Raquel Janak, Gina Adams**
   1. Raquel advised they are working out what to do for November or wait to use the budget for end of year appreciation. Possibly a sweet treat.
9. **Spirit Night – Brittany Taylor**
   1. Cortney advised corrected Marcos date is Nov 13th. The food drive is the week of the 18– 22nd. December 4th for CFA.
   2. Cortney advised that for concessions we won draw 4. 9 people are required. November 14th -16th are possible dates. Volunteers need to arrive 1.5 hours prior. Food handling certificate and background check required for any volunteer interested.
   3. Cortney and Mrs. Sullivan spoke into a possibility of lock-in for spirit night. Reaching out to other schools who have done it for more information to determine if we could do it as a campus event.
10. **Junior Achievement – Deborah Schramm**
    1. Deborah asked if someone would like to take over. Kelly Kinder volunteered to step up. Talked about 4th grade day for JA in a day. No date set yet for it yet.
11. **Other Business**
    1. Cortney spoke about winter holiday spirit sticks. These would be spirit store items on spirit cart during lunch possibly. Laura advised that we need to allocate budget to the line item. Currently there is nothing in the budget line item. Raquel Janak motioned to move $600 to Spirit Store. Helen Vo seconded. Budget line amount approved.

Meeting Adjourned at 1:00 PM

**Next Meeting:** Friday, December 6, 2024

**November Attendees:** Sara Marion, Tina Vincent, December Jones, Kelly Kinler, Gina Thornton, Jason Schanzer, Lacie Housel, Teresa Sullivan, Cortney Jurek, Raquel Janak, Laura Law, Deborah Schramm, Krysten Chovanec, Helen Vo, Jennifer Barron Marina Scholsberg