

WILLOW CREEK ELEMENTARY PTO BOARD MEETING MINUTES

THURSDAY, OCTOBER 5, 2023

Lacie Housel opened the meeting at 12:00PM

I. Opening Remarks - Lacie Housel

- a. Recognized the month of September activities. Addressed lack of sign-up genius for meeting.

II. September Minutes - Sara Marion

- a. Sara reviewed the minutes. Brittany Taylor motioned to approve: Brittney Taylor, Tina Vincent seconded. Minutes were approved.

III. Budget - Kelsey Light

- a. Kelsey reviewed the September budget and income.
- b. Some of the bigger income numbers were: Spirit store yard signs brought in \$250 and the Chuck E Cheese Spirit Night in the amount of \$144
- c. She reviewed PTO Expenses in the amount of \$162 which included the Welcome Coffee, Rudy's, Panera, teacher favorite flyers, and October Newsletter.
- d. Alissa Johnstone Benevolence Fund sent flowers for staff member's family that passed.
- e. Laura Law motioned to approve September Financials and Jenny Aday seconded motion. September financials were approved.

IV. Principal Notes Teresa Sullivan, Principal

- a. After October school board meeting, we will see blasts about rezoning committee to rezone high schools. Will need to have one candidate from WCES
- b. Officer Matt went to Northpointe. Deputy Robbins is the new resource officer.
- c. Mrs. Sullivan advised of the following activity dates for October:
 - i. Picture Day Oct 19th
 - ii. Patriotic Show: Oct 13th
 - iii. Digital Citizenship Week: Oct 16th – 20th
 - iv. Book fair – Oct 16th – 21st
 - v. Red Ribbon Week – Color Themed
 - vi. Storybook Character Parade: Oct 27th about 9:05
 - vii. PreK and K – ABC, 1st-2nd: Storybook Character, 3rd- 4th: Vocabulary
- d. She advised there are not 4 paraprofessional openings
- e. She spoke to the following projects:
 - i. Fobs for doors: \$3000-5000 per door.
 - ii. Marquee: Electricity: \$12K + sign: \$60K. official quotes are being worked up.
- f. There was discussion surrounding the PTO Newsletter to be put in Wildcat Tales as a link which would lead to the newsletter placed on the PTO Website

V. Fall Fundraiser Cortney Jurek

- a. Courtney reviewed the progress of trunk or treat and of the following important dates:
 - i. Silent auction assembly: 10/16
 - ii. Spookygram assembly: 10/26
- b. She is requesting the following for the event: Volunteers for day of Trunk or Treat. Sign-up genius was sent out. She does have Key Club volunteers to assist in some areas. Lacie advised that National Art Society would like to donate face painter volunteers and will ask for 4-6 volunteers.

- c. There was a discussion to have the photobooth area outside with backup on indoor location if it's windy.
 - d. Courtney to double check on custodial services. She needs dates for programs and reserved seating. She also advised that there is a need to get décor for library and test parking lot lights.
- VI. Home Room Parent - Jennifer Barron, Jenny McKee**
- a. Names have been selected. Mrs. Sullivan advised they were approved. HRP will be notified soon via email.
- VII. Teacher Appreciation - Raquel Janak, Gina Adams**
- a. Will do something last week of October with a Halloween themed treat
- VIII. Spirit Night - Lindsey Scott**
- a. Lindsey advised she has almost the whole school year booked
 - b. She went over past events and what they brought in: Meet the Teacher: \$116, Chuck E Cheese: \$144. Mod Pizza \$103, Captain Brad's: \$372
 - c. Next two: Oct 5th – Cypress Trail Hideout and Oct 9th: Freddy's
- IX. Yearbook/Cover Contest - Amy Breaux**
- a. In Amy's absence, Lacie Housel advised contest is currently ongoing. Additional notices will be posted the week of Oct 9th. Mrs. Flemming to mention in art classes. Due Oct 20th.
 - b. Different PTO sponsors to judge submissions to ensure fairness.
- X. Paw Prints - Jenny Aday**
- a. Jenny advised the Paw Prints are completed. Thanked all the volunteers that helped.
 - b. Amy to come during lunch for group picture.
- XI. Junior Achievement - Deborah Schramm**
- a. Mrs. Sullivan advised that it would be after Christmas.
 - b. Only 4th grade will be a day. All others will be once a week.
 - c. Deborah to order supplies while pending date confirmation.
- XII. Misc.**
- a. Mrs. Sullivan advised they will have 70s Day on Oct 12th to celebrate a staff member turning 70. Will be a surprise to the teacher.

Meeting Adjourned at 12:56pm

Next Meeting: Friday, Nov. 3

Attendees: Lacie Housel, Cortney Jurek, Kelsey Light, Jason Schazer, Teresa Sullivan, Raquel Janak, Deborah Schramm, Helen Vo, Brittany Taylor, Melissa Gary, Brooklyn Riojas, Lindsey Scott, Marina Schlosberg, Diana Galaviz, Tina Vincent, Sara Marion, Jenny Aday, Laura Law, Jennifer Barron, Krysten Chovanec, and Hajer Elenani.