



FOREST RIDGE PTA BOARD MEETING Agenda

November 7th, 2024 @ 7pm @ Durbins & Zoom Call

Tracy Zerinkas, Sara Durkee, Gloria Salem, Jamie Jensson, Regina Tarchala, Yvonne Mackowiak, Kristen Spreadbury, Mike Bowman, Michelle Kermer, Margarette Dueser, Carmelina DiSabato, Kristen Siergeij, Katie Bowman, Kristy Moran, Breanna Hoffmann, Bryant Green, Ted Westerberg, Dr. Roth

1. Call to Order -Welcome Pledge @ 7:03pm
2. Executive Committee
 - A. President's Business
 - i. Approval of October 3rd, 2024 PTA Board minutes. Motion: Katie Bowman
2nd: Mike Bowman
 - ii. Calendar reorders- Ordered 10 Calendars on Oct. 26th. We received them today. Once we get them, we will send them to the new member & the replacement calendars
 - iii. Approval Resignation of Eboni Gray as Ridge PTA V.P. Motion: Sara Durkee 2nd: Michelle Kermer
 - iv. Open elected positions-These are all of the open board positions
 - i. 1-Executive Secretary
 - ii. 2-Hille V.P.'s
 - iii. 1-Ridge V.P.
 - iv. 1-Co-Fundraising Chairperson
 - v. Communications/Social Media for PTA Board Members
 - i. Personal Accounts & any issues with them
 - a. GroupMe (PTA Board, Committees, Families)-Please let me know if you are supposed to be on a GroupMe & aren't; all GroupMe's are up to date
 - b. Facebook
 - c. Twitter
 - d. Instagram
 - e. Website
 - f. Newsletter
 - vi. Resurrection Church Craft Fair Recap- Tracy was there from 10-3 on Saturday 10/5 to promote our Savers Clothing Drive, Nicky V's Dine Out & our Spring Community Book Fair. Received 1 Membership. Got clothing bags for the Savers Clothing Drive as well.
 - vii. Expectations-Please make sure you sign your code of conduct & give it to Tracy when you have it.
 - i. Code of Conduct
 - ii. PTA Board Signature & Initial Log

viii. Teacher Grants

- i. Mr. Hill- 7th & 8th Grade Girls Basketball Recap went to basketball game and they had an awesome time. It was a great team bonding experience.
- ii. Mrs. Freudinger- Hille Student Council Update - She will submit for some reimbursements for the dances and stuff.
- iii. Mrs. Bosenberg- Hille PBIS Team Update - We are going to look at her list and make sure it is what they want. Over time, we will order stuff from her list.
- iv. Mrs. Pringle- Ridge Pre-k Update - We are going to order everything on her wish list and see if there is anything else she wants to cover her grant.

ix. Halloween Party Recap & Winter Party Planning:

- i. Ridge - Parties went great. There were no hiccups and looking forward to the Winter party.
- ii. Kerkstra - Everything went well.
- iii. Foster - Everything went well.

x. Scholastic Book Fair

- i. Ridge - First day of book fair is 11/19 for Family Reading Night and will also be during parent/teacher conferences.
- ii. Kerkstra - Fair was delivered yesterday. Sent flyers to the school to send out. There are a lot of days at Kerkstra and any help would be appreciated.
- iii. Foster - Books will be delivered soon for set-up.
- iv. Hille-Book fair is going ok. They sent us a duplicate case & didn't send us older/harder books. We contacted our rep & they helped us with our distribution center to get us a reorder of more challenging books including our middle school titles, young adult readers, & diverse titles. That came today. Our fair will go on until Friday. We might offer an option to come in from 10am-12pm on Monday so those who come in on Wednesday can come shop the new books coming in.
- v. Scholastic Dollars-we didn't order books for the library with our scholastic dollars from last year which is ok because those don't expire. Based on that, we usually take our totals from all 4 schools & divide it by 4 & that is how much each library would get. The numbers are Hille \$1,822.58, Foster \$2.59, Kerkstra \$13.39, & Ridge \$750.54 for a total of \$2,589.10. We take that number & divide it by 4 schools which each school would get \$647.25 (we need to take into consideration shipping costs which we pay for in scholastic dollars). We have a couple of options going forward and would like recommendations. We know Hille & Ridge generally don't make their goals so we get the scholastic dollars. Kerkstra & Foster make their goals so we take the cash option. At each book fair we can spend scholastic dollars (which saves on shipping).
 - a. Option 1: wait and just send a message out to team and divide it equally between all the schools.
 - b. Option 2: Do we want to divide based on the number of students in each school.

