WCES PTO Board Meeting Agenda

8/29/25

1. Welcome! Cortney Jurek

Spirit Night Position Open, Discussed Ways for parents new to the school to find out how to volunteer with PTO and at school. Discussed that PTO focuses on fundraising and volunteering, concerns about school safety or policies should be addressed with Principal Porter or her designee.

1. August Minutes Read by Deborah Schramm  
   Approved Evelyn Sabbro and Shaylynn Arzac
2. Proposed 2025-2026 Budget Laura Law  
   Budget for Aug 1-28 reviewed Approved by Tracy, Helen Raised line item for the Spirit Store Expenses to $5000. Approved by Cortney and Deborah
3. Cash Handling Procedures Laura Law  
   Expenditures should be signed by the committee chair when they are submitted for reimbursement. Cash should be counted by 2 board members and deposit sheet signed by both members. Contact Laura for reimbursement checks. Original Paper Receipts are preferred. If receipt was emailed, please forward it to Laura so it can be documented properly.
4. Principal Welcome and Updates Mrs. Porter  
   School should be joyful! Teamwork and Collaboration, Lifelong Learning, [deannaporter@tomballisd.net](mailto:%20deannaporter@tomballisd.net) phone: 281-357-3080 x 3406

Assist Principal Bergman, New Counselor , Admin Assistant Kelli Moore

Watchdog signup will go out in the Sept 5 Newsletter

Watchdogs and Lunch Visitors start Sept 22

After long holidays, the first day back will be a pajama day

1. Trunk or Treat Deborah Schramm & Helen Vo  
   Currently Seeking Sponsorships and items to donate for the Silent Auction. Specifically looking for tickets to sporting events to be donated. Deborah will send out the flyer to all who are interested in trunk hosting, sponsoring, or donating to the silent auction. Formal receipt letters can be sent by the treasurer for tax purposes. Trunks are free. Wristbands will be sold for inflatables and carnival rides. Sponsorships, auction items, and trunks are great ways for businesses to advertise. We will run our own concessions of drinks chips cotton candy. We will have Sharky’s snow cones (donates 20% to PTO), Marco’s pizza (donate 20% back) at the event HEB donated funds for chips & drinks, pto will run cotton candy machine. Red Robin spirit night will be held in conjunction with Fall Fundraiser
2. Spring Fundraiser Sandy & Kristen  
    Looking for 3rd person to help. Run Wild will be in the Spring on Friday March 6. It is a Foam Fun Run held in conjunction with field day. Fundraising is primarily donations to ‘sponsor’ the child’s run. We also sell signs and small spirit items. Chilren get tickets based on their fundraising and use them toward Raffle prizes. Ways to Volunteer: Before: kick off event, prize distribution, SPONSORS Day Of: Nurse needed, set up/takedown, lap markers, popsicle helpers, water tent, After: Prize Distribution
3. Home Room Parent Jennifer Baron & Jenny McKee  
   2 Parents per classroom. Names will be drawn in September. Basically you’re the Middle-man for parties: Signup genius for Holiday and EOY party, collect supplies for Valentines Day. You come a little early for parties to set up

Sign Up Genius will be sent out to help with lunches

1. Jr Achievement Deborah shared info for Kelly  
   Teaches financial literacy, entrepreneurship, and work readiness. All supplies are provided. Will be held in the spring. K-3 partner with teacher to teach 5 lessons over a few weeks. 4th grade is JA in a day—teach all 5 lessons in one day.
2. Teacher Appreciation Jordan Gerren & Danny Lewis  
   Monthly meals/treats for staff. Dinner for the teachers was provided by PTO during August Open House events. Teacher appreciation week in May is the big week-long event where most of the funds are utilized.
3. Spirit Nights Cortney Jurek

Jaunita’s Monday September 8th

Marcos Tuesday September 30th

Red Robinin October—class that raises the most amount of money gets a free lunch at school. Person NEEDED to help with this position

1. 4th Grade Committee Cortney Jurek  
   4th Grade Rock the Block Trailer needed
2. Yearbook December Jones  
   Available for preorder now! Can send photos by emailing December or can post photos on the Willow Creek PTO Facebook Page If post to the Facebook page, be aware that it is a public not a private group
3. Social Media December Jones & Val Yonts  
   provides monthly newsletter and posts to facebook page
4. New Business

Meeting Adjourned (Approx 10:40)