



FOREST RIDGE PTA BOARD MEETING Minutes

February 6, 2025 @ 7pm @ Durbins & Zoom Call

*Tracy Zerinsakas, Sara Durkee, Mike Bowman, Katie Bowman, Michelle Kermer, Kristen Spreadbury,
Bryant Green, Heather Koutnor, Yvonne Mackowiak, Kasey Keyser*

1. Call to Order -Welcome Pledge
2. Executive Committee
 - A. President's Business
 - i. Approval of January 9, 2025 PTA board minutes. Motion: Sara Durkee Second: Mike Bowman
 - ii. Open elected positions
 - i. 1-Executive Secretary
 - ii. 2-Hille V.P.'s
 - iii. 1-Ridge V.P.
 - iv. 1-Co-Fundraising Chairperson
 - iii. Communications/Social Media for PTA Board Members
 - i. Personal Accounts & any issues with them
 - a. GroupMe (PTA Board, Committees, Families)
 - b. Facebook
 - c. Twitter
 - d. Instagram
 - e. Website
 - f. Newsletter
 - iv. Expectations
 - i. Code of Conduct
 - ii. PTA Board Signature & Initial Log
 - v. Teacher Grants
 - i. Ms. Freudinger- Hille Student Council Update
 - ii. Mrs. Bosenberg- Hille PBIS Team Update
 - iii. Mrs. Latka- Music teacher @ Ridge, Kerkstra, & Foster- Instrument Update
 - iv. Mrs. Thibedeau & 5th grade team- help with paying for busses for 2 field trips Update
 - v. Ms. Dirschl & Kerkstra 1st Grade Field Trip Bus
 - vi. Ms. Voss & Hille PE Teacher Grant/Field Day
 - vi. Holiday Workshop 2025: Do you want to stick with the same company? Send contracts to your principals to sign.
 - i. Foster
 - ii. Kerkstra
 - vii. Valentine's Day

- i. Ridge: All set & ready to go. There were a few parents that we need to keep an eye on.
- ii. Kerkstra: Everything good & ready.
- iii. Foster: Booth needed to get a few more volunteers. Mike emailed Snyder & Michelle got more helpers.

B. Treasurer

- i. Treasurer's Report
- ii. Square-Log Ins: Make sure everyone is logged in by Family Fun Night
- iii. Cheddar Up, Square, PayPal Charity, MemberHub-Updates
- iv. Taxes: Taxes are done, waiting for the paperwork to get to us.
- v. Audit Committee

C. School Vice President Reports

- i. Ridge : We've hit 100 Days of school!! There will be a celebration on February 7th. This month has a half day on 2/14/25. No PM preschool that day. No school for all grades on 2/17/25 for Presidents Day. Valentine's Day Party planning is underway & we are super excited! PM Pre-k will have their party on February 13th & AM Pre-k & Kindergarten will have their parties on the 14th which is a half day. If students have dismissal changes for a day or longer please reach out to the office, this is the preferred & safest method of communicating. Remember to charge your ipads & come prepared for outdoor recess.
- ii. Kerkstra : Thank you to the 3rd-grade families for your generous contributions to our staff luncheon on January 28. Our entire team truly appreciates the thoughtful gesture and the chance to enjoy a prepared meal! **Parking Lot Reminders** - A friendly reminder that state law prohibits the use of cell phones in the drop-off and pick-up lines. Additionally, please pull forward completely when parking in the lot while waiting for dismissal. Thank you for your cooperation! On Friday, February 7th, we'll be hosting grade-level celebrations for all students, highlighting those who met or exceeded their MAP test growth goals. Plus, there's a special surprise at the end of the assembly—let's just say it will be stringy and silly! BlueStreak Math - Kerkstra students continue to be in the top 5 schools nationwide for number of math facts mastered! January Top 3 students 1st place: Gianna C (409 problems mastered) - Highest number of problems masters in all all of the school that participate in the program. 2nd place: Skylar M (346 problems mastered) 3rd place: Audrey O (298 problems mastered) Our spirit wear sale is underway and ends on February 16th. It's the perfect time to get new Kerkstra swag! On Wednesday, February 5th, we celebrated the 100th day of school with fun, learning-based activities all centered around the number 100! PTA sock hop on 2/13, Thank you, Foster School, for hosting!! 2/14 - Valentine's Day Parties, a reminder no food can be used or given out at the parties per the D142 wellness policy. 2/14 - Half day of school - 11:50 am dismissal 2/17 - No school - Presidents day. The 5 Essential Climate and Culture surveys will be sent out in mid-February for 4th & 5th-grade students and D142 families. No date has been officially set for this. 2/28 - Kerkstra Read Across America Day - Family members of Kerkstra staff, local OF officials, high school staff, and more join in for a morning of guest readers to share their love of reading.

