

**Freeman PTA Executive Board Meeting Minutes  
September 9, 2021, 7-8:30pm via Zoom**

Attendance

Board Members: President Emily Adams, Vice President Laura Hohm, Treasurer Kevin Klug, Secretary Lisa Cervone, Heather Azem, Denise Banach, Jen Cresse, Kristin Maksymiw, Debra Pendell, Kimberly Symmonds, and Leticia Torres

Freeman Administration and Teachers: Principal Jana Ream, Assistant Principal Melissa Righter, and Teachers Karri Fudacz, Kristin Rowley, and Bridget Toma

Guest: Charles Tuura

Call to Order/Welcome

President Emily Adams called the meeting to order at 7:00.

Previous Minutes Approval

President Adams presented minutes from the May 13, 2021 meeting for review and approval. Motion to approve by Vice President Laura Hohm, seconded by Jen Cresse, and all in favor approved.

Principal and Assistant Principal's Report

Mrs. Ream and Mrs. Righter thanked the PTA for support throughout the beginning of the school year and shared the following information.

- Supply drop-off and open house went well, and both had a good turnout.
- Performance Series beginning of the year window will close on September 10<sup>th</sup> for 2<sup>nd</sup> through 5<sup>th</sup> grade students and Kindergarten and 1<sup>st</sup> Graders will conclude the ISEL (Illinois Snapshot of Early Literacy) assessment.
- September's Mustang Mindset is Community. Students are focusing on developing a shared understanding of how we can contribute to creating a sense of belonging at Freeman. The program will begin with "Hello Week" on September 20<sup>th</sup>.
- Mighty Mustangs will be supported at a building level this year. Students will be nominated monthly and receive recognition throughout shoutouts, a certificate, backpack tag, and locker poster.
- Tentatively, volunteers will be permitted to enter the building beginning October 1<sup>st</sup>. If the District makes any changes, it will be communicated at that time.
- The new caterpillar playground equipment arrived and is awaiting District installation, to be determined. Doug Wielert is refurbishing the memorial sign.
- Parent Teacher Conferences will be scheduled for the week of October 4<sup>th</sup> with spots available for two evenings. PTA will provide dinner one evening for staff.

- The school is exploring a family engagement opportunity during the month of October, such as an outdoor Trunk or Treat. Mrs. Righter asked for possible PTA support, to be determined, and the board agreed.
  - Denise Banach asked if Bingo will be held in October and mentioned we will need to hold a General PTA Meeting the same month. Traditionally, both events are held at the same time. Considering District pandemic building limitations, the event could be held virtually.
  - Within the next few weeks, the school should hear more from the District regarding its ability to hold a Halloween Party or Costume Parade.
- The school identified representatives for District parent groups, as follows: SCAC – Stephanie Gardner, Community Equity Advisory Council – Katherine Kettley and Marisol King Ward. Some have expressed interest in SEPAC, and an individual will be identified soon.

### President's Report

Emily Adams shared the following updates.

- PTA meetings will be conducted via Zoom this year, and if things change with the pandemic and District building limitations, may be held in person.
- The Fun Fair will be held in Spring 2022 instead of Fall 2021 this school year due to District pandemic building restrictions. We will shift more virtual and drive-through type corporate fundraising to the fall.
- The PTA Introductory Packet was sent home with students and will be sent electronically soon, including a call for volunteers.
- The 2021-2022 PTA Calendar was distributed. Everything in the calendar is subject to change considering evolving pandemic circumstances.

### Treasurer's Report

Kevin Klug reported the following.

- The 2021-2022 budget was presented for approval. It was with a conservative approach and under the assumption of a more normal school year. Heather Azem motioned for approval, Jana Ream seconded, and all in agreement approved.
- The 2020-2021 Audit was completed in August by Heather Azem, Tori Mull, and Stephanie Schweers. No discrepancies were identified. Kevin will provide a copy to individuals, at request.
- The Gaga ball pit installation is complete, and all materials are paid. Annual maintenance will be needed, including bolt tightening and checking the flooring/rubber mats.
- The Caterpillar Fundraiser brought in \$5,789.28 in revenue with \$3,973.05 in expenses, for a net profit/income of \$1,816.23. Over 190 pizzas were sold.
- The PTA bought a credit card reader that links directly to MemberHub. It is easy to set up and use on a mobile device.