All agreed that we would combine the amounts and then divide it by the number of students in each school.

- xi. Dippin Dots-Family Fun Night: We would like to discuss Dippin Dots from Family Fun Night. Tracy was going to submit payment out of her personal account for Dippin Dots that board members couldn't pay for due to an abundant amount it was going to cost them & the time frame after the event that they were told about it. This cost totaled \$211.51 on top of what she already paid for for her own Dippin Dots. A couple of board members mentioned they feel Tracy shouldn't pay for it out of pocket because it is a large amount. We would like the board's opinion on whether Tracy should have to pay for it out of pocket or should PTA write it off & lesson learned. Recommendation for the next family fun night is to order whatever fits in a cooler. We order it because we can send any unsold packages back to them & not pay for it. The day of the event if people want to purchase on the spot they can. A Google Form will be sent out in January board meeting for interest in specific flavors so that we can ensure we order enough to sell the day of & for board members to purchase at cost at the Family Fun Night. This will be 1st come 1st serve but please keep consideration if a board member takes a few minutes to get there to buy them. Motion to approve that Tracy doesn't have to pay for Dippin Dots out of pocket for the cost of \$211.51 Motion: Sara Durkee Second: Jamie Jenson
Discussion: All agreed Tracy should not pay for this out of pocket.

B. Treasurer

- i. Treasurer's Report - report sent out prior to the meeting.
- ii. Square-Log Ins: Log-in has been changed so everyone should have access to it, if you are not signed in see Jamie, Kim, Tracy, Sara or Gloria
- iii. Cheddar Up, Square, PayPal Charity, MemberHub-Updates
- iv. Taxes - Jamie is emailing the accountant tomorrow.
- v. Audit Committee - get meeting date set-up for Audit Committee to meet.

C. School Vice President Reports

- i. Ridge - October was a great month for Ridge! Red Ribbon week was great & we had a lot of participants. Classroom parties were a success! We already can't wait for the Winter Parties. Upcoming events for November include the Veterans Day Assembly on the 11th (students please wear red, white & blue to school this day!), Family Reading Night on the 19th & Parent Teacher Conferences on the 25th & 26th. The Bookfair will be at Family Reading Night & Parent Teacher Conferences. A friendly reminder from Mrs. Mimi is that children are still going outside when the weather is good, please make sure your child is dressed appropriately. Also please make sure that your child has weather appropriate clothes in their extra clothes bag at school in case of an accident. If your child is going to be absent, please call the school by 8:30. Focus on Families also has a few events coming up in November, on the 8th families will be meeting at Lake Katherine for a Nature Walk. Also, on Friday the 22nd there will be a yoga/stretch session for parents while the children are cared for in the playroom! Teacher & Staff luncheon letters will go home early next week! Reminder that there is no school from 11/25-11/29.

- ii. Kerkstra - Had a great luncheon last month. Book fair is coming up. Holiday Shop is also coming up in December.
- iii. Foster - Student Council's Light the Night program to raise funds for the Leukemia and Lymphoma Society raised over \$4,000 this year. Co-Sponsors Ms. Kurek and Ms. DiSabato did a wonderful job organizing the activities and theme days for our school. Veterans Day program will be 11/11/24, at 10:00 am. All grades will be performing for our Veterans. Family Reading Night will be 11/21/24 from 6-7:15. There will be 3 reading rooms, craft, photo booth, book swap, basket raffle, and the book fair during the evening. Parent/Teacher conferences are 11/25, from 1-8 pm, and 11/26, from 8-3 pm. Book Fair will be open during conferences. No school for students from 11/25 - 12/1. Students return from Thanksgiving Break on 12/2.
- iv. Hille-Parent/Teacher Conferences are coming up on Nov. 25th & 26th, 8th grade picture day & cap & gown measurements are Nov. 13th during the day. Athletes need to get their eligibility forms signed weekly to be able to play the following week. Winter dance will be Dec. 6th from 5-7pm. Other important dates are 11/1-report cards, 11/11 Veterans Day Assembly @ 1:25, 11/16-ILMEA Jazz Fest, 11/23-ILMEA Jr. Fest, 11/25 & 11/26 Parent Teacher Conferences, 11/27-11/29 No School