- iii. Foster : Intramural activities will be over, Drama club continues, Newspaper club starts up again and will work on their next edition of the newspaper, 2/14 half day, class parties, 2/17 No school, 2/21 Spring Pictures, 3/3 No school
- iv. Hille: went over what was sent in the Husky Newsletter from Ms. Valente

D. Committee Reports

- i. Communications Committee: Communications are going well. I created flyers for FFN and Sock Hop. The website is being continuously updated. If you need any flyers made let me know!
 - i. Chairperson: Breanna Hoffman
 - a. Facebook, Twitter, Instagram, Website
- ii. Membership Committee : No Updates
 - i. Chairperson: Katie Bowman
- iii. Dine Outs Committee
 - i. Chairperson: Bryant Green
 - a. Nonna's Dine Out Recap
 - b. Kenootz Feb. 20th 11am-8pm : We are all set for the Take & Make Pick up & dine out to be on the same day.
 - c. Pepe's Tentative-March 20th
 - d. Nicky V's Tentative-April 24th
 - e. Bubbakoos Tentative-May 13th
 - f. Crumbl Cookies Tentative-June 4th
- iv. Smencil & Fidget Committee: We are ordering a restock of quite a few things & adding the smelly ballz.
 - i. Chairpersons: Katie Bowman
- v. Skating Committee
 - i. Committee Chairperson:
 - a. April date?
- vi. Art Committee: Reminder emails have been sent to the Art teachers to ask them to remind the students to turn in their art work for the Art Contest. I have started the slide show for the artwork and I will start shooting the artwork this weekend
 - i. Committee Chairperson: Kristy Moran
 - ii. Members: Sara Durkee, Mike Bowman, Katie Bowman
- vii. Domino's Slice The Price Recap : Finalizing now & will be mailed out.
 - i. Chairperson: Jamie Jensson
 - ii. Members:
- viii. Paint Night Recap: Paint Night - The night went really great. All the kits were packed as to go's so that way the kits were ready to pick up if someone changed their minds or couldn't make it. I think it made cleaning up easier. I also think having a mini smencils and concessions worked out great as well.
 - i. Chairperson: Kristy Moran
 - ii. Members: Kristen Siergiej
 - a. Concessions:
 - b. Smencils: Katie Bowman
- ix. Sock Hop
 - i. Chairperson:

