



FOREST RIDGE PTA BOARD MEETING Minutes

January 11, 2024 @ 7pm @ Durbin's & Microsoft Teams

Tracy Zerinskas, Brittany Rodman, Kim Tresch, Regina Tarchala, Sara Durkee, Michelle Young, Kristen Spreadbury, Dawn Omieciński, Katie Jacobson, Kristy Moran, Heather Kotnour, Jamie Garcia, Gloria Salem, Kasey Keyser, Kristen Siergiej

1. Call to Order -Welcome Pledge @ 7:05
2. Executive Committee
 - A. President's Business-Tracy Zerinskas
 - i. Approval of December 7, 2023, minutes. Motion: Kim Tresh Second: Dawn Omiecinski All in favor & no one opposes
 - ii. Resignation of Brittany Rodman as Executive Vice President effective Jan. 11, 2024. Motion: Dawn Omiecinski Second: Kim Tresh All in favor & no one opposes
 - iii. Bank account: Motion: Dawn Omiecinski Second: Kim Tresh All in favor & no one opposes.
 - i. Remove Brittany Rodman, Executive Vice President, effective January 11, 2024, due to resignation of PTA Board position.
 - ii. Keep the following PTA executive board members on as signers on the account: Tracy Zerinskas (Executive President), Kimberly Tresch (Executive Vice President), & Jamie Jensson (Executive Treasurer)
 - iv. Next Year Discussion
 - i. Role as Executive President & Understudy President - Due to personal reasons, Kim would like to stay as an understudy for one more year.
 - ii. Executive Vice Presidents-2 positions
 - iii. Executive Secretary-1 position.
 - iv. Hille V.P.-2
 - v. Communications
 - vi. Anyone not planning on returning the next year?
 - v. Communications/Social Media for PTA
 - i. GroupMe (PTA Board, Committees, Families)
 - vi. Teacher Grants
 - i. Teri Thibedeau & 5th grade team-Update - Everyone was happy to get their grant approved.
 - vii. School Supply Kits for 2024-2025 - It was agreed we would stay with the same company.
 - viii. Wix.com account & Plans - No longer offering the half price deal. It is now full price. We will try to contact them to see if we can have the half price deal for a 3-year contract.
 - ix. Holiday Workshop Recap:

- i. Foster: Katie Bowman & Ashton King - Workshop went pretty well. We could have used more volunteers. For next year, maybe have the teachers help to get volunteers through Parent Square. The second round of items we received from the company was not enough.
 - ii. Kerkstra-Michelle Young & Kristen Spreadbury
 - iii. Contracts for Next Year: Are you going to stay with the same company or look for another one? Please talk with your principals about this. Early Signing bonus is due Feb. 28th. Give them the option to do \$200 in holiday treasure bucks or 5% signing bonus (they use the bonus towards things like assemblies for their school)
 - x. Valentine's Day Party
 - i. Ridge: Sara Durkee & Allie Simon - We have all head parents assigned.
 - ii. Kerkstra: Michelle Young & Kristen Spreadbury
 - iii. Foster-Katie Bowman & Ashton King - We do not have a lot of parents that have signed up to help.
- B. Treasurer-Jamie Jensson
 - i. Treasurer's Report - went over Treasurer's report. Sent out prior to the meeting for all to review.
 - ii. Turn in Money
 - iii. Square-Log Ins - We will change passwords once Brittany leaves.
 - iv. Cheddar Up, Square, PayPal Charity, MemberHub-Updates
 - v. Taxes - Jamie reached out to the accountant and filed the necessary extensions.
- C. School Vice President Reports
 - i. Ridge-Sara Durkee & Allie Simon-Welcome back, we hope everyone had a fantastic & restful break! Ridge wants to thank the PTA for their delicious teacher and staff lunch, it wouldn't have been possible without all the family donations so thank you! The Winter Parties were a huge success & that calls for a huge thank you to all the volunteers that made it happen! The activities were creative & engaging which is amazing for our students. We are looking forward to our Valentine's Day Parties, head parents have all been contacted & planning has started! There is a family event planned for January 31st to make up for not having Supper with Santa! More details will be sent home as they are finalized. The lost & found is overflowing with items, if your child has lost something please contact their teacher or Katie in the front office! We also ask that you follow all protocols for pick up and drop off, especially with the weather that we have been having! We want to keep all of our students and staff as safe as possible! Also there will be no school January 15th for Martin Luther King Jr. Day & January 31st is a half day, there will be no AM or PM preschool that day & Kindergarten students will be released at 11:30am! Preschool screenings are underway, we ask that if you or anyone you know has a child age 3-5 to reach out to Ms. Katy Czech to schedule screening! We are also always looking for new families to enroll in Focus on Families birth-3program! If you are interested in that reach out to Mrs. Kasey Keyser or Ms. Clare Doolin for more information! There is an open position for a Family Support Specialist, you can find more information on the district website! We can't wait to take on 2024 and all the fun things happening!
 - ii. Kerkstra-Michelle Young & Kirsten Spreadbury - no updates

