



FOREST RIDGE PTA BOARD MEETING

April 4, 2024 @ 7pm @ Durbin's & Zoom

Tracy Zerinskas, Kim Tresch, Regina Tarchala, Jamie Jensson, Katy Czech, Michelle Young, Kristen Spreadbury, Katie Bowman, Dawn Omieciński, Katie Jacobson, Kristy Moran, Roberta Seifer, Gloria Salem, Margaret Duesing, Carmelina DiSabato, Ted Westerberg

1. Call to Order -Welcome Pledge @ 7:02pm
2. Executive Committee
 - A. President's Business-Tracy Zerinskas
 - i. Approval of March 7, 2024, minutes Motion: Dawn Omieciński Second: Katie Bowman - All in favor & no one opposes.
 - ii. May meeting
 - i. Voting in for open positions for 2024-2025 school year May meeting (ask Katie J. if she can make a flyer for the following board positions: Secretary, 2-Ridge V.P's, 1-2 Foster V.P's, 2-Hille V.P's, Communications, Membership)
 - a. Executive President-Tracy Zerinskas
 - b. Executive Understudy President-Kim Tresch
 - c. Executive Vice Presidents-Sara Durkee
 - d. Executive Vice President Understudy-OPEN (1 position)
 - e. Executive Secretary-OPEN-(1 position)
 - f. Ridge V.P's-OPEN (2 positions)
 - g. Foster V.P's-OPEN (1-2 positions)
 - h. Hille V.P.-OPEN (2 positions)
 - i. Communications-OPEN (1 position)
 - j. Membership Chairperson-OPEN (1 position)
 - k. Anyone else not planning on returning next year? Roberta Seifer
 - ii. Bank account Update for 2024-2025 school year voted on at May meeting - Dawn Omieciński motioned, and Jamie Jensson seconded.
 - a. Keep the following PTA Board Members on the Forest Ridge PTA Bank Account for the 2024-2025 school year.
 - a. Tracy Zerinskas-Executive President
 - b. Kim Tresch-Executive President Understudy
 - c. Jamie Jensson-Executive Treasurer
 - b. Add the following PTA Board Members to the Forest Ridge PTA Bank Account for the 2024-2025 school year.
 - a. Sara Durkee-Executive Vice President Understudy
 - iii. Summer Committee Meetings
 - i. Calendar Committee 2024-2025-Committee Members: right now, we have Kim, Sara, Kristy, & myself. Anyone else want to join?

- a. Events for next year-This is just an open discussion to see if there are any events you want to calendar committee to consider keeping or taking off for next school year.
 - a. Open House
 - b. Monthly Dine Outs
 - c. Trunk-or-Treat/Pumpkins & Pizza
 - d. Ornament Night
 - e. Paint Night
 - f. Sock Hop
 - g. Family Fun Night
 - h. Earth Day Program & Sneaker Recycling Drive
 - i. Summer Bash
 - j. Fundraisers:
 - i. Skating Party
 - ii. Scholastic Book Fair (Fall & Spring)
 - iii. Domino's Slice the Price
 - iv. Urban Air
 - v. Kenootz Take & Make Kits
 - vi. Popcorn Sale-New company to look at?
 - k. Additional Spending
 - i. Meet & Greet @ the beginning of the year.
 - ii. Stipends
 - iii. Teacher Grants
 - iv. End of year volunteer celebration
- b. PTA monthly meetings- stay @ Durbin's or look for another location? Everyone is good with staying at Durbins.
- ii. Budget Committee 2024-2025-Committee Members: Kim, Sara, Jamie, & Tracy. Anyone else want to join?
 - a. Discussion on allocation for funds for the 2024-2025 school year. The budget committee will meet after the calendar committee meets. Is there anywhere you think that we need to revisit where funds are allocated? A good example would be Trunk-or-Treat for the candy portion. We went over budget on that event. Do we want to keep as much as we can for school stipends & teacher grants?
 - iii. July/August Informal Meeting-We will be having our informal PTA meeting to go over things for the upcoming year including Open House. We will pick a date closer to then based on Kim's due date.
 - iv. Bylaws Committee-we will need to revisit our Bylaws next year. We want to get a head start on this. Committee members are Kim, Sara, & Tracy. Anyone else want to join? We would like to meet once in the summer or at the beginning of the school year (could be Zoom or in person) & then once in person before we present it to our board for approval.
- iv. Communications/Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)
- v. Teacher Grants-no grants