- ii. Members: Katie Bowman, Mike Bowman, Michelle Kermer
 - a. Concessions:
 - a. Pizza: 12 cheese, 5 Pepperoni, 4 Sausage.
 - i. \$3 per slice, \$18? for a whole pizza (price will decrease at the end of the night)
 - b. Beverages: Pops, Gatorade, Hugs, Juice boxes & Water. Replenish what is needed.
 - c. Candy: See how much chocolate we have.
 - d. Chips: Replenish what we need
 - b. DJ: Booked with Matt for \$200
 - c. Smencils: Katie Bowman
- x. Kenootz Take & Make Pizza Kits : Flyers have gone out. Pick up date is February 20th from 4-7pm
 - i. Chairperson: Gloria Salem
 - ii. Members: Bryant Green
- xi. Soap Fundraiser : Flyer is being created to go home. Send home the explanation with the order form attached, front & back.
 - i. Chairperson: Michelle Kermer
 - ii. Members:
- xii. Family Fun Night
 - i. Flyers that we need:
 - a. Event Flyer : Created
 - b. Raffle/Silent Auction : Created
 - c. Cost of tickets for raffle/silent auction
 - d. Cake & Cereal Walk : Updating now
 - e. Concessions
 - f. Smencils/Fidgets
 - g. Dippin Dots
 - ii. Front Door (including Goodie Bags): Jamie Jensson & Michelle Young: Jamie is on vacation until this weekend. We are going to finalize our choices for the bags once she's home. But we do have a good idea of what we're going to be ordering. This includes wristbands, the bags, and what's inside.
 - a. Cash Boxes & Square logged in (pta member only) for Pay at Door
 - b. Table clothes
 - c. Goodie Bags (separate prepaid & pay at door) Prepaid is guaranteed & pay at the door is first come first serve.
 - d. PTA Sponsored Sign
 - e. Pens
 - f. Highlighters
 - g. Checklists
 - h. 3 tables with chairs
 - iii. Bounce Houses: Yvonne Mackowaik
 - a. Check Request for bounce houses
 - b. Find out how many plugs are needed per bounce house (only one plug per circuit, Jay has a map of the circuits)

- c. Any additional games/Activities that will be in the gym
- iv. Games: Mike Bowman & Bryant Green : Prizes, look at Party City & order through the business amazon account.
 - a. Staging: Print out the layout of each room & directions for every game
 - b. Any new additional games : Add the floor is lava.
 - c. An Ipad to play music in the glow room (talk to Jeff)
- v. Raffle & Silent Auction: Heather Kotnour, Michelle Kermer : 22 donations so far. Lots of gift cards and tickets. Need to order baskets on amazon so we have them sooner rather than later.
 - a. Cash Box / Square logged in (PTA member only)
 - b. Amount of tables?
 - c. Layout of the tables
 - d. Table clothes (Black, in the toilet)
 - e. Risers/Amazon boxes for the layout of the tables
 - f. Sign stating when raffle & silent auction closes
 - g. Raffle ticket boxes
 - h. Cut outs to put on coordinating box & basket
 - i. Print out of what is in each basket
 - j. Raffle Tickets
 - k. Pens
 - l. Print outs for Silent Auction items
 - m. Clipboards for silent auction
 - n. Picture frames
 - o. Baskets
 - p. Cellophane
 - q. Tissue Paper
- vi. Fish: Yvonne Mackowiak
 - a. Room A5
 - b. Need the fish : 150 fish total
 - c. Aerator
 - d. Tote
 - e. Supplies (Net & Baggies)
 - f. Fish bowls
 - g. Ping Pong balls
 - h. Fish Tri-fold
 - i. Enter & Exit Signs
 - j. Balloon at the entrance
- vii. Ice Cream (Dippin Dots): Jamie Jensson
 - a. Cash Box / Logged into square (PTA Member only)
 - b. Menu
 - c. The freezer fits 336 (this is the max & we will order this amount)
 - a. Cotton Candy - 120
 - b. Rainbow (Dairy Free) - 72
 - c. Cookie Dough - 96

