

Parkway West High School WPO Minutes – November 17, 2023, 7:00 p.m.

Attendees: Carrie Bowers, Mary Ellen Franciscus, Melissa Pence, Michael Bertz, Gretchen Bertz, Kelly Zigaitis, Kate Deckelbaum, Lisa Tarter, Jamie Gumpel, Abhinavsundar V

Meeting called to order 7:02 p.m.

President's Report

- I. Approval of October 10, 2023 meeting minutes – Kelly motioned to approve; seconded by Michael
- II. Capital Project
  - a. WPO makes money off sports passes and concessions so it would be ideal to use some of the money to support something sports related
  - b. Banners that were previously on the light posts were ruined in a storm so new ones would need to be ordered
  - c. Mention the capital project as the goal in the Keep West Best campaign

Treasurer's Report

- I. General
  - a. October was busy; doing well with fundraising
  - b. Taste of West total shifted slightly with square fees
- II. Budget
  - a. Income
    - i. \$1,751 for Keep West Best; postcards will help
    - ii. Sports Passes - \$17,765; expect to be over \$18,000
    - iii. Spirit Wear - \$18,500 in sales (mostly of already existing inventory); purchased approximately \$10,000 in inventory
  - b. Expenses
    - i. Staff Appreciation – approximately 1/3 of budget spent for conference dinner; may want to possibly use some funds to provide a small gift (\$5 gift card or similar) to staff who did not sign up for Adopt-A-Staff so all receive something
    - ii. Secretary of State registration renewal fees
  - c. Accounts have been reconciled through November 1, 2023
  - d. Class Totals
    - i. Seniors - \$18,300
    - ii. Juniors - \$8195
    - iii. Sophomores - \$1,598
    - iv. Freshman - \$2,053

Committee Updates

- I. Spirit Wear – online store is live through 11/29/2023; orders will be ready for holiday pick-up
- II. Staff Appreciation – 1/3 of budget spent; rest of expenses for staff appreciation are towards the end of the year
- III. Adopt-A-Staff
  - a. Today (11/14/2023) was the first gift delivery; delivered by students

- b. 113 signed up
  - c. Kate will do a post to let people know how it went
  - d. Debating whether to allow staff member who did not sign up to sign up, but will likely not since it creates some issues in coordinating additional sign-ups for sponsors
- IV. Beautification – 20 people attended; planted bulbs and did some clean-up
- V. Keep West Best – Flyers have been made and will be sent out
- VI. Class Updates
  - a. Seniors
    - i. Grad party – Fundraising is basically over; need 390 kids to sign-up to it the minimum of \$21,000; will meet in January to decide what to do with any overage of funds, but may just do gift cards
    - ii. Letter Project – Will likely have Dr. Pupillo send out an email before the holidays
  - b. Juniors – none
  - c. Sophomores – none
  - d. Freshman – none
- VII. Upcoming Events
  - a. Class III State Football Game – Need volunteers for the concession stand
  - b. Trivia Night – February 10, 2024; soliciting auction items
  - c. Next Principal's Coffee is scheduled for February 13, 2024

Next Meeting – January 9 at 7:00 pm

Meeting adjourned at 7:56 pm; Michael moved to adjourn, seconded by Kelly