



1155 Westwood Street · De Pere, WI 54115 · 920/337-1087

Agenda

Meeting Minutes

October 1, 2024 6 p.m.

- I. Call to Order by President Melissa Bushmaker
- II. Attendance: **Melissa Bushmaker, Sarah Pappas, Amanda Kriescher, Kristin Krahm, Jay O’Konski, Amanda Marshel, Skylar Anderson, Katie Bloks, Becky Fourness, Kristy Frisque, Rose Pflederer**
- III. Mission Statement Review: *To support the education of children at Westwood Elementary and foster relationships among the school, parents, and teachers. We do this by providing important resources and opportunities that enhance the lives of the students, teachers, staff and parents.*
- IV. Reports
 - a. President’s Report
 - i. Bylaws review/updates.
 1. **Melissa proposed putting in a restriction to limit officers from serving for 3 years for one position. Can change positions after if they choose to. Any position to be a 3 year max and also put in an option to have a vice president. Jackie motioned to make it a 3 year max for the same officer position. Becky 2nd. All approved.**
 2. **Melissa asked for someone to review the by-laws, which has to be done. Skylar agreed to do so.**
 - ii. Updates from last meeting.
 1. **Last meeting Krystal Van Laanen came to get approval for busing for 3rd grade field trip, which was approved, but Lamers made a mistake and didn’t give a quote to cover a bus for wheelchair access, so the quote is more by \$203.40. Melissa made a motion to approve the extra amount of \$203.40. Katie 2nd. Approved.**
 2. **Melissa spoke with Jen Wathke about a few things she would like money from PTO for. Discussion about possibly having a set amount set aside (like \$15,000) for library needs. A motion was made to approve the \$4000 for the fish tank maintenance by Katie, Jackie 2nd and was approved. Discussion about budgeting other money or paying for Epic be tabled until Jen gets a quote from Epic.**
 - b. Treasurer’s Report
 - i. **Budget. Sarah went over the budget. She is doing the spreadsheet differently and went through it in detail. Showing what went in and out by month through October. Amanda made a motion to approve the budget, Katie 2nd. Approved.**
 - c. Principal’s Report.
 - i. **Color Run was tonight - was a success.**
 - ii. **March 17th is the date for the Math Carnival this year as Pi day is on a Saturday.**
 - iii. **PT conferences coming up, October 17th - Katie doing charcuterie board and snacks.**
 - iv. **Motion made to approve \$300 for charcuterie board by Sarah, Amanda 2nd. Approved.**
 - v. **Becky will create a Signup Genius for PT conferences for parents to bring in desserts, snacks, soda to be dropped off by the 16th.**

- vi. **Kristin made a suggestion to put in a hammock garden - for teachers to take kids outside to read.**
- d. **Funds Request**
 - i. **Student assistance fund. Melissa made a motion to approve money for the student assistance fund (\$1,200). Jackie 2nd. Approved.**
 - ii. **General spending fund. Kristin asked about having money put in a PTO designated account that the school could use with PTO funds so that the district can't access it, at \$1,000 tops. Motion to do so made by Katie, Kristy 2nd. Approved.**
- e. **Committee Chair Updates**
 - i. **Teacher Appreciation**
 - 1. **October**
 - a. **Charbooterie. Katie is doing PT conferences.**
 - b. **Conference snacks. (see notes above under President's report)**
 - 2. **November**
 - a. **Muffins/donuts. Melissa talked briefly about this idea, and will approve it at the next meeting.**
 - ii. **Takeout Tuesday Chair (Amanda)**
 - 1. **Scott's subs. Amanda will reach out to Scott about doing on Nov. 8th for the ½ day.**
 - iii. **Apparel Sale update (Katie). No update given.**
 - iv. **Book Fair (Jackie)**
 - 1. **volunteers needed - sign up sheet passed around for volunteers.**
- V. **Prior Business**
 - a. **Kringle sale (Katie)**
 - i. **Kickoff 11-1-25**
 - ii. **Crayon run. (was night of PTO meeting, was a success)**
- VI. **Adjournment – Next meeting: November 5, 6:00 p.m.**