- vi. School Supply Kits for 2024-2025-We are getting the school supply lists from Eileen Spagnola & once we get them, we will be sending it over to School Toolbox company.
- vii. Principal Appreciation Day-celebrated on May 3rd. Do you have anything planned for it yet? You could have students wear their principal/assistant principal's favorite team or team color. We have written special letters/notes in the past too.
- viii. Staff Appreciation Week
 - i. Budget \$15/person. If there is someone who goes between 2 schools, then it is \$7.50 per school. Anyone who is at 3 schools is \$5.00 per school. I will get an updated list from the principals & compare it to what district send us. We want to make sure we add Co-op on at Kerkstra. At Hille make sure add Co-op & District on the counts
 - ii. Theme-Do you have a theme? It's ok if you don't have one.
 - iii. Foods planned for each day of the week-Do you have something planned for each day of the week? We usually have 1 big lunch. On other days you could do easy breakfast items, healthy snacks, popcorn bar, water flavor bar, sweets (but only do that on one day). If you can set up as much as you could the day before, you don't have to rush. Do you need any help with it? Tracy cannot help on Wednesday (alternate rain day is Thursday) because Hille Track & Field is at their conference call day.
 - iv. Anything else fun planned- items can include having the kids write notes for their teacher on a decoration & putting it on their doors (you would like to do this at least a week or 2 before Staff Appreciation Week to give time to collect & put on their doors. You could write a personal note to each staff member (even a simple thank you on a decoration would work). If you need construction paper let me know. There's a lot at Foster we can use. Are you doing any decorations?

B. Treasurer-Jamie Jensson

- i. Treasurer's Report - report was sent prior to the meeting to review.
- ii. Turn in Money - Please make sure you give Jamie any money or reimbursement forms tonight. All reimbursement forms need to be submitted to Jamie by June's meeting & all checks need to be deposited in your bank account by June 15th so Jamie can prepare for the end of year taxes and any other paperwork she needs to do.
- iii. Square-Log Ins-Jamie will change the password this week.
- iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates- No updates.
- v. Taxes Update-Taxes were submitted & uploaded into MemberHub.

C. School Vice President Reports

- i. Ridge-Sara Durkee & Allie Simon - March was a great month for Ridge! "Arf, the Musical!" was a huge hit for everyone! We recently had changes to our drop-off procedures & we want to thank everyone for their cooperation. April 5th is the kindergarten Lake Katherine trip. April 8th there is an option for the children to view the eclipse, but permission slips need to be turned in! On April 17th there will be no school for AM or PM PreK & kindergarten will have a half day due to PreK screening. Focus on Families is having a playgroup on April 12th at heritage park weather pending! We want to remind parents to watch their kids backpacks

towards the end of the month to look for the ABC Summer Countdown. Mrs. Hille wants to remind parents that all kindergarten dental forms should have been turned in, if they have not been please make an appointment & drop it off at school. If you're unsure whether your form has been turned in, you can contact Mrs. Hille! Ms. Mimi touched on the "Take 10" method for helping your child to calm down, take 10 deep breaths or do 10 jumping jacks! It is important to have home/school connections. We're looking forward to another great month!

- ii. Kerkstra-Michelle Young & Kirsten Spreadbury - no report at this time
- iii. Foster-Katie Bowman & Ashton King-Report cards go out April 5th, 5th grade ISA testing 4/16 - 18, 5th grade Hille step up 4/23, Spelling Bee Class Rounds 5/1-2, Spelling Bee Championships 5/3
- iv. Hille-Dawn Omieciński-April 3rd- 7th grade mathletes will meet every Tuesday and Thursday during lunch, April 5th- 3rd quarter report cards, April 25th - PTA earth day program. 8 weeks until Graduation. ISA testing April 16-19th for 8th graders.

D. Committee Reports

- i. Communications Chairperson-Katie Jacobson-Communications are going well. Flyers have been made for the upcoming Shoe Recycling Drive, Earth Day Program, and Nicky V's Dine Out. The website is being updated to reflect upcoming events. If anyone needs anything, let me know!
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson-Jamie Garcia-All memberships are paid & we have 305 members.
- iii. Dine Outs- Robetra Seifer
 - i. February Dine Out Recap-Kenootz
 - ii. March Dine Out-Pepe's - We made \$600 and had \$3,000 in sales. We made 20% of sales that mentioned PTA.
 - iii. April Dine Out - Nicky V's-We are confirmed for April 17th from 10am-8pm. We will have a sneaker recycling drop off box there.
 - iv. May Dine Out-Culvers-we are confirmed for May 15th. They didn't have our original date of the 22nd available. We will need at least 4 people there to help clean tables & run food out to the cars in the drive-through.
 - v. McTeacher Night @ McDonald's discussion (dates that are not available: 4/18, 4/30, 5/2 and 5/7. Other than that, they're good. They just need to know the 3-hour timeframe. Do the teachers prefer a specific date to help with this? What time do we want to do this from 5pm-8pm?
- iv. Smencil & Fidget Committee
 - i. Chairpersons: Kristen Spreadbury & Katie Bowman
 - a. Family Fun Night Recap
- v. Skating Committee: Committee Chairperson: Dawn Omieciński
- vi. Art Committee:
 - i. Committee Chairperson-Kristy Moran
 - ii. Members: Kristen Siergieł & Kristen Spreadbury
 - a. Since the last meeting we got together to pick the winners of the art contest. All the winners have been picked, the slide show has been updated with the winners and it has been sent out in an email