- d. Banana Split - 48 (get something other than banana split)
 - d. DO NOT OPEN CASES UNLESS WE HAVE TO!
 - e. Freezer will be plugged in in the maintenance room in the kitchen
 - f. Before the March meeting we will do a google form for the board members. How many (if available) do they want for cost. Must be picked up & paid for that night.
 - g. Whoever is working/counting down will be responsible for counting out everyone's orders.
- viii. Volunteers: Kristy Moran: I will start setting up the sign up genius when I get all the games from Mike and Bryan. Once that is done I will send out emails to start wrangling up volunteers for the night.
 - a. Send emails : High school, Jr High, Churches & Sports Groups?
 - b. Clipboards
 - c. Pens
 - d. Highlighters
 - e. Name Tags
 - f. Signed Family Fun Night Hours Form
 - g. Blank Signed Family Fun Night Hours Form
 - h. Enter & Exit Signs
 - i. PTA Kids - Volunteer (PTA Connections) : Yellow lanyards.
 - a. Add to google slides
- ix. Concessions: Mike Bowman & Regina Tarchala : Meet after Sock Hop to see what we have and what we need.
 - a. Cash Box / Logged into Square (PTA Member only)
 - b. Contact Sodexo
 - c. Menus
 - d. Coolers?
 - e. Crockpots
 - f. Utensils (Serving & paper products)
 - g. Pizza
 - a. Check request for pizza
 - h. Enter & Exit Signs
 - i. Volunteers : Need to be assigned specific stations
- x. Smencils: Katie Bowman
 - a. Cash Box / Logged into Square (PTA Member only)
 - b. Table Cloth
 - c. Make sure we have enough inventory
- xi. Entertainment (ex: Face Painter): Breanna Hoffmann: I reached to Marvelous Faces and they are charging \$575 for 2 face painters
 - a. Face Painters (2-3?)
 - b. Check Request
 - c. Additional entertainment if we have funds (ex. Magician)
 - d. Will we need extra tables, chairs or power sources
- xii. Signs/Balloons/Door Stops: Kristy Moran
 - a. Door stops

- a. One for every game room/room that is occupied
 - i. If a room has an entrance & exit only the entrance needs a door stop
 - b. Signs:
 - a. What is in each room
 - b. Entrance & 2-exit for each of these rooms (cake & cereal walk & fish)
 - c. Front Door (Pre-paid & Pay at Door)
 - d. QR Code linking to school map or google slide
 - e. Upcoming PTA Events (Book Fair, Dine-outs, etc)
 - f. QR code to our website
 - g. Arrows (example more games this way, 4 Signs with: raffle & Silent Auction, concessions, Dippin Dots, Smencils/ Fidgets this way (note...this could be on 1 sign cuz they're all in the cafeteria)).
 - h. Volunteer entrance & exit
 - c. Balloons:
 - a. One balloon at each door of a room that is occupied
 - i. What color do we want to do? Gold?
 - ii. Look into ordering ahead from the dollar store
- xiii. Cake & Cereal Walk:
 - a. 50-100 Items is ideal
 - b. Marker (to mark peoples wristbands to show they have won already)
 - c. Ipad to connect to a speaker for music (talk to Jeff)
 - d. Possibility of last minute pick ups
 - e. Sign saying can only win 1
- xiv. Art Expo: Kristy Moran
- xv. Music Demonstration/Viewing: Email Mrs. Cloud about having specific volunteers for specific times.
- xvi. Community Table: Need to have a contract. We can have more tables if we would like.
 - a. Kenootz
 - b. Park District
 - c. Boy Scouts
- xvii. GENERAL INFORMATION FOR EVERYONE:
 - a. ONLY PAINTERS TAPE CAN BE USED
- xiii. Spring Book Fair : All good to go at the church with Mr. Bob. Soap Pickup will be during the book fair.
 - i. Chairperson: Michelle Kermer
 - ii. Members: Kristy Moran
- xiv. Sneaker Recycling Drive
 - i. Chairperson: Kristy Moran
 - ii. Members:
- xv. Popcorn Fundraiser : Need to look into a new popcorn company/business
 - i. Chairperson: Kim Tresch

- ii. Members:
- xvi. Earth Day Program
 - i. Chairperson:
 - ii. Members:
 - a. Smencils: Katie Bowman
 - b. Popcorn Pick-up:
- xvii. Summer Bash Committee
 - i. Bounce Houses: 2-3 bounce houses/obstacle courses
 - ii. Police & Fire:
 - iii. Volunteers:
 - iv. Games:
 - v. Permits: Need to be submitted soon.
 - vi. Food Vendors:
 - vii. Concessions: Nicky V's Kenootz, Kiki's, Jill's Sugar Shack, The Scoop
 - viii. Smencils: Katie Bowman
- xviii. Volunteer Celebration
 - i. Chairperson:
 - ii. Members: Kristy Moran
- 3. Representative Reports
 - A. Teacher Representatives
 - B. School Board/Administration Representative
- 4. New Business
- 5. Closing and Adjournment