- Kevin filed the Annual report with the State of Illinois and uploaded it to MemberHub.
- Kevin submitted tax forms to the IRS and uploaded them to MemberHub.
- The PTA's insurance renewal was uploaded to MemberHub. This year's policy includes social media coverage.
- We sold spiritwear and yearbooks from prior years and gifted spiritwear to the new teachers.
- Memberships are going extremely well, with lots of parent donations for teach appreciation. New spiritwear sales are also going well.
- To submit reimbursements, fill out the payment form, and include your receipt with the form. The documentation can be dropped off at the school office or Kevin's house.

### Secretary's Report

Lisa Cervone provided the following updates.

- Going forward, minutes will be posted on Freeman's website once approved. Lisa will share the link once the first set are posted.
- We are looking for volunteers to help translate PTA materials and minutes to Spanish to reach and include a broader caregiver base. Please contact Laura Hohm if you or anyone you know would be interested.
  - Mrs. Ream noted that translation resources might be able to be funded out of school budget for an interpreter from District resources.

### Vice President's Report

Laura Hohm provided the following information.

- A Gmail address was established for general PTA use, and committee leads can use in place of their own for PTA specific business and membership/fundraising registration accounts. The address is freemanpta129@gmail.com.
- Laura is filling committee vacancies with matches of interested people in next couple of weeks.
- Morgan Garcia will chair the Spiritwear Committee, effective immediately.
- If Committees would like to have anything publicized in Freeman's weekly S'more newsletter, please submit it to Lisa by Tuesday of the same week. Lisa combines everything and submits it to Mrs. Righter on Wednesdays.
- Please submit any Box Tops to the school office by October 1<sup>st</sup>.

## Committee Reports

### Membership – Heather Azem

So far, the PTA has recruited 90 total members, 74 paying the membership fee and 16 volunteering two hours of time in lieu of the fee. Heather raised a question for how those who signed up with volunteer hours should be entered in MemberHub. The minimum fee of \$4.50 per individual goes to the Illinois PTA, which would result in a \$72.00 cost to the Freeman PTA to cover those who registered with volunteer hours. Further discussion emphasized the inclusion focus for offering volunteer hours in lieu of paid fees, and that volunteer hours should be counted as full members for inclusion. Emily Adams will update the bylaws to reflect the changes and present at the October executive board meeting.

### Fundraising – Jen Cresse

- Gillerson's Grubbery offers a Battle of the Burgers fundraiser, and a new fundraiser will be rolling out soon. The date for the new fundraiser is to be determined, but we are on the short list for it. Going forward, Jen is planning a restaurant-type dinner fundraiser once a month.
- POP fundraiser is completely virtual and gives stem money back to the school. Jen is trying to get representative to talk to executive board to learn more about how the fundraiser works. The representative told Jen that the fundraiser could generate around \$9,000.
- Luigi's will continue the caterpillar pizza kits to coincide with caterpillar installation, giving \$1 per kit sold to the PTA.

### Freeman Fun – Stephanie Schweers

Stephanie was not able to attend the meeting, but attendees discussed possible dates for Bingo and the general meeting in October. After considering the number of October conflicts, the group agreed to discuss further at the next Executive Board meeting. November 4<sup>th</sup> was mentioned as a possible date, as well as possibly attaching the General Meeting to the school's proposed Trunk or Treat activity.

