

Parkway West High School WPO Minutes – March 12, 2024, 7:00 PM

Attendees: Lisa Tarter, Mary Ellen Franciscus, Jamie Gumpel, Mary Bain, Tracy Gonsior, Jeanna Gossett, Melissa Pence, Gretchen Bertz, Michael Bertz, Kim Hoenecke, Tamara Welliver, Abhinav Sundar V, Kelly Zigaitis

President's Report

- I. Approval of March 12, 2024 meeting minutes – Kelly motioned to approve; seconded by Michael
- II. Executive Board & Committee Chair Nominations
  - a. President – Lisa Tarter
  - b. VP – Melissa Lenz
  - c. Treasurer – Open
  - d. Recording Secretary – Carrie Bowers
  - e. Corresponding Secretary – Tamara Welliver
  - f. Grade Level 2025 – Kim Hoenecke; Jennifer Siler
  - g. Grade Level 2026 – Tamara Welliver, Nancy Anstrom, Cindy Mosher
  - h. Grade Level 2027 – Abhinav Sundar
  - i. Grade Level 2028 – Heather Stein; Lisa Adams
  - j. Concessions Treasurer – Lori Haun
  - k. Concessions Manager – Heather Davis
  - l. Government Relations – Jennifer McGillivary
  - m. Spiritwear – Aurella Clinkscale
  - n. Sports Passes – Jen Jennings; Lori Haun (maybe)
  - o. Welcome to West – Dana Lorenz
  - p. Taste of West – Liza Lampe; Geanna Gossett
  - q. Trivia Night – Jamie Gumpel
  - r. Red and Blue Night – Kim Hoenecke
  - s. Scholarship – Kara Larsen
  - t. Wish List – Stephanie Lancia
  - u. Adopt-A-Staff/Staff Appreciation – Kate Decklebaum; Dana Lorenz
  - v. Day of Service – Not sure; technically organized by school
  - w. Prom – Nancy Anstrom
  - x. Beautification – Tracy Gonsior
  - y. Keep West Best - open
- III. Capital Project Update
  - a. Lisa did get some signage proofs (“W” logo or longhorn on building; large “W” near stadium; or possibly large letters spelling “West” by the gates), but the quotes have not yet been provided
  - b. Lisa and Gretchen will meet with Dr. McCabe to present ideas

Treasurer's Report

- I. Income
  - a. KWB - \$6213, which is about the same as last year
  - b. Sports Passes - \$18,341
  - c. Trivia Night – Net \$5,795
- II. Expense Categories - ramping up for end-of-year

- a. Staff Appreciation - expect to spend the remaining \$5,000 budgeted for staff appreciation
  - b. Scholarships – total of \$2,000 have been awarded, will be presented at Honors Ceremony
  - c. Wish Lists - \$5,000 - \$10,000 will be funded
  - d. Insurance – paid \$466 in March for insurance
- III. General
- a. Approximately \$158,000 in main checking account (\$45,000 in reserve; \$10,000 set aside for grad party)
  - b. Class totals
    - i. 2024 - \$18,683
    - ii. 2025 - \$10,442
    - iii. 2026 - \$2,741
    - iv. 2027 – 2,174
  - c. Concessions
    - i. A new pretzel machine is needed for the indoor concessions stand
    - ii. Two ceiling fans are requested for the outdoor stand as well as replacing the counters
- IV. Budget Proposal 2024-2025
- a. Income
    - i. Generally, budget conservatively so we can make adjustments during the year
    - ii. Lowered concessions income a bit for 2024-2025
    - iii. KWB income lowered from \$10,000 to \$7,500
    - iv. Trivia Night income adjusted up to \$6,500
    - v. Taste of West – this past year, budgeted income of \$5,000; increased to \$7,500
    - vi. Sports Passes and Spiritwear are staying the same
  - b. Expenses
    - i. Didn't really change for 2024-2025
    - ii. District Committee WPO donation is not spent every year, but kept in the budget
    - iii. Only significant movement was Taste of West from \$1,000 to \$2,500
    - iv. Spiritwear averages about \$4,500 per year

#### Committee Updates

- I. Adopt-A-Staff – third and final delivery completed
- II. Keep West Best – Thanks Mary Ellen for help this year
- III. Class Updates
  - a. Seniors –230 signed up so far for the grad party, which is at no cost to students; Visa gift cards will be raffled
  - b. Juniors – met with Kelly to start preparing for next year; plan to have a committee meeting before end of year
  - c. Sophomores – Had Culver's restaurant night
  - d. Freshman – none
- IV. Prom – Table sign-ups are this week; need volunteers

- V. Wish List
  - a. Applications have been submitted
  - b. Stephanie will review applications with Dr. McCabe so he can provide input on requests
- VI. Scholarships – Scholarships will be announced at the Honors Ceremony
- VII. School Beautification – Tracy, Lisa, and Gretchen met with grounds person; main priorities are areas visible to everyone
- VIII. Teacher Appreciation
  - a. Admin lunch on April 24, 2024
  - b. Coming up – staff breakfast during teacher appreciation week and end of year lunch

Adjourn – Michael moved to adjourn; Kim seconded

Next Meeting – May 14, 2024 at 7:00 pm