to the parents. Ribbons will be attached to all of the projects this week and returned to the schools to be returned to the students either by the end of this week or early next week. We are using Canva to create the calendar again for next year and we are also using One Step Printing again too. The calendar is off to a good start for next year already, all the artwork has been added along with all of the school Holidays and meetings for next year as well. Once the calendar committee has decided on the events for next year and they are approved I will also add that to the calendar as well.

vii. Family Fun Night Recap-Tracy Zerinkas & Kim Tresch

- i. Attire-Tracy Zerinkas-we ordered Yellow Volunteer lanyards & I think that worked out well. Next year we will make sure we have matching shirts (done at the beginning of the year)
- ii. Front Door (including Goodie Bags)-Jamie Jenson & Michelle Young - Really never had a line. Things went well. We had 150 presales, and we ran out of bags relatively early for walk-ins. People were not really reading the signs. There was about 350 between presales and walk-ins.
- iii. Bounce Houses-Tracy Zerinkas-Everything went great for the bounce houses. We had to have the custodians double check the voltage to make sure the outlets weren't going to pop because of a last-minute change in the bounce house (the color purple was 2 outlets & the color red one was 1 outlet-they brought the purple dino). We should look at this company for summer bash.
- iv. Games: Kim Tresch, Dawn Omieciński, Katie Bowman, Veronica-Getting in to set up the Glow room & staging the games Wednesday & Thursday really helped a lot. We broke it down by room & included the layout & directions for each room. We were able to wheel the desks to each room to set them up. Just need to make sure the tables are brought back to A8 & A9
- v. Raffle & Silent Auction: Heather Kotnour, Kim Tresch, & Gloria Salem-We staged all of the raffle baskets in A8 & A9 Wednesday & Thursday. We put them in order based on the prizes on the master copy & then got the boxes ready & laid out by numbers. We put apple cutouts on each raffle prize & on each box to make it easier for people to know which item they are putting their tickets in. We ended up having 68 total baskets and 6 silent auctions! Go Kim for scoring some good ones at the end!!! Overall, the actual night went very smooth. Lisa and Arlene were amazing! It was a steady flow of people with very little down time. Next year maybe make a giant poster to say when the silent auction/raffle ends... or open to other suggestions!! We had several people wait until the very last minute to put their tickets in, which made us call the winners later than expected. There were only a handful of people who were not there to take their items home. Their items were sent to the schools their children went to. A huge shout out to Allie again for delivering the TV to the winner!!
- vi. Fish-Dawn Omieciński-we ordered 200 fish this time & only had 3 left over. Within the last 30 minutes we moved the fish (on a rolling table) to