- iii. Foster-Katie Bowman & Ashton King- FastBridge Benchmarking 1/9 - 1/12/24, MAP Testing 1/17 - 1/26/24, Art returns to Foster 1/22/24, All School Assembly 3-screens Yes We Can 1/25/24, Q 2 PBIS Celebration all school bingo 1/26/24, Attendance Assembly 1/31/24, PTA Sock Hop at Foster 2/15/24, Parent/Teacher Conferences 2/16/24.
- iv. Hille-Dawn Omieciński-January- 9th first day back from break, January- 10th 8th grade grad pictures retakes, January- 11th OFHS AP human geography presentation, Boys basketball game @4pm home, January- 13th cheerleading competition @hille 5:30pm, January- 14th cheerleading competition @oak forest high school, January- 15th no school, January- 16th boys basketball game @4pm away, January- 17th PTA paint night 4:30-7:15pm, January- 18th boys basketball game @4pm away, January- 19th end of 2nd quarter, January- 22nd boys basketball game @4pm home, January- 23rd boys basketball game @4pm away, January- 25th boys basketball game @4pm home, January-26th 2nd quarter report cards, January- 20th boys basketball game @4pm home, Year book picture day, January- 31st half day of school

D. Committee Reports

- i. Communications Chairperson-Katie Jacobson - nothing new. Waiting on Art Committee and Fun Fair information to create fliers.
 - i. Facebook, Twitter, Instagram, Website
- ii. Membership Chairperson-Jamie Garcia-we have 6 new memberships for a total of 303 members. We need to submit the \$30 for dues.
- iii. Dine Outs-Roberta Seifer
 - i. December Dine Out Recap-BubbaKoos Burritos-we have to pick up the check from them.
 - ii. January Dine Out-Nonna's (Tentative) - still working on getting this scheduled.
 - iii. February Dine Out-Kenootz Dine Out (Tentative) - still working on getting this scheduled.
- iv. Smencil & Fidget Committee
 - i. Chairpersons: Kristen Spreadbury & Katie Bowman
 - a. Paint Night & Inventory - we should be good for paint night.
 - b. Sock Hop-we'll check inventory after paint night & then count after sock hop to see if all good for Family Fun Night
- v. Skating Committee: Committee Chairperson: Dawn Omieciński
 - i. Skating Party on Dec. 27th Recap-It was really busy that night & we made \$80. They ran out of skates. Recommend doing a skating party on a day other than during break. The same thing happened last year during break.
- vi. Art Committee: Theme this year will be "When I GrowUp...": We're going to have Katie work on the flyers for it. Flyers will go out Jan. 16th & be due Feb. 23rd.
 - i. Committee Chairperson-Kristy Moran
 - ii. Members: Kristen Siergiej & Kristen Spreadbury
- vii. Teacher Hot Cocoa Recap-staff enjoyed it. Recommendation to have a cup with a sleeve because the cup was pretty hot.
 - i. Chairperson: Katie Jacobson
 - ii. Members: Dawn Omiecinski

