Willow Creek Elementary PTO Board Meeting Minutes

Friday, September 6, 2024

Lacie Housel opened the meeting at 9:47 AM

1. **Opening Remarks & Introductions– Cortney Jurek**
   1. Cortney welcomed everyone. Introduced the board.
2. **May Minutes - Sara Marion**
   1. Sara reviewed the May meeting minutes.
   2. Helen Vo motioned to approve; Abby Adams seconded. Minutes approved.
3. **Proposed 2024-2025 Budget/Vote – Laura Law**
   1. Cortney advised that 2024 -2025 budget was approved at Sept 3rd curriculum nights.
   2. Laura went over August Financials
   3. $872 received for classroom parties. $897.23 for spirit nights: Red Robin, CFA, and Sharkey’s.
   4. Shalynn Arzac motioned, Gina Thorton seconded. Budget approved.
   5. Cortney explained that not all end-of-year donations spent. Electricity and Sign were put on hold for this year to raise the rest of the funds to do as one project.
4. **Cash Handling Procedures (Attached) – Laura Law**
   1. Laura went over cash handling procedures for parents present.
5. **Principal Notes - Teresa Sullivan, Principal**
   1. Mrs. Sullivan introduced herself and thanked parents for attending today.
6. **Trunk or Treat – Deborah Schramm, Helen Vo**
   1. Deborah advised about Trunk or Treat event and what to expect. She advised about wristband option for this year to do all extra items and activities all night (pirate swing, inflatables, face painting). In addition, spooky grams will be available and PTO will be doing concessions.
   2. Advised that sponsors and trunks are still needed for the event. The day of the event we will need volunteers for setup, during, and teardown. Mrs. Sullivan also advised companies may match donations.
   3. Event with be October 26th from 5:00PM – 8:00PM.
7. **Home Room Parent - Jennifer Barron, Jenny McKee**
   1. Cortney advised that between cash received and PayPal donations we may be closer to the goal. There was more cash received that will be submitted.
   2. Majority of slots are full, except Ms. Clark – 1st, Ms. Miller – 2nd, Ms. Kearns – 4th. One more push will be sent out.
8. **Teacher Appreciation - Raquel Janak, Gina Adams**
   1. Raquel advised they did pizza and salad for curriculum nights.
   2. They will do breakfast tacos for lunch for this month.
9. **Spirit Night – Brittany Taylor**
   1. Cortney advised that there are a few spirit nights scheduled. They are on PTO website calendar.
   2. Red Robin is scheduled for Oct 3rd. Lacie and Cortney advised that class that raises the most gets a class party with a meal and sundaes.
   3. K2 Academy is being discussed for spirit night. They had an opening 12/14/24. They asked for volunteers to stay with them.
   4. A lock-in was discussed as an alternative to K2 and will be taken offline for discussion.
10. **Junior Achievement – Deborah Schramm**
    1. Deborah advised that she has nothing at the moment. It will still be held in Spring.
11. **Newsletter – Lacie Housel**
    1. Lacie advised newsletter will be full with Trunk or Treat this month.
    2. There was feedback of how helpful it has been. There was a call for a volunteer to shadow her to take over newsletter.
12. **New Business**
    1. Lacie spoke about Run Wild. There was discussion about using foam vs. color. Per the attendees, they would like foam to return this year.
    2. Lacie spoke about 4th grade float for Rock the Block. Sept 19th at 6:30PM at Treeline Clubhouse is the next meeting. Building the float will be Monday, September 30th. Parade is Wednesday Oct 2nd.
    3. Lacie spoke about the extra money not used for 2024 4th grade Step-up Party. They want to use the funds to put a bench in the 4th grade playground. PTO will be moving forward with this request.
    4. Lacie and Mrs. Sullivan advised PLC room needs drinks and snacks. There will be a call for donations to help re-stock them.

Meeting Adjourned at 10:41AM

**Next Meeting:** Friday, October 4, 2024

**September Attendees:** Sara Marion, Laura Law, Marina Schlosberg, December Jones, Tiff Cook, Jason Schazer, Taylor Bass, Sandi Thomas, Deborah Schramm, Raquel Janak, Amy Breaux, Diana Galaviz, Gina Thornton, Jennifer Martinez, Johanna Peralez, Shalynn Arzac, Mehreen Nakhuda, Evelyn Ziebro, Ashley Nester, Kelly Kinler, Tracy Johnson, Paige Truxillo, Vanessa Alvarez, Tina Vincent, Megan Hays, Helen Vo, Val Yontz