- the cafeteria to give them away. The aerator worked really well. There was only 1 fish who died in transit & during the event.
- vii. Ice Cream (Dippin Dots)-Sara Durkee & Allie Simon-We will divide the ice cream this week & contact everyone for what they owe.
 - viii. Volunteers-Katie Jacobson & Kristy Moran-FFN24 Volunteer Committee recap- seems we had quite a few sign ups, hopefully they all showed up and did what was expected. Kristy and I split the contact list, so we didn't bombard the same person with multiple emails. Seems to have worked great. My contacts included OFHS and JHMS. From my contacts: There were quite a few teachers from OFHS who replied to my emails. Even Mr. Boniface, the assistant principal, replied thanking us for reaching out to their students and welcomed us to contact him for any future events we may need volunteers for. Hopefully the updated volunteer forms with the additional portion for where and when they need to be was helpful for all parties involved. Did anyone in the office have any issues with the form or volunteers?
 - ix. Concessions- Regina Tarchala, Sara Durkee, & Gloria Salem - Kitchen went well. We had 1 person working nachos/walking tacos, 1 for pizza/pop, 1 for popcorn/chips and 1 for pretzels. We had 2 cashiers. This number of people in the kitchen worked well. We should not sell tacos next year. There were many comments that the nacho supreme was a better value than the walking tacos. We had a steady flow of people and the line kept moving. Sodexo let us use the pizza warmer and oven. They left out the pans for us to use, which was helpful. Kitchen volunteers should be able to commit to the entire night instead of having people switch out.
 - x. Smencils-Katie Bowman & Kristen Spreadbury - Went well. Would like to push the table out a little more.
 - xi. Entertainment (ex: Face Painter)-Kim Tresch - The ladies were really nice. They did a great job. There was a very long line. We need to keep the time down per kid so that more kids can move through the line. The pricing was great.
 - xii. Signs-Allie Simon - Make room arrows bigger next year.
 - xiii. Cake & Cereal Walk-Roberta Seifer - The donations were good for the amount of people we had.
 - xiv. Art Gallery-Kristy Moran - Turned out good.
 - xv. Communications to families-Tracy Zerinkas-we sent out an email district wide to all families reminding them about Family Fun Night & what to expect.
 - xvi. Banks-Jamie Jenssen - We had enough banks. We made sure each bank had enough.
- viii. Spring Book Fair Recap-overall it went ok. We did not meet our goal of \$3500 for the cash option. We did \$2,500. The setup went very smoothly. We had I think 10 people helping with setup. Tracy sent a picture of the layout to the team before they went & that helped a lot. We need to make sure it's posted on the community pages well in advance because it takes time for posts to get approved. Also reach out to the library, park district, & maybe some local businesses & see if we can put

signs up there. Maybe the police/fire department can put it on their marquis. Maybe combine popcorn pickup with the book fair to bring more people. You could have signs and not put dates on it and reuse them each year.

- i. Chairperson-Tracy Zerisnkas
 - ii. Members-Katie Bowman
- ix. Sneaker Recycling Drive-Sara Durkee & Kristy Moran-We are waiting for our bags to come in . Does anyone have any boxes to bring to the schools to collect there?
Chairperson
- i. Members
- x. Earth Day Program- We have Crosstown Exotics joining us for our Earth Day Program on Thursday 4/25 at 5:30. They will bring a mixture of 10-12 reptiles, bugs and amphibians. They present each species with a brief introduction and then allow the audience to photograph, touch, and handle the animals. The presentation is around 1 hour. I will arrive around 5:00ish to make sure everything is set and be there to let them in.
- i. Chairperson-Michelle Young
 - ii. Members
 - a. Smencils-Kristen Spreadbury & Katie Bowman-We will need a bank for smencils/fidgets & someone to work it - Katie Bowman can be there.
- xi. Summer Bash (5/16) Committee- we will need committee people to help with planning this.
- i. Bounce Houses-Tracy Zerinskas-do we want to keep Dino Jump? Yes. Do 3 bounce houses.
 - ii. Volunteers - Kristy Moran
 - iii. Games - Dawn and Kim
 - iv. Permits (Police, Fire Department, Road Closure, & Sanitation License)- Tracy Zerisnkas & Kim Tresch
 - v. Raffle & Silent Auction-So far for summer bash- mailed 56 letters. I have gotten some responses that their company have already met their quota for the year though. I will be updating the spreadsheet hopefully over the weekend. With work and everything else I have had very little time to.
 - vi. Food Vendors - Nicky V's, Kenootz, Kona Ice, KeKe's, Jill for cotton candy
 - vii. Concessions - We do not need to buy anything. Pop and water towards the end of the event we can discount around 6:15 or 6:30. We can do $\frac{1}{2}$ price for specific things.
 - viii. Smencils-Kristen Spreadbury & Katie Bowman
- xii. Blanket - create a Facebook poll to see if there is interest. We can also go around Summer Bash and see if there is interest. Maybe create an event where people would want to buy a blanket. Maybe do a movie night with the park district.
- i. Chairperson: Kristen Spreadbury
 - ii. Members: Kristen Siergiej

3. Representative Reports

- A. Teacher Representatives-Kasey Keyser, Elizabeth Boersma, Carmelina DeSabato, Christine Michalik, & Kristen Siergiej

Katy Czech (Ridge) - Kindergarten registration - spread the word that it can be done now. Thank you for everything the PTA does.

Margaret (Kerkstra) - Kids looking forward to the solar eclipse.

Armelina (Foster) - Things are going really well. Kids looking forward to the solar eclipse.

B. School Board/Administration Representative - none

4. New Business - none

5. Closing and Adjournment @8:28pm