D. Committee Reports

- i. Communications Committee - just taking care of any flyers needed. Reach out if anything is needed.
 - i. Chairperson: Breanna Hoffman
 - a. Facebook, Twitter, Instagram, Website
- ii. Membership Committee-288 members added to Memberhub but I think there are at least a few more that need to be added
 - i. Chairperson: Katie Bowman
- iii. Dine Outs Committee
 - i. Chairperson: Bryant Green
 - a. Nicky V's October 10th, 2024 Recap - We raised \$220 this night.
 - b. The Scoop- Reach out with Bryant to the owner of The Scoop about a possible November Dine-Out. Sara Durkee will start a group text message with the owner and Bryant.
 - c. Culvers Dine-Out Tentative December 18th
- iv. Smencil & Fidget Committee-We are going to look at our inventory of what we have left & look at ordering some items we haven't had in a while (Smillows, Backpack buddies, Ballz, etc)
 - i. Chairpersons: Katie Bowman
- v. Skating Committee-No updates
 - i. Committee Chairperson:
- vi. Art Committee - Not much is happening right now. Just thinking of ideas for our art contest. I'm leaning towards what movie character you would choose to be.
 - i. Committee Chairperson: Kristy Moran
 - ii. Members: Sara Durkee, Mike Bowman, Katie Bowman
- vii. Savers Clothing Drive Update: We have 207 white bags & 20 black bags for a total of 227. Drop off is November 13th at 11am

- i. Chairperson: Michelle Kermer
 - ii. Members: Kristy Moran, Sara Durkee
- viii. Trunk-or-Treat/ Pumpkins & Pizza
- i. Chairperson: Sara Durkee-Overall the event went great. We had about 2000 people there (just over 1,000 registered trunk-or-treaters). We started the event @ 5 this year. Moving forward it needs to start @ 5:30 because we as PTA were not completely set up with our voting & some vehicles weren't completely setup either.
 - ii. Members:
 - a. Themed costume - everyone thought the theme was cute. Everyone liked the volunteer badges as well.
 - b. Concessions: Michelle Kermer - sold through all the pizzas quickly and had to order more. Hot chocolate was popular. Next year, we will make sure the pop is cold.
 - c. Candy: Katie Bowman-we had about 2 wagons of candy donated. Our committee purchased \$250 of candy beforehand because we've gone out & bought extra every year. Next year it is recommended to purchase \$300 of candy. If we have leftover then we can divide it between the schools & give it to the teachers
 - d. Trunk-or-Treat Logistics: Kristy Moran-flow was great. Having the trunks facing the way they did helped with keeping people flowing in the correct direction. We had 48 vehicles decorated. We had an issue with our Google Form but thankfully Sara was able to get it up & going. We sent it out district wide for voting after the event & had 384 votes.
 - e. Pumpkins & Pizza:
 - a. Pumpkins- Breanna Hoffman-we ordered 183 pumpkins & they brought us about 200
 - b. Pizza- Jamie Jensson-pizzas went great. The pizzas were hot. Maybe tell them a little earlier because they were a little late this year.
 - f. Volunteers: Michelle Kermer-we had a great number of volunteers at the event which helped us space people out & use more people in places that we needed them. Recommendation for next year was to double check times to make sure they don't overlap too much in signup genius & if people verbally say they will be there to encourage them to sign up on the put me anywhere spot on signup genius. This will help us with moving/placement before the event
 - g. Permits-It was great having EMS there with lights. Next year we will request 2 lights & put them in different places
- ix. Nothing Bundt Cake: Fundraiser has been moved to December. Pick-up will be on December 13th at Hille from 5pm-7pm. We are going to have the pickup inside so we are working with Nothing Bundt Cake on getting all of the logistics worked out. If we leave this date, they are not able to deliver to us and we would need to pick them up and set them up ourselves.