- viii. Domino's Slice The Price-Order forms went home. We are selling them from Jan. 10th to the 24th. Cards are \$20 each & we get \$10 from that. We're going to recommend ordering them online because they get the cards much faster (usually within 5 days as compared to 2-3 weeks). Everyone needs to register online because that's where they pick their prizes from
 - i. Chairperson-Gloria Salem
 - ii. Members: Jamie Jensson
- ix. Paint Night-we're all set for paint night
 - i. Chairperson: Kristen Siergiej
 - ii. Members:Kristy Moran
 - a. Concessions-Jamie Garcia
 - b. Smencils-Kristen Spreadbury & Katie Bowman
- x. Sock Hop-still need help with committee
 - i. Chairperson
 - ii. Members
 - a. Concessions-Jamie Garcia
 - a. Pizza-pick up foil or something to do a to go option so people are more likely to bring leftovers home w/ individual slices
 - b. Beverages-we'll have enough from last event to use for this
 - c. Candy-we'll have enough from last event to use for this
 - d. Chips-we'll have enough from last event to use for this
 - b. DJ-Matt-Allie, can you reach out to him to see if he would still be able to do it?
 - c. Smencils-we'll have enough for this
- xi. Kenootz Take & Make Pizza Kits-Gloria Salem-will go in to set up
- xii. Family Fun Night-Tracy Zerinkas, Brittany Rodman, & Kim Tresch. March 8th (5:30-6 is Sensory-Co-Op & Special Ed kids & families). There will be limited games due to us setting the rest of it up. 6-8:30 general public. Sensory families can stay as late as they would like. Cost is \$12 pre-order & \$15 at the door. Katie is going to be working on flyers to go home very soon. Have them go out Jan. 29th & due Feb. 23rd so we have 2 weeks to order goodie bags & get them together. I would like for everyone to do a checklist for their part. I created a to-do list & sent it to everyone yesterday. This will help with anyone who is taking over that position
 - i. Front Door (including Goodie Bags)-Jamie Jensson-between \$3-5 for door prizes? Ideas-waterbottle stickers, croc charms, straw toppers. Last year I think we did about 200 at the door. Generally 30-40% on top of pre-paid for door. We can not guarantee a good bag at the door purchases because we purchase so many extra items. Tickets-Pre-sale \$12 + \$1 processing fee (cc only) & \$15 @ door.
 - ii. Bounce Houses-Jaime Garcia-Look at Mr. Moonwalks again. We need to stay within 4 total inflatables due to not having the fuses pop. Delivery between 2:45-4:40-This will be one thing open during the sensory time

- iii. Games: Kim Tresch & Dawn Omieciński-make sure the "Littles" room, glow room (music is not loud), & fish room are set up 1st. Promote organizations & plan for games 4 that room
- iv. Raffle & Silent Auction: Heather Kotnour & Kim Tresch
- v. Fish-Dawn Omieciński-Reach out to Jason @ Animal Island Pet Shop
- vi. Ice Cream (Dippin Dots)-Sara & Allie. Ask can we add onto the original order for it.
- vii. Volunteers-Katie Jacobson & Kristy Moran
- viii. Concessions-Regina Tarchala-need someone that is not on Raffle & Silent Auction or games to sit on this committee & learn it. Sell candy outside of the kitchen worked really well last year. Put candy & ice cream on a different wall so it doesn't interfere with the flow of kitchen & bottle neck. Volunteers needed: 1-pretzel, 1-pizza, 1-nacho, 1-pop, 1-popcorn, 2 cashiers
- ix. Smencils-Katie Bowman & Kristen Spreadbury
- x. Entertainment (ex: Face Painter)-Kim Tresch-Kristy (Face painter) see if she has an extra person & need to be less than 3 minutes per person
- xi. Signs-Need a chairperson for this. Pre-paid wristbands here, Pay at door wristbands here, concessions, raffle, candy, ice cream, & directions to which games. Also add person directing outside for pre-paid & pay at door lines. Possible caution tape for lines
- xii. Cake & Cereal Walk-Need chairperson for this
- xiii. Art Gallery-Kristy Moran
- xiii. Spring Book Fair-We are verified with Mr. Bob that we are set for the church. Tracy will sign the contract for Scholastic.
 - i. Chairperson
 - ii. Members-Katie Bowman & Brittany Rodman
- xiv. Sneaker Recycling Drive-Need chairperson for this
 - i. Chairperson
 - ii. Members
- xv. Popus Popcorn Fundraiser-Kim Tresch-will talk to Tracy @ Popus closer to the event
- xvi. Earth Day Program-Will Call the TICCIT program & talk to them to see if they are able to do a program instead of at the school
 - i. Chairperson-Kim Tresch
 - ii. Members
 - a. Smencils-Kristen Spreadbury & Katie Bowman
 - b. Popus Pick Up:-Kim Tresch
- xvii. Summer Bash Committee -no updates
 - i. Bounce Houses-Jamie Garcia
 - ii. Volunteers
 - iii. Games
 - iv. Permits (Police, Fire Department, Road Closure, & Sanitation License)
 - v. Food Vendors
 - vi. Concessions
 - vii. Smencils-Kristen Spreadbury & Katie Bowman