### Fun Fair – Denise Banach

- Possible target dates were discussed, and mid-April was suggested as the best time in the spring. A student non-attendance Friday was mentioned as a possibility over a Saturday. Friday afternoons are easier for teachers to attend but harder for set up, as many parents would need to take off work. We may need to schedule it for a Saturday when more PTA volunteers can attend. Students and parents do like to see teachers come and have fun with their own families, even if they cannot volunteer at the event. April 9<sup>th</sup> was tentatively agreed upon, with 23<sup>rd</sup> as a backup date.

- Denise mentioned that donations are coming in, including two American Girl dolls and the Brookfield Zoo. If we are unable to hold the event in the spring, MemberHub does have an online auction feature.

#### Health/Walk to School Day – Deb Pendell

- International Walk to School Day is October 6<sup>th</sup> this year. Deb registered with the national site and is checking with the Kane County Health Department too. The event costs \$150 to cover balloon decorations. A group of teachers will be organized to meet students at corners to walk. Deb is looking for parent volunteers to also help outside. Students will
- The Walkathon is usually held in May on a school day. It's currently on PTA calendar for March – we can change this to May.
- The Walkathon vendor has a ninja warrior course Deb is checking in to for possible fundraiser alternatives.

#### Hospitality and School Gifts– Holly Schmidt

Kevin Klug presented on behalf of Holly.

- PTA will provide lunch for school staff in October, December, February and May. The District is still focused on pre-packaged foods, so we need to stay away from homemade meals. Freeman staff in attendance mentioned that spreading out meals over the school year is nice compared to staff feeling overwhelmed with food every day of Teacher Appreciate Week.
- For school gifts, we do one in fall and one in spring. Forms will need to be sent to teachers in time for a PTA vote. Forms should be submitted to Vanessa in October for ideas to consider at the November Executive Board meeting and again in March/April for the April/May meeting.

#### Holiday Shop – Leticia Torres

Leticia reported out on options for the Holiday Shop. We need to decide when and how we want to do it. It can be done online, in person, or both.

- In the past, it has usually been held the Friday and Saturday before Thanksgiving. The vendor told her a lot of schools have been doing in person sales during the school day to cut down on outside traffic. If we did it during the day, we would need parent volunteers to run it, and space in the school. It was suggested that we could hold it in December, because we no longer do the Barnes and Noble fundraiser that month.
- Concerns were also raised around space in the school during the school day. In the past, we used the preschool hallway with a wrapping station in the conference room. The stage was suggested as an alternative.
- Mrs. Toma mentioned that the shop was held during a school day a long time ago, and it took a lot of time out of the school day for just a few kids to shop. Not many kids had

money to shop. She recommended that, if we do hold it during the school day, volunteers take kids with money from the classroom to shop, rather than having the entire class go.

- The Craft Fair is on hold. We discussed the possibility of holding it online through MemberHub. The fee may not make an online sale worth it for crafters.
- We will revisit this at the October meeting, focusing on the Holiday Shop.

#### Room Parents – Kim Symmonds

Kim shared that she will start to organize those who volunteered to be room parents, when and if we can do room parties at some point. No food is permitted in classrooms this year, but non-food crafts and activities could be planned. If any classrooms are in need, there are leftover Halloween items from prior years in the school basement.

#### Yearbook – Kristin Maksymiw

Kristin reported the following yearbook updates.

- Distribution of 2020-2021 yearbooks went well.
- Kristin would like to start a yearbook club for students this year, but her idea is on hold due to volunteer limitations in the building.
- Kristin asked if teachers could contribute activity photos due to the District's limitations on volunteers in buildings. Mrs. Ream will ask staff to contribute, beginning with staff who are sponsoring clubs and activities. Kristin will send a dropbox link for their use.
- We have a 15% increase in our contract with LifeTouch over last year, after Kristin negotiated down from a \$5 increase per book.

#### New Business

No new business was raised. Emily Adams asked that we reach out to her with any questions or ideas.

#### Adjournment

Denise Banach motioned to adjourn the meeting, Mrs. Ream seconded, and Emily Adams adjourned the meeting at 8:10.

Submitted by: Lisa Cervone, Secretary