- i. Chairperson: Sara Durkee
 - ii. Members: Michelle Kermer & Jamie Jenson
- x. Ornament Night: Discussions have started. We will be sending home the flier on November 11th. We are going with solo "hot cocoa Starbucks" ornament, a paint brush ornament, & a gnome ornament. Cost should be still \$5. We'll be having forms due Nov. 22nd (they'll go out Nov. 11th). The event is on Dec. 3rd from 5-6:30pm @ Hille. We have decided to do less ornaments but make a little nicer ones this year. We have picked out 3 ornaments to make and will do a popsicle stick freebie for the families. We have started shopping around to get all the supplies needed and are working on getting all the information to Brenna to put together a flyer. We are hoping to have the flyer go out on Monday, 11/11 and for registration forms to be due on Wednesday, 11/20.
 - i. Chairperson: Kristy Moran
 - ii. Members:
 - a. Volunteers: Michelle Kermer
 - b. Concessions:
 - c. Smencils: Katie Bowman
- xi. Teacher Hot Cocoa: How many packets do we have left over from Trunk-or-Treat. Get a staff count for all schools including the Co-op from Dr. Roth.
 - i. Chairperson: Michelle Kermer
 - ii. Members:
- xii. Domino's Slice The Price: Contract is Signed. It will run from Jan. 7th-21st
 - i. Chairperson: Jamie Jenson
 - ii. Members:
- xiii. Paint Night-Lets create the committee so we can start discussion on the painting
 - i. Chairperson: Kristy Moran
 - ii. Members: Kristen Siergiej, Sara Durkee, Yvonne Mackowiak, Mike Bowman, Gloria Salem
 - a. Concessions:
 - b. Smencils: Katie Bowman
- xiv. Sock Hop
 - i. Chairperson:
 - ii. Members: Katie Bowman, Mike Bowman, Michelle Kermer
 - a. Concessions:
 - a. Pizza
 - b. Beverages
 - c. Candy
 - d. Chips
 - b. DJ:
 - c. Smencils: Katie Bowman
- xv. Kenootz Take & Make Pizza Kits
 - i. Chairperson: Gloria Salem
- xvi. Soap Fundraiser
 - i. Chairperson: Michelle Kermer
 - ii. Members:
- xvii. Family Fun Night - will start discussing next month

- i. Front Door (including Goodie Bags):
- ii. Bounce Houses:
- iii. Games:
- iv. Raffle & Silent Auction:
- v. Fish:
- vi. Ice Cream (Dippin Dots):
- vii. Volunteers: Kristy Moran
- viii. Concessions:
- ix. Smencils: Katie Bowman
- x. Entertainment (ex: Face Painter):
- xi. Local community tables?
- xxviii. Spring Book Fair - we are all set with the church. Cost is \$200
 - i. Chairperson: Michelle Kermer
 - ii. Members: Kristy Moran
- xix. Sneaker Recycling Drive - no update
 - i. Chairperson: Kristy Moran
 - ii. Members:
- xx. Popcorn Fundraiser - no update
 - i. Chairperson: Kim Tresch
- xxi. Earth Day Program - no update
 - i. Chairperson:
 - ii. Members:
 - a. Smencils: Katie Bowman
 - b. Popcorn Pick-up:
- xxii. Summer Bash Committee - no update
 - i. Bounce Houses:
 - ii. Police & Fire:
 - iii. Volunteers:
 - iv. Games:
 - v. Permits:
 - vi. Food Vendors:
 - vii. Concessions:
 - viii. Smencils: Katie Bowman
- xxiii. Volunteer Celebration - no update
 - i. Chairperson:
 - ii. Members: Kristy Moran

3. Representative Reports

A. Teacher Representatives - Getting ready for the Veterans assembly. Thank you for the lunches. Hille - Staff is grateful for everything that the PTA does. Getting ready for graduation photos and Veterans assembly.

B. School Board/Administration Representative - Trunk n Treat was an amazing night where the community came together. October 30th the state released school report cards, all of our schools were _____. Extracurricular _____. We are excited about the Veterans Day assemblies. Parent/teacher conferences are coming up the Monday and Tuesday before Thanksgiving.

4. New Business - Mike Bowman asked if we have followed up on email from Bulls yet. We haven't yet.

5. Closing and Adjournment 8:06 pm.