

# WILLOW CREEK ELEMENTARY PTO BOARD MEETING MINUTES

## FRIDAY, DECEMBER 1, 2023

Lacie Housel opened the meeting at 12:03PM

### I. Opening Remarks - Lacie Housel

- a. Lacie welcomed everyone.

### II. November Minutes - Sara Marion

- a. Sara reviewed the November meeting minutes.
- b. Cortney Jurek motioned to approve, Gina seconded. Minutes approved.

### III. Budget - Kelsey Light

- a. Kelsey went over November budget's income and expenses. Advised the annual filing showed on November expenses as it must be done by certified person. Teachers appreciation redistributed – covered paypal, fruit trays, casserole items, etc.
- b. Laura Law motioned to approve. Helen Vo seconded, budget approved.

### IV. Principal Notes - Teresa Sullivan, Principal

- a. Mrs. Sullivan advised of busy December:
  - i. 2<sup>nd</sup> grade program on 12/8/23
  - ii. Science fair on 11<sup>th</sup> & 12<sup>th</sup>. Displayed in library
  - iii. Toy drive 11-15<sup>th</sup>
  - iv. Choir performance on 15<sup>th</sup>
  - v. Parties on the 19<sup>th</sup>
  - vi. PJ and Movies + Early Release on 20<sup>th</sup>
- b. Mrs. Sullivan spoke about culture experience (Chinese New Year: Feb 10, 2024) and wanting to do something school-wide to highlight the importance of the event in that culture. Discussed potential ideas and how to educate about the traditions.
- c. Spoke about Toro possibly coming out for 3<sup>rd</sup> & 4<sup>th</sup> grade STAR motivation
- d. 4<sup>th</sup> grade program confirmed to be on May 2<sup>nd</sup>.

### V. Home Room Parent/Holiday Parties - Jennifer Barron, Jenny McKee

- a. Jennifer advised that email went out to HRP for holiday party on 12/19. They went to Kroger for quotes on cupcakes (~60dz). May need help to pass out for party.
- b. Discussed parties for newer parents and answered questions.

### VI. Spirit Night - Lindsey Scott

- a. Lacie advised Marcos is coming up for 1<sup>st</sup> grade boxes on 12/7, Willie's on 12/20 all-day, and CFA on 12/11 from 3-8PM on Jones.

### VII. Teacher Appreciation - Raquel Janak, Gina Adams

- a. Gina talked about Half Baked event, and it went well. Discussing lunch or treat for December and confirming a date. Souper Bowl would be in February.

### VIII. Run Wild – Jenny Aday/Becky Wilson

- a. Lacie advised that Jenny and Becky are discussing over break. More details will be coming out next month.

**IX. New Business**

- a. Toy Drive: will need volunteers and keep in mind that toys need to cover large age range. Volunteers will need to take pictures while volunteering to send to Amy B.
- b. Paypal issue: Lacie discussed issue with paypal refunding due to account issues. We should see some money come in from Trunk or Treat fundraiser. Will look into alternate options such as Venmo, Zelle, etc.

Meeting Adjourned at 12:38PM

**Next Meeting:** Friday, January 12, 2024

**December Attendees:** Sara Marion, Lacie Housel, Kelsey Light, Cortney Jurek, Jennifer Barron, Gina Thornton, Raquel Janak, Teresa Sullivan, Deborah Schramm, Helen Vo, Brittany Taylor, Amye Moore, Katie Davis, Krysten Chovanec, Laura Law