



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

Agenda

December 3, 2024 6 p.m.

- I. Call to Order by President Melissa Bushmaker. Mission read. Introductions done.
- II. Attendance: **Melissa Bushmaker, Sarah Papas, Amanda Kriescher, Alicia Meagher, Skylar Anderson, Alea Bildings, Rose Pflederer, Kristy Frisque, Katie Bloks, Patti O’Konski, Trisha Rysewyk, Jay O’Konski.**
- III. Reports
 - a. President’s Report
 - i. Bylaws updates. Skylar looked at the bylaws. Melissa made some changes that need to be officially approved. These were:
 - 1. Option of a co-president in addition to the addition of Vice President. Added officers may be elected to more than one term, but not more than 3 terms for any given position.
 - 2. Also, bylaws state officer nominations are supposed to be posted in Tuesday Notes with nominations done at the October meeting.
 - 3. Bylaws state regular expenses under \$50 can be paid by the board without being reported or voted. Changed to \$100.
 - 4. Kristi made a motion to approve the above changes to the bylaws. Patti seconded. All approved.
 - ii. Melissa made a request that the Days of the Week (1-5) be posted or available on take home sheets. Jay made a note about it.
 - iii. We will be doing a Snack Cart in December for the kids.
 - iv. Also going forward, note to reserve the gym on the 1st Tuesday of the month for PTO for next year. There was a conflict with volleyball at tonight's meeting.
 - b. Treasurer’s Report. Sarah went over funds in and out since the last meeting. We had a Kringle profit of \$2,599.50 from a fundraiser, \$500 from Scott’s Takeout, \$201.02 from Hope Clothing, \$50 from Microsoft for a \$2,817.29 gain. Katie made a motion to approve the budget, Alicia seconded. All approved.
 - c. Principal’s Report.
 - i. Kindergarten Concert is 12/18 at 2:00 p.m.
 - ii. Kristin and Jay will be on the roof before Christmas Break.
 - iii. Karen’s last day will be next Monday, retiring.
 - iv. Doing 12 days of Christmas for Staff. Looking to give out gift cards. Melissa asked if need help from the PTO. Yes, Amanda will purchase gift cards and discuss with Jay on what they need. Kristi made a motion to approve \$200 from PTO for the gift cards, Katie seconded. All approved. to give out for different activities.
 - v. PTO will also do a Coffee day for teachers in December - Luna’s is a fan favorite. Will do on Friday the 13th - Sarah will grab the coffee. Amanda made a motion to approve coffee for up to \$150 with creamers. Alicia seconded. All approved.
 - vi. State Report Cards - Westwood got Exceeds Expectations
 - d. Funds Request

- i. JA Biztown. Ms. Rysewyk requested funds for \$843.15 for busing for the 4th graders to JA Biztown. Field trip already happened, but didn't get the quote for the 2nd group to go until a few days prior. Katie made a motion to approve the funds for busing, Katie seconded. All approved.
 - ii. Motion to approve by Katie, Kristi 2nd. All approved.
 - e. Committee Chair Updates
 - i. Teacher Appreciation
 - 1. November - Donuts/muffins were missed last month. Will double up in December.
 - 2. December. Coffee day and helping out with gift cards along with spoons from Adrienne Burns.
 - ii. Kringle sale (Katie)
 - 1. Update. Sold a total of \$12,717.00 and after paying back expenses, Westwood had profit of \$2,599.50.

IV. Prior Business

- a. Elections.
 - i. Kristi nominated Katie for President. (1st year as President for Katie)
 - ii. Melissa nominated Sara for Treasurer. (2nd year as Treasurer for Sara)
 - iii. Skylar Nominated herself for Vice-President. (1st year as Vice President for Skylar)
 - iv. Amanda Nominated herself to stay as secretary. (2nd year as Secretary for Amanda)
 - v. All nominations approved as is.

V. New Business

- a. Scholarship Fund (Jackie). Jackie.
 - i. Discussed more about the idea of a scholarship fund for using the excess money in a PTO account. These would benefit kids (Westwood kids only) to use towards AP/college credits at high school. Melissa suggested we look at doing an endowment fund and putting \$20,000 towards it. We would need to form a committee, have a panel, and have an application process. We would give up to \$2,000/year and assuming no money goes in and that only comes out, it will last for 10 years. Applications would be done in Spring to pay for classes in fall.
 - ii. Melissa is looking into what all needs to be done. Jackie is also reaching out to someone to gather more information. Jackie and Melissa will present at the next meeting.
 - iii. PTO in agreement we want to do a Westwood scholarship. Details to be ironed out.
- b. Golf Outing - Need to send out a save the date. Melissa will reach out to Jackie to do so.

VI. Adjournment – Next meeting: January 7, 6:00 p.m.