- xviii. Blanket-still working with the company
 - i. Chairperson: Kristen Spreadbury
 - ii. Members: Kristen Siergiej
- xix. Urban Air-Jamie Garcia-We are set to go for this on Jan. 31st from 4pm-8pm @ the one in Mokena. They just need to mention they are with the PTA when paying for it or show the slyer
- xx. Chicago White Sox-Jamie Garcia-Google form was sent out to see which dates & place we want to pick. Please fill that form out by tomorrow so we can get this started. We only had 2 people fill out the form. Once we get the results we may need to do another form with the dates chosen to narrow it down even more.
 - i. 28-March, Thursday @ 3:10- Spring Break
 - ii. 30-March, Saturday @ 1:10- Spring Break
 - iii. 31-March, Sunday @ 1:10- Spring Break & Easter
 - iv. 1-April, Monday @ 1:10- Spring Break (day after Easter)
 - v. 2-April, Tuesday @ 6:40
 - vi. 12-April, Friday @ 6:40
 - vii. 13-April, Saturday @ 1:10
 - viii. 14-April, Sunday @ 1:10
 - ix. 15-April, Monday @ 6:40
 - x. 16-April, Tuesday @ 6:40
 - xi. 17-April, Wednesday @ 1:10 ($\frac{1}{2}$ day SIP Day but Nicky V's Dine Out)
 - xii. 26-April, Friday @ 6:40
 - xiii. 27-April, Saturday @ 6:10
 - xiv. 28-April, Sunday @ 1:10
 - xv. 29-April, Monday @ 6:40
 - xvi. 30-April, Tuesday @ 6:40
 - xvii. 9-May, Thursday @ 6:40- Staff Appreciation Week
 - xviii. 10-May, Friday @ 6:40- Staff Appreciation Week
 - xix. 11-May, Saturday @ 6:10
 - xx. 12-May, Sunday @ 1:10-Mother's Day
 - xxi. 13-May, Monday @ 6:40
 - xxii. 14-May, Tuesday @ 6:40
 - xxiii. 23-May, Thursday @ 6:40
 - xxi. 24-May, Friday @ 6:40-Possible Great America or 8th Grade Dance
 - xxii. 25-May, Saturday @ 1:10-Memorial Day Weekend
 - xxiii. 26-May, Sunday @ 1:10-Memorial Day Weekend
 - xxiv. 27-May, Monday @ 1:10-Memorial Day
 - xxv. 28-May, Tuesday @ 6:40
 - xxvi. 29-May, Wednesday @ 6:40

3. Representative Reports

- A. Teacher Representatives-Kasey Keyser, Elizabeth Boersma, Carmelina DeSabato, Christine Michalik, & Kristen Siergiej. Hille will have Fine Arts Festival 1/24/24 from 5-7. Ridge Family Event 1/30/24 & Focus on Families has an open position so if you know anyone send them that way.
- B. School Board/Administration Representative

4. New Business - no update

5. Closing and Adjournment 8:30pm

Respectfully submitted by Regina Tarchala

Feb. 1, 2024